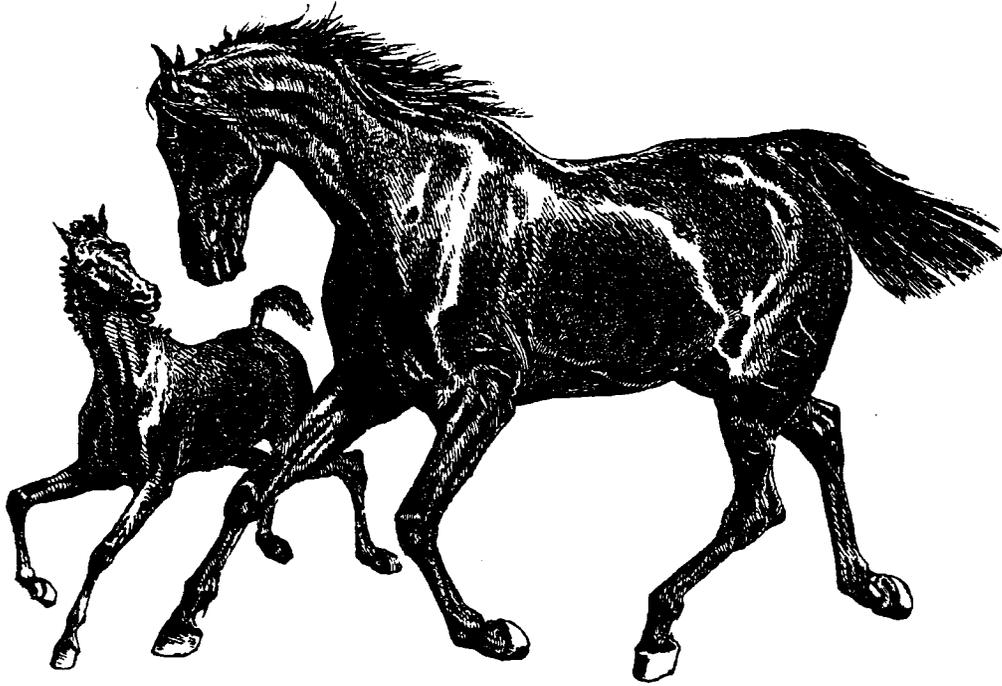




*Horse Protection Training*



(VMO Handbook -2000)

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## *Responsibilities of the VMO*

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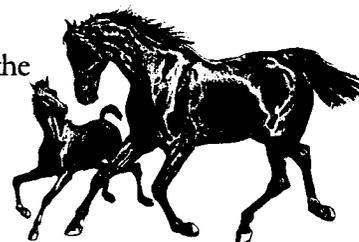
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### **A. Preparation for and arrival at the show or sale.**

1. Before arriving at the show, review the Horse Protection regulations. The Show Veterinarian should meet with all USDA personnel attending the show, if possible, and discuss a plan of action for that show.
2. Have all needed equipment and supplies with you when you arrive. Some things to bring are:
  - a. current copy of regulations, HP Strategic Plan, HP Operating Plan,
  - b. all required forms,
  - c. notebook and pen,
  - d. scales for weighing action devices,
  - e. test weights for scale,
  - f. ruler or tape measure, and soft measuring tape
  - g. flashlight,
  - h. camera,
  - i. coveralls and towels (inspecting horses can be dirty work),
  - j. folding chair (nice to have if you are driving to the show),
  - k. suspension list,
  - l. cellular phone
3. Arrive early to the show grounds. Arrival should be between one and two hours prior to the start of the show.
4. Upon arrival, meet with management and the DQP's to discuss facilities, duties, regulations, questions, etc.
5. Check the inspection facilities with the DQP. If they are inadequate, contact management and ask them to make any needed changes.
6. Obtain a copy of the show program or sale sheets. Review the horse show schedule for exempt classes [see HPA 11.1, definition of horse show]. Horses in exempt classes do not have to be inspected.

### **B. Evaluation of the DQP.**

1. This is a primary function and responsibility of the VMO at a show or sale.
2. Observe the DQP from a convenient location as he/she inspects horses. Do not stand over the DQP's shoulder as he/she is examining a horse. Watch to see if the DQP is doing everything required of him/her.
3. If a problem is noted in the way the DQP is examining horses, or performing other duties, the VMO should discuss with him/her at the time the problem is noticed and seek appropriate changes.



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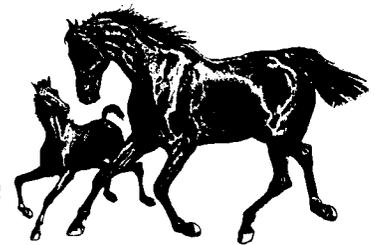
## *Responsibilities of the VMO*

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### **B. Evaluation of the DQP (cont')**

4. The DQP should be included as part of the inspection team, if possible.
5. The DQP is evaluated on the DQP Evaluation Form. Performance ratings are to be made on this form and will be elaborated on in the narrative report on the show. All VMO's at the show should sign the evaluation form, if possible.
6. In order for a LOW to be requested, the following requirements must be met:
  - The DQP has not met the minimum performance standards listed in number seven below.
  - The VMO must have pointed out and described any deficiencies in a DQP's performance to that DQP during the course of the show or sale, preferably at the time the particular deficiency is noticed.
  - The DQP has demonstrated a consistent inability or unwillingness to enforce the HP regulations. A single instance where a DQP has not met the standards will not be grounds for requesting a LOW unless the deficiency involved an inability or unwillingness by the DQP to recognize a serious HPA violation, such as an obviously sore horse.
  - Reasonable disagreements between the DQP and VMO over "gray" areas, such as borderline or questionable violations, will not be considered grounds for requesting a LOW.
  - The VMO must list in the show narrative the specific deficiencies of the DQP for whom the LOW is being requested. The narrative must include entry numbers, class, detailed description of violations and efforts taken by the VMO's to correct or improve the DQP's performance during the show.
  - If there are two or more VMOs at a show or sale, they must all agree on a request for a LOW.
7. The DQP must be able to do the following to meet minimum performance standards:
  - Follow the inspection procedures and guidelines for inspecting horses as listed in the HP Regulations (Sec 11.21) and as outlined in annual HP training courses.
  - Determine if a horse is sore on examination at a show or sale. A horse is sore when it meets the definition of sore as listed in the HPA.
  - Recognize a Scar Rule violation.
  - Recognize technical violations and prohibitions as listed in the HP Regulations.
  - Take appropriate action for all violations found at shows or sales.



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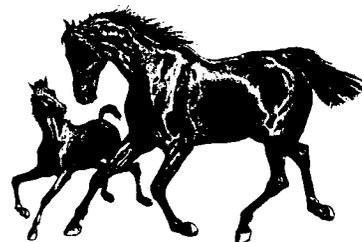
## *Responsibilities of the VMO*

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### **C. Examination of horses.**

1. Follow uniform inspection procedures for inspecting horses as listed in the HP Regulations (Sec 11.21) and as outlined in annual HP training courses.
2. One VMO can be inspecting horses while the other is evaluating the DQP and observing the other horses.
3. The DQP should inspect all preshow horses before the VMO.
4. The DQP must examine all first place horses postshow. The VMO's may decide to inspect any other postshow horses at their discretion, though it is customary to inspect second and/or third place horses. Management must be notified of all horses that the VMO's wish to return to the inspection area after showing, so that the appropriate announcements can be made.
5. All horses found to be unilaterally sore, and those found to have technical violations by the VMO's should be referred to the DQP for reinspection with an explanation of the problem(s) observed.
6. If a horse shows signs of pain either during locomotion or while standing and/or exhibits a consistent response in both front or back feet during physical examination (palpation) the VMO should consider the horse to be bilaterally sore. Horses found to be bilaterally sore on palpation can, but will not necessarily, exhibit secondary signs of pain (i.e., drawing in of abdominal muscles, head turn, shifting of weight, etc.). After the VMO diagnoses a sore horse, the horse should be referred to the DQP for reinspection with an explanation of the problem(s) observed. The VMO should allow ample time for the DQP to make a decision on the horse. If the appropriate ticket is not issued by the DQP then the second VMO, if available, should examine the horse. If the horse is found to be sore by both VMO's, then a case should be initiated using APHIS Form 7077. Be sure the IES investigator, if present, is notified of any horses to be written up by USDA. VMO's should write their affidavits as soon as possible, but no later than 24 hours after the violation.
7. Inform the custodian of the horse that it is being written up by USDA.
8. VMO's have the authority to inspect any horse on the grounds of a show or sale, or any horse being transported onto or off of the grounds to determine if that horse is in compliance with the Act.



