

**GENERAL  
INFORMATION**

The inspector must complete an official inspection report at the end of the inspection. The inspection report should follow the format of the LARIS Inspection Report Template in the laptop computer.

The inspection report must contain the following general information entered automatically by LARIS:

- licensee/owner's name as listed on Application For License (APHIS Form 7003/7003A)
- business name, if applicable
- mailing address as listed on Application For License (APHIS Form 7003/7003A)
- customer ID
- USDA certificate number (license number)
- site number as assigned by LARIS (**Make sure that you are in the correct site. DO NOT** enter an inspection into an inactivated site including an inactivated TRA site.)  
NOTE: If an inspection is conducted at a site other than the licensee's official site(s), such as at a city park or auditorium, "TRA" should be used for the site number and the procedures on page 7.1.2 followed.
- site name
- date of inspection

If any of the above information is incorrect in LARIS, you should contact the Regional Office to have the database corrected after you have completed the inspection report.

The inspection report must specify the type of inspection conducted. You must enter the type of inspection into the LARIS Inspection Report template.

*Types of Inspections are:*

- *Routine* - normal periodic, unannounced inspection including:
  - partial or focused inspection
  - reinspection for direct noncompliant items
  - complaint inspection

	<ul style="list-style-type: none"><li>➤ search inspection</li><li>➤ inspection of a licensee's new site prior to use Note: This inspection may be announced.</li><li>• <i>Prelicense</i> - inspection to determine compliance with the AWA regulations and standards prior to issuance of a USDA license. <b>Indicate whether 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup>.</b></li><li>• <i>Attempted</i> - situation where an authorized person was not available to accompany the inspector. No inspection was conducted.</li></ul>
<b>Finalizing the Inspection Report</b>	<p>You should finalize the inspection report in LARIS at the end of each inspection, after you have checked it for accuracy and completeness, and reviewed it with the licensee/registrant.</p> <p>If you do not finalize the inspection report at the end of an inspection, BE SURE to finalize the inspection report before replicating.</p> <p>NOTE: You do not have to finalize an inspection report to do an inspection report for another site of the same licensee/registrant or a different licensee/registrant.</p>
<b>Adding a person, facility or site to the LARIS database</b>	<p>If the person, facility, or site is <b>not</b> in the LARIS database, you should:</p> <ul style="list-style-type: none"><li>• complete the inspection report using the word-processing Inspection Report Template</li><li>• after the inspection, contact an ILA or the Program Specialist at the Regional Office</li><li>• provide the ILA or Program Specialist the following information:<ul style="list-style-type: none"><li>➤ person's full name</li><li>➤ business's full name, if applicable</li><li>➤ complete mailing or business address</li><li>➤ complete site address</li><li>➤ county, if known</li><li>➤ business telephone number, including area code</li></ul></li><li>• obtain the customer number, if available</li><li>• replicate the LARIS database</li></ul>

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| <b>TRA Site</b> | <ul style="list-style-type: none"><li>• enter the information from the Inspection Report into the LARIS database exactly as it is on the word-processing Inspection Report</li><li>• attach a copy of the LARIS Inspection Report to the word-processing Inspection Report, OR</li><li>• in the upper right hand corner of the word-processing Inspection Report, place the following information from the LARIS Inspection Report print screen:<ul style="list-style-type: none"><li>➤ Customer ID number</li><li>➤ Inspection ID number</li><li>➤ Site ID number</li></ul></li></ul> <p>A traveling site is a temporary animal location, housing or exhibit area, such as:</p> <ul style="list-style-type: none"><li>· an airport</li><li>· an auction market</li><li>· a city where the licensee is performing</li></ul> <p>On the inspection report:</p> <ul style="list-style-type: none"><li>• make sure that you use the TRA site designation in LARIS:<ul style="list-style-type: none"><li>➤ if the licensee does not have a TRA site already in LARIS, follow the procedure on page 7.1.2</li><li>➤ if the licensee has more than one TRA site, use the correct TRA site if it is in LARIS, such as the Blue Unit or the Red Unit</li></ul></li><li>• put the location, i.e., city and State, of the inspection in the narrative section at the end of the inspection report</li><li>• put the name of the Unit, if applicable, in the narrative section at the end of the inspection report</li><li>• if the exhibitor is part of a larger circus or traveling group, put the name of the circus or group at the end of the inspection report</li></ul> |
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