

Application

The Dealer Inspection Guide is to be used as a *reference* for inspecting the facilities of USDA licensed animal dealers. By presenting regulatory and policy criteria and inspection procedures in a clear, concise, logical, and user-friendly format, it is designed to *assist* Animal Care personnel in performing and documenting compliance inspections and making appropriate decisions.

The Dealer Inspection Guide is to be used as an *adjunct to - not a replacement for* - the 9 CFR. Although Animal Care personnel are expected to exercise professional judgment, all inspection decisions must be justified by applicable sections of the regulations and standards.

The Dealer Inspection Guide is designed to be a “stand alone” component of the Animal Care Resource Guide. It contains all the information necessary to complete an inspection of a USDA licensed dealer’s facility. To ensure the Dealer Inspection Guide is available as a reference, field inspectors should carry it in their vehicles.

Related Documents

- Title 9 of the Code of Federal Regulations (9 CFR)
- Animal Care Policy Manual

Users

The Dealer Inspection Guide is targeted primarily at Animal Care field personnel (new or experienced), Supervisory Animal Care Specialists, and Animal Care Staff who are directly or indirectly involved in compliance inspections of USDA licensed dealers’ facilities.

In addition to the primary target audience, the Dealer Inspection Guide may serve as a reference for other APHIS personnel or Government agencies who regulate or interact with USDA licensed animal dealers. Interested public organizations or individuals as well as the regulated community may also be able to use this information.

Usage	<p>The Inspection Guides within the Animal Care Resource Guide are based on the type of facility or activity conducted and regulated Dealer, Exhibitor, Research, and Transporter.</p>
	<p>Each Inspection Guide is designed to function as a “stand alone” reference. The Dealer Inspection Guide contains all the information necessary to complete an inspection of a USDA licensed dealer’s facility.</p>
Sections & Topics (Information)	<p>The sections and topics within the Dealer Inspection Guide will address <i>all</i> areas/activities of a dealer’s facility which must be inspected for compliance. If information is relevant to more than one section, it will usually appear in <i>all</i> applicable sections. The exception will be lengthy information which will appear in the primary section and be <i>referenced</i> in all other applicable sections.</p>
Sections & Topics (Organization)	<p>Sections are identified by dividers. Each new topic within a section will begin on a right-hand (facing) page.</p> <p>Topics within a section that involve step-by-step <i>procedures</i> (e.g., “Completion of the Inspection Report”) are organized in <i>sequential order</i>. For sections not requiring a specific order (e.g., “Specific Types of Inspections”), the topics are organized in <i>alphabetical order</i>.</p>
Subtopics	<p>General subtopics within each topic may include:</p> <ul style="list-style-type: none">• Criteria: A list of criteria a facility must meet to be in compliance with the applicable section of the 9 CFR. The criteria apply to <i>all</i> regulated species, and <i>all</i> criteria must be met unless specified otherwise• Species Specific Criteria: Criteria applicable <i>only</i> to the species listed.• Exceptions/Exemptions: Special circumstances or situations when a facility which does not meet one or more criteria may still be in compliance.

Meaning of Must, Should, and May

The words “**must**”, “**should**”, and “**may**” are used throughout the Guide as follows:

- **Must** is used when the referenced actions are **required** by the 9 CFR regulations/standards or Animal Care Policies.
- **Should** is used when the reference actions are **strongly recommended** but not specifically required by the 9 CFR regulations/standards or Animal Care Policies.
- **May** is used when the referenced actions are **optional**.

Marine Mammals

Certain sections of the marine mammal standards are being revised through negotiated rule making. Sections under revision are noted in the Dealer Inspection Guide as “RESERVED-Pending approval of the negotiated rules.”

These sections will be added to the Guide when the negotiated rules are approved.

Citations

The applicable **9 CFR regulations and standards** and **Animal Care Policies** are cited:

- in the general statement of each topic
- after specific items within topics or subtopics (as appropriate)
- at the beginning of a bulleted/numbered list if applicable to the whole list
- at the end of an item if applicable only to that item

Finding Information

Information in the Dealer Inspection Guide may be located by using the Table of Contents or the Index.

The **Table of Contents** lists the sections and each topic in that section with their corresponding page numbers in the Guide.

The **Index** lists “key” words and the location where the information is found. (See Indexing)

Control Data

Each page is identified as follows:

- **Header**
 - ▶ inside corner contains name of book (i.e., “Animal Care Resource Guide”) and the title of the applicable inspection guide (e.g., “Dealer Inspection Guide”)
 - ▶ outside corner contains the section title (e.g., “Inspection Procedures”) and topic heading (e.g., “Managing Your Territory”)

- **Footer**
 - ▶ inside corner contains the program name (i.e., “Animal Care”) and the issue date of the page (e.g., 3/99)
 - ▶ outside corner contains a 3-digit page number (e.g., 5.1.1) which refers respectively to the section (e.g., “Inspection Procedures”), topic (e.g., “Managing Your Territory”), and the consecutive page within the topic (e.g., page 1 of “Managing Your Territory”).

Text Format

Information is presented in a 2-column format as follows:

- **Left Column**
 - ▶ topic title distinguished with boldfaced, uppercase letters and larger font
 - ▶ subtopic titles boldfaced to denote major headings

- **Right Column**
 - ▶ general statement for topic
 - ▶ *bullets* precede listed items when there is no inferred order, priority, or rank
 - ▶ *numbers* precede listed items when the items are steps of a process or procedure, or present information in a logical order

Text Variations

Major headings are **boldfaced** to make them distinctive and easy to locate.

Pagination

Boldfacing and/or *italicizing* is used within the text to highlight important concepts or to emphasize *key* words in the text or words that aid in understanding.

Each page is numbered in the lower outside corner with a 3-digit number (e.g., 2.2.3) which refers respectively to the section, topic, and page within the topic.

Each **section** is separated by a tab and consecutively numbered within the Dealer Inspection Guide (e.g., **2.2.1**, **3.2.1**).

Each **topic** begins on a right-hand (facing) page and is consecutively numbered within a section (e.g., **2.2.1**, **2.3.1**).

Each **page within a topic** is consecutively numbered (e.g., **2.2.1**, **2.2.2**).

Indexing

Information in the Dealer Inspection Guide is referenced in the index by *key* words. The 3-digit number(s) listed by each key word (e.g., 5.1.1) refers respectively to the section (e.g. “Inspection Procedures”), topic (e.g. “Managing Your Territory”), and consecutive page within the topic (e.g., page 1 of “Managing Your Territory”).

Reporting Problems

If you identify content problems in the Dealer Inspection Guide or have suggestions for improvement, notify APHIS AC as follows:

1. Make a copy of the applicable page (or pages)
2. Indicate the needed corrections or your recommendations on the page or on a supplemental sheet
3. Send your input to:

Joyce Barkley
USDA, APHIS, AC
4700 River Road, Unit 84
Riverdale, MD 20737-1230

If you wish to speak directly to an Animal Care staff member, you may call Animal Care Headquarters at (301) 734-7833.

Revisions

Revisions will be made as necessary to correct problems, incorporate suggestions for improvement, or reflect changes in the 9 CFR regulations/standards or Animal Care Policies. The Dealer Inspection Guide is formatted and paginated so that only specific pages with changes will need to be replaced.

Revisions will be sent to AC personnel and posted on the Internet and can be downloaded from the APHIS AC website at (<http://www.aphis.usda.gov/ac>).

Additional Copies

Dealer Inspection Guides and revisions or updates are available from the Animal Care Headquarters or Regional Offices.

The Dealer Inspection Guide and revisions/updates are accessible from the Animal Care website at (<http://www.aphis.usda.gov/ac>).