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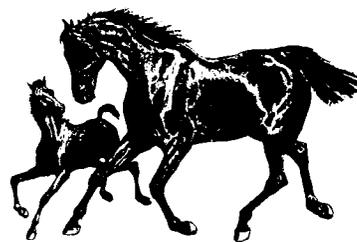
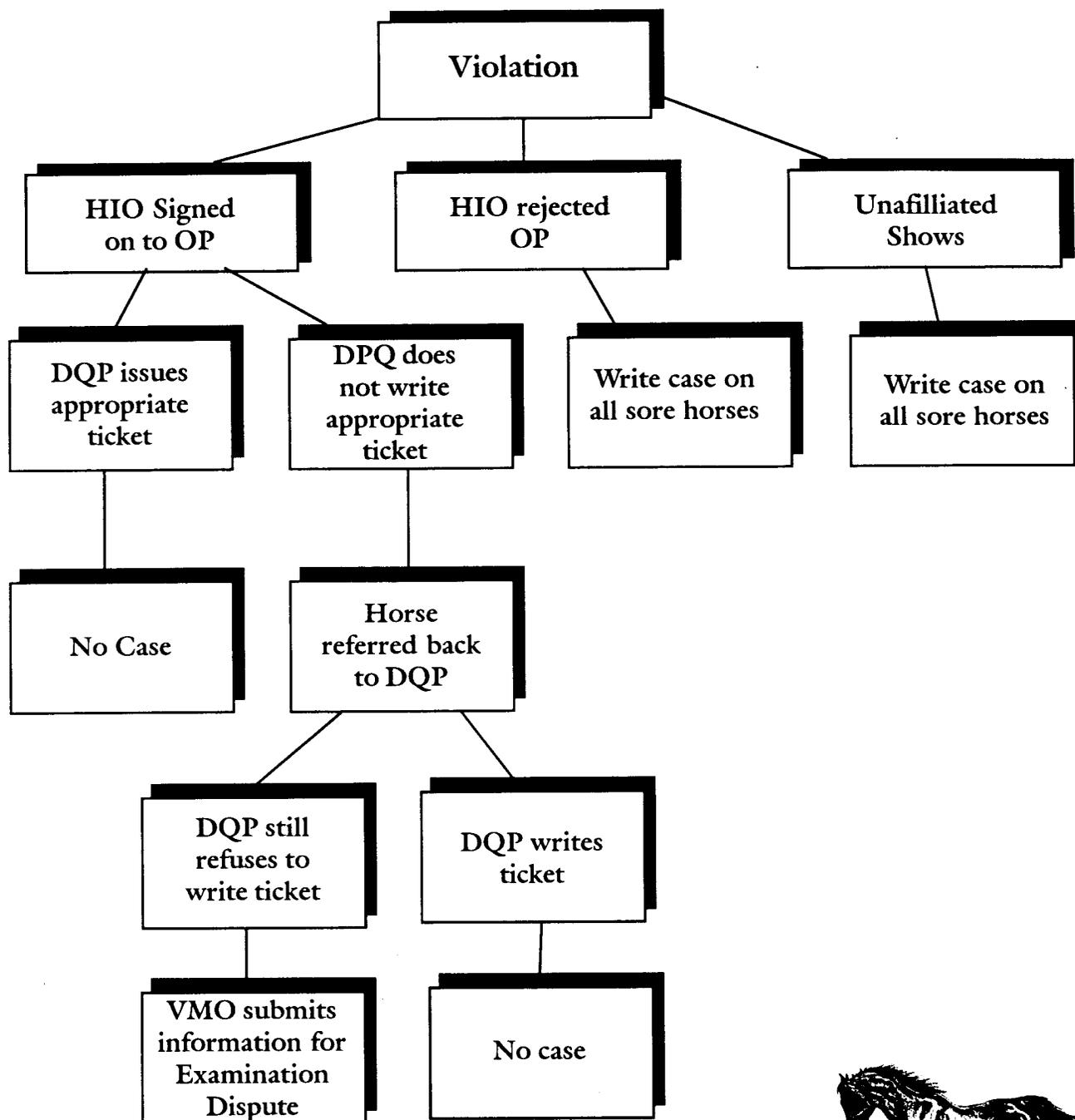
## *Responsibilities of the VMO*

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### D. Criteria for Writing Cases

The following chart is to be used to help determine when to write a case. It is the VMO's responsibility to know the HIO's status with regard to the Operating Plan (OP).



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## *Responsibilities of the VMO*

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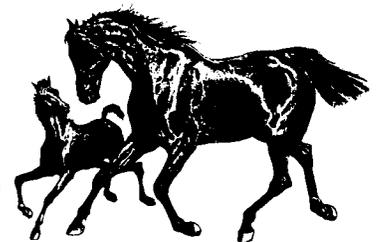
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### **E. Evaluation of management.**

Management is evaluated in the narrative report. There is no form for evaluating management.

### **F. Reports.**

1. At the end of the show the DQP Evaluation Form and the Show Report Form are to be completed. Information required on these forms should be obtained before the end of the show and before people begin to leave. Some information, such as the total number of show entries, may not be available from management until a day or two after the end of the show.
2. APHIS Form 7077, Summary of Alleged Violations, should be completed at the time a horse is found in violation, not later. The IES Investigator, if present, will assist in completing this form, and will usually submit it. Any documentation supporting the violation should also be obtained.
3. A narrative report, describing the show or sale, should be written by the Show Vet after the end of the show or sale. The narrative should be written following the required format (see Horse Show Narrative Checklist).
4. A show program, or at least that part of the program listing the classes, should be submitted with the other documentation.
5. Reports and forms should be submitted to the HP Coordinator within 5 days of the end of the show. A copy should be sent to the VMO's Regional Office.



U.S. Department of Agriculture Animal and Plant Health Inspection Service Horse Protection - DQP Performance Evaluation		Dates of USDA inspection
DQP's Name	DQP Organization and License Number	
Name of Show/Location		
(1) Unsatisfactory	(2) Satisfactory/Sufficient	(3) Above Average
		SCORE
A. Pre-show examination for soreness: Comments:		
B. Post-show examination for soreness: Comments:		
C. Scar Rule/Open Lesions: Comments:		
D. Shoeing compliance (heel-toe ratio, band distance, etc): Comments:		
E. Specific prohibitions (action devices, foreign substances, etc): Comments:		
F. Warmup ring/performance observation: Comments:		
G. AC-Referred horses: Comments:		
H. Did the DQP properly identify the violations Comments:		
I. Recordkeeping: Comments:		
J. Attitude and behavior, cooperation with USDA personnel: Comments:		
K. Overall rating of DQP's performance at this show: Comments:		
L. Do you feel the DQP was consistent throughout the show in his/her inspections? Comments:		<input type="checkbox"/> No <input type="checkbox"/> Yes
M. Did there appear to be any influence by management or trainers on their performance of the DQP? Comments:		<input type="checkbox"/> No <input type="checkbox"/> Yes
N. Do you feel that this DQP needs to receive a LOW for this performance?		<input type="checkbox"/> No <input type="checkbox"/> Yes
VMO's Name (please print)	VMO's Signature	Date
VMO's Name (please print)	VMO's Signature	Date
<b>Instructions:</b> Please rank the DQP using the scale as explained below. Any unsatisfactory score must be supported by a written explanation. Entry and exhibitor numbers should be noted. In addition, the date, and other supportive information should be documented. If you feel that a Letter of Warning (LOW) is indicated, you must specifically request this action, provide supporting documentation, and file in accordance with APHIS directives.		

