Animal Welfare Inspection Guide

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## Contents

Tip: Depending on your application settings, you may have to use CTRL-click to use hyperlinks.

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contents</td>
<td>1-1</td>
</tr>
<tr>
<td><strong>Chapter 1. Introduction</strong></td>
<td>1-5</td>
</tr>
<tr>
<td>1.1. Purpose</td>
<td>1-6</td>
</tr>
<tr>
<td>1.2. Disclaimer</td>
<td>1-7</td>
</tr>
<tr>
<td>1.3. Meaning of Must, Should, and May</td>
<td>1-8</td>
</tr>
<tr>
<td>1.4. Meaning of Bulleted and Numbered Lists</td>
<td>1-9</td>
</tr>
<tr>
<td>1.5. Using the Inspection Guide</td>
<td>1-10</td>
</tr>
<tr>
<td>1.6. Inspection Guide Updates</td>
<td>1-11</td>
</tr>
<tr>
<td><strong>Chapter 2. Required Inspection Procedures</strong></td>
<td>2-1</td>
</tr>
<tr>
<td>2.1. Required Inspection Procedures</td>
<td>2-3</td>
</tr>
<tr>
<td>2.2. Safety</td>
<td>2-4</td>
</tr>
<tr>
<td>2.3. Inspection Steps</td>
<td>2-5</td>
</tr>
<tr>
<td>2.4. Inspection Findings</td>
<td>2-6</td>
</tr>
<tr>
<td>2.5. Inspection Photographs</td>
<td>2-16</td>
</tr>
<tr>
<td>2.6. Inspection Inventory</td>
<td>2-18</td>
</tr>
<tr>
<td>2.7. Exit Interview</td>
<td>2-22</td>
</tr>
<tr>
<td>2.8. Delivery of the Inspection Report</td>
<td>2-23</td>
</tr>
<tr>
<td>2.9. ACI Team Inspection with a VMO after a Veterinary Care Direct</td>
<td>2-25</td>
</tr>
<tr>
<td>2.10. Risk Based Inspection System (RBIS)</td>
<td>2-26</td>
</tr>
<tr>
<td>2.11. Deciding Not to Conduct an Inspection</td>
<td>2-27</td>
</tr>
<tr>
<td>2.12. Attemted Inspection</td>
<td>2-28</td>
</tr>
<tr>
<td>2.13. Prelicense Inspection</td>
<td>2-30</td>
</tr>
<tr>
<td>2.14. Refusal of Inspection</td>
<td>2-32</td>
</tr>
<tr>
<td>2.15. Interference</td>
<td>2-33</td>
</tr>
<tr>
<td>2.16. Correcting, Rescinding, and Amending an Inspection Report and/or</td>
<td>2-34</td>
</tr>
<tr>
<td>Inventory</td>
<td></td>
</tr>
<tr>
<td>2.17. Inspection Report and Teachable Moments Review</td>
<td>2-35</td>
</tr>
<tr>
<td><strong>Chapter 3. General Inspection Procedures</strong></td>
<td>3-1</td>
</tr>
<tr>
<td>3.1. Preparing for the Inspection</td>
<td>3-3</td>
</tr>
<tr>
<td>3.2. Conducting the Inspection</td>
<td>3-4</td>
</tr>
<tr>
<td>3.3. Completing the Inspection Report</td>
<td>3-21</td>
</tr>
<tr>
<td>3.4. Safety and Ethics Issues</td>
<td>3-39</td>
</tr>
<tr>
<td><strong>Chapter 4. Specific Types of Inspections</strong></td>
<td>4-1</td>
</tr>
<tr>
<td>4.1. Airport Inspection</td>
<td>4-1</td>
</tr>
<tr>
<td>4.2. Animal Rides</td>
<td>4-4</td>
</tr>
<tr>
<td>4.3. Attempted Inspections</td>
<td>4-6</td>
</tr>
<tr>
<td>4.4. Auction Market Inspection</td>
<td>4-14</td>
</tr>
<tr>
<td>4.5. Barrier Facility Inspection</td>
<td>4-17</td>
</tr>
</tbody>
</table>
Contents

4.6. Change in Class of License Inspection ................................................................. 4-20
4.7. Complaint Inspection ....................................................................................... 4-23
4.8. Courtesy Visits .................................................................................................. 4-25
4.9. Dead Animal/Parts or Serum/Blood Dealer Inspection .............................. 4-29
4.10. Dogs and Cats in Residence Inspection ......................................................... 4-31
4.11. Domestic Hoofstock Inspection ..................................................................... 4-33
4.12. Drive-through Zoo/Park Inspection ................................................................. 4-34
4.13. Lion and Tiger Enclosure Inspection ............................................................... 4-41
4.14. Marine Mammal Facility Inspections .............................................................. 4-43
4.15. New Site Approval Inspection ......................................................................... 4-51
4.16. Pet Store Inspection ....................................................................................... 4-53
4.17. Petting Zoo Inspection .................................................................................... 4-55
4.18. Photo Shoot Inspection ................................................................................... 4-59
4.19. