

SITES	A licensee may have one or more sites where he/she conducts regulated activities.
Definitions	<p>Site: All locations within a 35-mile radius of the facility's headquarters.</p> <p>Location: A group of housing facilities with the same address or on the same premises.</p> <p>Housing facility: Any land, premises, building, barn, shed, trailer, or other structure or area, housing or intended to house regulated animals.</p> <p><i>Exception to the definition of a site:</i> If the use of the definition of site causes a major problem at a facility, consider the following factors and discuss the situation with your supervisor:</p> <ul style="list-style-type: none">• locations in another State, county, city, or town and less than 35 miles from the facility's headquarters• a distance of less than 35 miles where travel time between locations is a major factor• organizational structure of the facility, such as:<ul style="list-style-type: none">▶ reporting lines of authority▶ budget allocations▶ operations and administrative control• records repository at a location where no animals are housed <p>NOTE: Time necessary to inspect all housing facilities at a site is not sufficient for an exception to the definition.</p>
Reporting Sites	<p>The licensee must list all sites and their addresses, and all locations with separate addresses within a site, on the Application For License (APHIS Form 7003 or 7003-A).</p> <p>A site may have many locations and a location may have many housing facilities.</p>

Consolidation of Sites

For consistency throughout the country, existing sites are to be consolidated to meet the new definition of a site.

The inspector may consolidate sites by:

- completing a Request to Add/Delete Sites sheet (see page 3.12.5):
 - ▶ identifying all sites that are being incorporated into an existing or new site number as sites to be “deleted”
 - ▶ identifying any new sites as sites to be “added”
 - ▶ obtaining the signature of the licensee or facility representative
- sending the add/delete site sheet to the Regional Office
- documenting the following on the inspection report:
 - ▶ the name of all locations or housing facilities within a site that were inspected
 - ▶ all previous sites that are being incorporated into an existing or new site number

Addition of a Site

A site(s) may be added to the existing license as follows:

- licensee must notify, preferably by certified mail, the appropriate Animal Care Regional Office of the new site within 10 days (The Request to Add/Delete Sites sheet may be used.)
- Regional Office will inform the field inspector
- inspector should schedule an inspection with the licensee as soon as possible
- site must pass with a clean inspection, i.e., no noncompliant items have been cited

No application fee or additional license fee is required to be paid for the addition of a new site.

No regulated activities including housing of animals may take place at the new site until it has passed inspection.

If the licensee conducts regulated activities at the new site before it has passed inspection, this should be cited on the inspection report under Section 2.5(e) (dealing without a license at the new site) and

Addition of a Location

Section 2.8 (failure to notify Regional Office of change), if applicable.

A new location may be added to an existing site as follows:

- licensee must notify, preferably by certified mail, the appropriate Animal Care Regional Office of the new location within 10 days (The Request to Add/Delete Sites sheet may be used.)
- Regional Office will inform the field inspector
- inspector should schedule an inspection with the licensee as soon as possible
- the new location must pass with a clean inspection, i.e., no noncompliant items have been cited

An example of a new location is if a licensee has a licensed pet store in the east part of town and then acquires another pet store in the north part of town (which is within the 35 mile radius) where regulated activities will be conducted.

No application fee or additional license fee is required to be paid for the addition of a new location.

No regulated activities may take place at the new location until it has passed inspection.

If the licensee conducts regulated activities at the new location before it has passed inspection, this should be cited on the inspection report under Section 2.5(e) (dealing without a license at the new location) and Section 2.8 (failure to notify Regional Office of change), if applicable.

NOTE: A new housing facility constructed on a licensed location does not have to be inspected prior to use.

Deletion of a Site

An existing site may be deleted from the license if no regulated activities are being conducted at that site.

The licensee may request, preferably by certified mail, the deletion

of the site from the appropriate Regional Office. (The Request to Add/Delete Sites sheet may be used.)

The inspector may request the deletion of a site by:

- completing a Request To Add/Delete Sites sheet
- obtaining the signature of the licensee or facility representative
- forwarding the Request sheet to the Regional Office

No regulated activities may take place at the deleted site.

If the licensee conducts regulated activities at the deleted site, this should be cited on the inspection report under Section 2.5(e) (dealing without a license at the site) and Section 2.8 (failure to notify Regional Office of change), if applicable.

**Change in
Business Site**

If the entire business moves:

- licensee must notify, preferably by certified mail, the appropriate Regional Office within 10 days of the move
- Regional Office will inform the field inspector
- inspector should schedule an inspection with the licensee as soon as possible
- the new business site(s) must pass with a clean inspection before any regulated activities may be conducted

No application fee or additional license fee is required to be paid for a change in business site if the new business site is in the same State as the previous business site.

If the business moves to a different State, then the prelicense process must be followed.

If the licensee conducts regulated activities at the new business site before it has passed inspection, this should be cited on the inspection report under Section 2.5(e) (dealing without a license at the new business site) and Section 2.8 (failure to notify Regional Office of change), if applicable.