U. S. Department of Agriculture Animal and Plant Health Inspection Service  <b>USDA REPORT ON HORSE SHOW/SALE</b> <input type="checkbox"/> Show <input type="checkbox"/> Sale		1. NAME OF EVENT AND LOCATION						
2. NAME AND ADDRESS OF MANAGER		3. NAME AND ADDRESS OF SPONSOR						
4. DATES HELD	5. DATES OF USDA INSPECTION	6. DPQ NAME(S) AND LICENSE NUMBER(S)						
7. DQP LICENSING ORGANIZATION								
		(A) TWH	(B) Racking	(C) Fox-Trot	(D) Spotted Saddle	(E) Animated Gait	(F) All Other Horses	(G) Total
8. NUMBER OF ENTRIES IN SHOW/SALE								
9. NUMBER OF PRE-SHOW INSPECTIONS BY APHIS								
NUMBER OF PRE-SHOW VIOLATIONS	10. SORE-1 FOOT							
	11. SORE-2 OR MORE FEET							
	12. BAD IMAGE							
	13. SCAR RULE							
	14. OPEN LESIONS							
	15. SHOING, PADS, ACTION DEVICE							
	16. FOREIGN SUBSTANCE							
	17. OTHER (PLEASE NOTE)							
<b>TOTAL (#10-17)</b>								
18. NUMBER OF POST-SHOW VIOLATIONS WRITTEN BY DQP								
19. PRE-SHOW EXAMINATIONS BY DQP								
20. POST-SHOW EXAMINATIONS BY DQP								
21. POST-SHOW EXAMINATIONS BY VMO								
22. PRE-SHOW REFERRALS TO DQP								
23. POST-SHOW REFERRALS BY DQP								
24. VIOLATIONS WRITTEN BY USDA(PLEASE NOTE)								
<b>*VMO'S MUST COMPLETE APHIS FORM 7077 FOR EACH SORE HORSE*</b>								
SHOW VETERINARIAN'S NAME (PLEASE PRINT)				Show Veterinarian's Signature				Date

\*List specific post-show violations written by DQP on the back of this form.

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## *Horse Show Narrative Checklist*

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### **1** Introduction

- Name of Show
- Dates of Show
- Location
- APHIS Personnel Present
- DQPs
- Show Management
- Sponsoring Organization
- Special Guests

### **2** Pre-Show

- Meeting with Management
- Meeting with DQPs & Instructions
- Deficiencies with the Inspection Area

### **3** Overall Synopsis

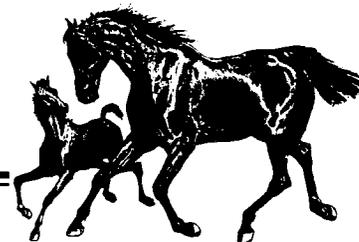
- Number of Entries
- Number of Sessions at Show  
Attended/Not Attended
- Number of Tickets
- Number of Referrals
- Number of Disagreements
- Number of USDA Cases

### **4** Showtime

- Controversial Issues
- Incidents
- Anyone Showing on Suspension
- Overall Level of Cooperation

### **5** Statements/Format for LOW Request

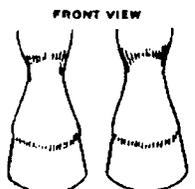
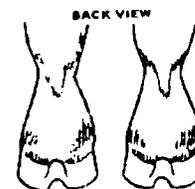
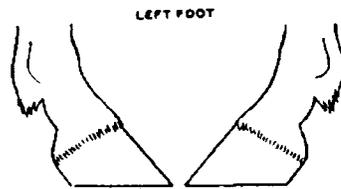
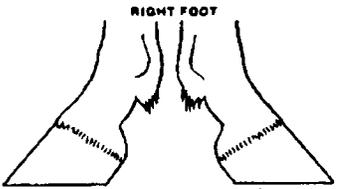
- VMO Informed DQP of Poor Performance and Tried to Correct DQP Performance Throughout Show
- DQP Performance was Discussed with DQP at Exit Interview
- DQP was Informed at Exit Interview that a LOW Would be Requested
- Problems Outlined in Bulleted Format and Supported with Detailed Narrative



This report is required by regulation (9 CFR 11). Failure to provide information can result in criminal penalty(s) of up to \$3,000 fine or imprisonment for one year, or both (15 U.S.C. 1825).

Public reporting burden for this collection of information is estimated to average .08 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Agriculture, Clearance Officer, OIRM, Room 404-W, Washington, D.C. 20250; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

FORM APPROVED: OMB NO. 0579-0056

<b>1. EVENT ("X" one)</b> <input type="checkbox"/> SHOW <input type="checkbox"/> SALE		<b>U.S. DEPARTMENT OF AGRICULTURE          ANIMAL AND PLANT HEALTH INSPECTION SERVICE          SUMMARY OF ALLEGED VIOLATIONS (Horse Protection Act)</b> <i>(Use reverse side if necessary. Cite item number)</i>		<b>SECTOR OFFICE USE ONLY</b> AREA CASE NUMBER _____ DATE _____			
<b>3. EVENT NAME AND ADDRESS</b> <i>(Include street, city, state, and zip code)</i>			<b>3. EVENT MANAGER NAME AND ADDRESS</b> <i>(Include street, city, state, and zip code)</i>				
<b>4. DATE AND APPROXIMATE TIME OF EVENT</b>		<b>5. SHOW RING</b> <i>(Circle as appropriate)</i> Indoors, Outdoors, Dry, Wet, Muddy, Cold, Warm, Hot, Raining, Other (specify) _____		<b>6. INSPECTING DOP NAME(S)</b> (1) _____ (2) _____ (3) _____ (4) _____ (5) _____			
<b>7. DOP CERTIFIED ORGANIZATION</b> (Name) _____ (Street) _____ (State) _____ (Zip) _____							
<b>8. NAME OF PERSON (CUSTODIAN) PRESENTING HORSE FOR INSPECTION:</b> Employed by: _____ Custodian informed horse is sore: <input type="checkbox"/> YES <input type="checkbox"/> NO By whom: _____							
<b>9. NAME OF PERSON WHO PAID ENTRY FEE</b>			<b>10. COPY OF ENTRY SHEET ENCLOSED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO				
<b>11. TRAINER NAME AND ADDRESS</b> <i>(Include street, city, state, and zip code)</i>					<b>PRESENT AT SHOW</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		
<b>12. OWNER NAME AND ADDRESS</b> <i>(Include street, city, state and zip code)</i> <input type="checkbox"/> "X" if minor - Give name and address of parent or guardian on reverse.					<b>PRESENT AT SHOW</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		
<b>13. RIDER NAME AND ADDRESS</b> <i>(Include street, city, state and zip code)</i> <input type="checkbox"/> "X" if minor - Give name and address of parent or guardian on reverse.					<b>PRESENT AT SHOW</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN		
<b>14. NAME OF HORSE</b>		<b>15. WAS HORSE TYED</b> <input type="checkbox"/> YES <input type="checkbox"/> NO PLACE: _____ <b>EXCUSED:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO By Whom: _____					
<b>16. COLOR AND SPECIAL MARKINGS</b> <i>(Specify)</i>		<b>17. SEX</b>	<b>18. AGE</b>	<b>19. CLASS NO.</b>	<b>20. EXHIBITION NO.</b>		
<b>21. ITEMS 1 THROUGH 20 COMPLETED BY:</b> _____							
<b>NOTE FOR NARRATIVE CONTINUATION OF ANY ITEM, USE REVERSE SIDE OF FORM. Cite Item Number Referred to.</b>							
<b>22. ACTION DEVICES (11.2(b)):</b> <input type="checkbox"/> CHAINS <input type="checkbox"/> ROLLERS <input type="checkbox"/> OTHER <input type="checkbox"/> Overweight <input type="checkbox"/> Strikes Coronet <input type="checkbox"/> Yes <input type="checkbox"/> No Weight: LEFT leg device: _____ Weight RIGHT leg device: _____ Weighed by: _____							
<b>23. PAD BAND MEASUREMENT (11.2(b) (13)):</b> Right: _____ Left: _____ Measured by: _____			<b>24. HEEL/TOE MEASUREMENT:</b> Left-Heel: _____ Left-Toe: _____ Right-Heel: _____ Right-Toe: _____ Measured by: _____				
<b>25. PADS IN COMPLIANCE</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(Specify)</i>  OTHER PROHIBITIONS (11.2(b) <i>(Specify)</i> _____			<b>26. PROHIBITED SUBSTANCE (11.2(c)):</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If yes, explain)</i>				
<b>27. NAME AND ADDRESS OF PERSON(S) RESPONSIBLE FOR TRANSPORTATION</b>			<b>28. NAME AND ADDRESS OF PERSON(S) THAT ENTERED HORSE</b>				
<input type="checkbox"/> <b>28. IS HORSE SORE:</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <i>(If yes, explain) (See item 8)</i>			<input type="checkbox"/> <b>30. SCAR RULE COMPLIANCE (11.3) (See item 18 above)</b> <input type="checkbox"/> YES ("X" item 29, yes) <input type="checkbox"/> NO <i>(If no, explain)</i>				
<input type="checkbox"/> <b>31. ILLUSTRATE WHERE THIS HORSE IS SORE - (Lesions, Pain, Open Wounds, Blood, etc.)</b>							
<b>FRONT VIEW</b> 		<b>BACK VIEW</b> 		<b>LEFT FOOT</b> 		<b>RIGHT FOOT</b> 	

**22. PHYSICAL EXAMINATION BY USDA VETERINARIAN(S) (Signature)**

APHIS FORM 7077  
(APR 98)

Replaces VS Form 19-7 which is obsolete.

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## *Horse Protection Affidavit Format*

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### **Paragraph 1**

employment  
horse show name, place, date  
personnel working horse show - DQP's AC, IES

### **Paragraph 2**

DQP examination of horse, exhibit #, class #  
who witnessed exam  
DQP findings, ticket(s) issued

### **Paragraph 3**

1st vet on horse; name and time  
who witnessed exam  
1st vet's findings

### **Paragraph 4**

2nd vet on horse; name and time  
who witnessed exam  
2nd vet's findings

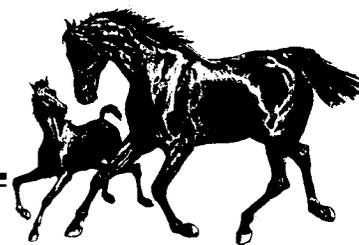
### **Paragraph 5**

who decided horse was sore according to the HPA  
who informed custodian of horse  
who filled out paperwork

### **Paragraph 6**

professional opinion-caused by chemicals and/or action devices  
affidavit is true and accurate to the best of your knowledge,  
and time/date affidavit was prepared

*\* Remember to address each paragraph, what you did and did not witness \**





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## *Instructions for GPRA Reporting at Horse Shows*

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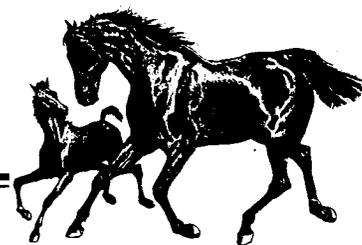
In order to satisfy the requirements of the Government Program Reporting Act (GPRA), APHIS VMOs will be collecting information at horse shows and sales as indicators of the success of the Horse Protection Program. The data collected will be used to indicate the incidence of pathology indicative of soring present on the pasterns of horses at shows and sales. The data collected will be separated according to whether the horse is flat shod or padded. Data will also be separated as to whether a horse has won in its class or been selected randomly by the VMO.

Winning horses are those that have been tied first, second or third in their class. Random horses are those that have been picked randomly, either preshow or postshow, by the VMO. It is not necessary to perform a complete exam for soring for the purpose of collecting this data. Abnormalities on the pasterns can often be seen by careful observation and without making direct contact with the horse.

In order for pathology to be listed as being present the VMO must determine whether or not the observed abnormalities on the pasterns of the horses have been caused by the practice of soring. Abnormalities of the front feet that would be indicative of soring include acute inflammatory signs (pain, redness, swelling, heat, disordered function, etc.) and chronic insult (scarring, thickening, raised areas, hair loss, pigment changes, etc.) It is not necessary for the observed abnormalities to constitute a Scar Rule violation for them to be counted as pathology for the purposes of this survey. Scarring or other abnormalities that are obviously the result of injury or a disease process should not be counted as pathology for the purpose of this survey.

The VMO should list the horses observed for the survey on the **GPRA Survey Log** by their entry numbers, if known. Indicate in the appropriate column if pathology indicative of soring was present by entering a yes or no. Next, check the appropriate block as to the type of horse observed: flat shod, random, etc. More than one page of the Survey Log may be used. At the end of the show or sale, total the columns on each page of the Survey Log. These totals should then be added together and the totals for the show entered into the appropriate block on the **GPRA Horse Show Report**. Total the columns and rows on this form also. When completed, the GPRA Survey Logs and GPRA Horse Show Report should be sent in to the Horse Protection Coordinator by the Show Veterinarian along with the rest of the show report.

In order for the data collected to be as meaningful as possible, **APHIS VMOs must conduct GPRA surveys at all horse shows and sales attended, unless otherwise instructed.**





## GPRA Horse Show Report

Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Date(s): \_\_\_\_\_

VMOs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>RANDOM</b>	Flat Shod	Padded	<b>Total</b>
Pathology			
No Pathology			
<b>Total</b>			

<b>WINNERS</b>	Flat Shod	Padded	<b>Total</b>
Pathology			
No Pathology			
<b>Total</b>			

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## *Procedure for Pulling Shoes and Pads at Horse Shows*

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### **USDA, APHIS, AC Eastern Region**

USDA, APHIS, Animal Care  
Unit 904P  
920 Main Campus Dr., Suite 200  
Raleigh, NC 27606

Phone: (919) 716-5544  
Fax: (919) 716-6859  
email: robert.a.willems@usda.gov

### *Memorandum*

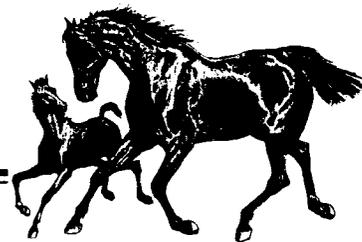
*To: APHIS VMOs*  
*From: Robert A. Willems, DVM*  
*cc: Dr. Ron DeHaven, Dr. Dick Watkins*  
*Date: February 3, 2000*  
*Subject: Procedure for pulling shoes and pads at horse shows*

The Horse Protection Regulations give inspectors (VMOs and DQPs) the authority to inspect horses at horse shows and sales for compliance with the Horse Protection Act (Act). Inspectors may use any reasonable inspection procedures they deem necessary to determine if a horse is sore. While conducting inspections of horses at horse shows and sales, there may be times when an examination of a horse for compliance with the Act cannot be conducted without removing the shoes and/or pads from the horse's feet. The purpose of this memo is to provide guidelines to APHIS VMOs as to when to have a horse's shoes and/or pads removed so that a thorough inspection can be conducted.

The following are examples of situations when inspectors should consider having the shoes and pads removed to determine if the horse is in compliance with the Act and the HP Regulations:

1. The horse appears to be in pain when standing or moving, or walks with an abnormal gait, yet does not exhibit painful responses to palpation.
2. The horse has a bounding digital pulse in one or both front feet that cannot be explained by any visible pathology.
3. The horse exhibits painful responses to the use of hoof testers.
4. The horse appears to be in pain and one or more of its hoof walls feels hot to the touch.
5. A foreign object other than allowable hoof packing can be seen or detected between the pad and the sole of the foot.
6. The horse has been shod with an unusual shoe or pad assembly that might be or contain a pressure shoeing device.
7. The horse appears to be in pain and the hoof wall has been trimmed shorter than normal (less than 3 inches in length at the toe.)
8. Blood, pus or serum can be seen oozing from between the bottom of the foot and the shoe or pad.

The above list is not all-inclusive. There may be other situations where an inspector finds it necessary to have shoes or pads removed. The removal of shoes or pads should not be done routinely, but only when there is sufficient reason for doing so.



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## *Inspection Procedures for VMOs at Unaffiliated Shows*

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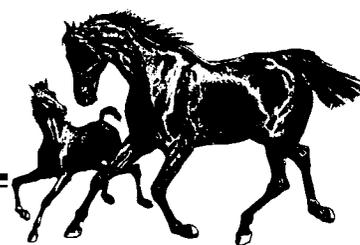
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If a VMO finds it necessary to have a horse's shoes or pads removed, it is the responsibility of the custodian of the horse to do this, or to inform the person responsible for the horse (the owner or trainer) to have it done. When the custodian is informed by the VMO that the shoes or pads are to be removed, he or she should immediately make the necessary arrangements. A VMO should require the horse to be detained until the shoes or pads are removed and the examination completed. VMOs are not to remove shoes or pads themselves.

If, after removal of the shoes or pads, the VMO finds evidence that the horse is sore, the findings should be appropriately documented. If a pressure shoeing device is found, it should be confiscated, appropriately labeled, and held as evidence of the violation. The device should be photographed along with the foot from which it was removed. Any physical evidence of soreness seen on the foot of the horse, such as bleeding or bruising of the sole, or any other damage to the foot, should also be carefully noted and photographed.

Refusal to remove the shoes or pads by the person responsible for the horse constitutes a refusal to allow an inspection, and is a violation of the Act and Section 11.4(a) of the HP Regulations. A refusal should be documented by the VMO and submitted to the Horse Protection Coordinator as an alleged violation of the Act.

Any information, documentation or evidence of a violation should either be turned over to an IES Investigator, if one is present at the show, or submitted to the Horse Protection Coordinator after the show.



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## *Inspection Procedures for VMOs at Unaffiliated Shows*

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Unaffiliated shows are those that have not hired one of the certified Horse Industry Organizations (HIO) to provide licensed DQPs to inspect horses. Because these shows will not have a licensed DQP present, inspection procedures for the VMOs will be different than for those shows which do have a DQP.

The Horse Protection Act (HPA) and Regulations do not require that the management of a horse show hire a licensed DQP to inspect horses at the show. If show management decides not to hire a DQP, management then takes on legal liability for any horse allowed to show that is in violation of the HPA. Hiring a person other than a licensed DQP to inspect horses does not offer management protection from liability. It is important that you not take on the role of the DQP for the show when you, as a VMO, are assigned to attend one of these unaffiliated shows. With that in mind, the following procedures are to be followed at these shows:

### **Assignment of Shows**

Show assignments, affiliated as well as unaffiliated, will be made by the Horse Protection Coordinator or your Regional Office. Because of their unaffiliated nature, you may be provided with only limited information about these shows ahead of time. You may need to acquire additional information on your own prior to the show, or at the show itself.

### **Preparation for the Show**

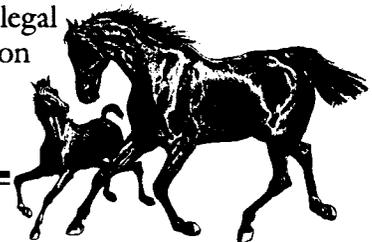
Preparation for an unaffiliated show should be much the same as for any other horse show. However, since there will be no DQP, some additional equipment may be needed. In addition to the standard equipment and supplies brought to affiliated shows, you might need to bring halogen lights, an extension cord, a folding table and chairs, a rope, a cone, and a set of electronic scales. Contact your Regional Office for any additional equipment that might be needed.

You should also meet with the IES Investigator assigned to the show for a pre-show conference to discuss strategies and procedures for working the show. If any trouble is anticipated, the local police or State Police should be notified in advance of attendance at the show.

### **Arrival at the Show**

Arrive at least one hour prior to the start of the show. Introduce yourself to show management and explain why you are there. Hold a pre-show conference with management, and include the show judges, if possible. Inform management of their responsibilities, and provide them with copies of the HOP and Regulations, and the latest Disqualification List. Acquire a show program if one is available.

Management should be informed of the following at a minimum: (1) any horse in violation of the HPA must not be allowed to show; (2) management bears legal liability for any horse in violation that is allowed to show; and (3) persons on the Disqualification List cannot enter or ride horses, work with horse or participate in the show in any way other than as a spectator.



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## *Inspection Procedures for VMOs at Unaffiliated Shows*

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Explain the inspection procedures, and request that all first place horses, and perhaps second, and third place horses, be told to report to the inspection area after showing. In a multi-breed show, any breed may be inspected, but you may only want to inspect the gaited horses. Breeds that must be inspected are the TWH, Racking Horse, Spotted Saddle Horse, Missouri Fox Trotter, and Rocky Mountain Horse. Other gaited breeds that should be inspected are the Saddlebred, Icelandic, Peruvian Paso, Paso Fino, Morgan Horse, and Hackney Pony.

Arrange a procedure for management to excuse any sore horses from showing if one is found preshow. A ring or show steward, if present, is often adequate for this purpose. Request that a suitable area be provided for inspecting the horses. Set up your table and equipment and acquire class sheets, if available.

### **Inspection Process**

As at any affiliated show, all first place horses should be inspected postshow. You may also want to inspect second place, third place, or other horses postshow. This is left to your discretion.

Horses should not be routinely inspected preshow. Any horse that is obviously sore before it goes into the show ring should be inspected, however. Follow the normal inspection process that would be done at any affiliated show. Horses found to be sore preshow should be immediately reported to show management to allow them to excuse the horse from showing.

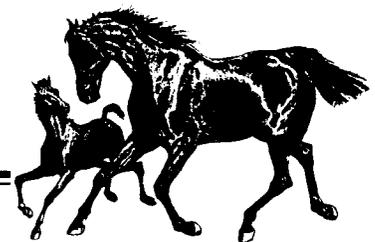
Although you have authority to inspect any horse at the show that you wish, horses should not be inspected arbitrarily. Horses should be inspected for some reason. Be sensible and discriminating with regard to the horses you inspect. Do not allow yourself to be viewed as abusing your authority.

Be sure to conduct any other required activities, such as the GPRA survey.

If serious problems arise of a threatening or violent nature, leave the show grounds as quickly as possible. Report this to the Regional Office or Headquarters as soon as practical.

### **Documenting Violations**

Any information on horses that are found to be sore, whether on one foot or two feet, or in violation of the Scar Rule should be collected for federal cases. Document these as you would at any other show, using the APHIS Form 7077, Summary of Alleged Violations. Be sure to complete an affidavit detailing your findings as soon as possible. The custodian of the horse must be notified that horse has been found to be sore, and that a case for violation of the HPA is being prepared. If a horse is found to be sore or in violation of the Scar Rule preshow, contact management about not allowing the horse to show.



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## *Inspection Procedures for VMOs at Unaffiliated Shows*

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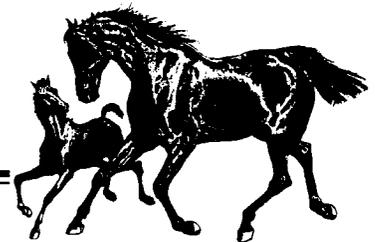
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All technical violations, such as shoeing violations, heel/toe ratio, foreign substance, etc., should also be documented on the APHIS Form 7077. An affidavit by the VMO is not necessary for these violations as long as all pertinent information is listed on the 7077. Use the back of the form if necessary. The custodian of the horse should be notified of any technical violation.

### **When the Show Is Over**

Conduct an exit interview with show management. Inform them of any violations that may have been written. Discuss any problems that may have arisen during the show, and make recommendations for correcting these, if appropriate. Detail positive aspects of the show; do not just mention the negative happenings. Invite questions and comments.

Fill out the show report form and complete your show narrative. Submit this with any other paperwork to the Regional Office.





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*Procedure for APHIS Auditing of  
Horse Industry Organizations*

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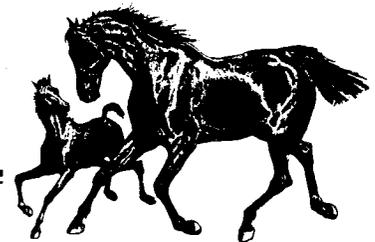
## RECORDS TO REVIEW

### HIO Organizational Records

- Organizational structure
- List of officers
- Rulebook
  - review for compliance with HP regulations

### DQP Program

- Training program
  - review for compliance with sec. 11.7(b)(2) of HP regs.
- Training records/schedules
  - contents of training course
  - dates
  - participants
  - apprentices
- List of licensed DQP's
  - check against submitted list
- DQP resumes
  - qualifications
  - conflicts of interest
- Canceled DQP licenses
  - procedure for cancellation
- LOW's issued
- DQP show/sale assignments
  - previous year
  - current season
- DQP Standards of Conduct



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## *Procedure for APHIS Auditing of Horse Industry Organizations*

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### **Horse Show Reports**

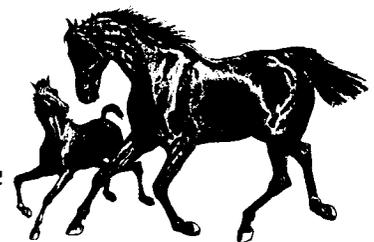
- List of shows attended
  - random selection of shows
  - number of entries
  - number of tickets issued
  - method and date of notification of violator
  - penalties assigned
  - DQP show narratives
  - DQP examination checklists for show (NHSC only)
- Total number of horses inspected during previous season
- Total number of shows/sales attended during previous season
- Total number of tickets issued during previous season
- Compare show season summaries with annual report submitted to APHIS
- Suspension list
  - random check if persons on suspension allowed to show during suspension period

### **Disciplinary Hearings**

- Minutes of hearings held
- Decisions reached
  - violations upheld/overtaken
  - penalties reduced/dismissed
  - other disciplinary actions taken

### **Technology**

- Review results of use of various technologies used during shows
  - fluoroscopy
  - videotaping
  - other



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*Procedures for APHIS Auditing of  
Horse Industry Organizations*

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## AUDIT REPORT

- Summary of audit procedure
- Problems encountered
- Violations/deviations/discrepancies found on audit
- Ticketing rate
- Level of cooperation
- Notable occurrences or findings

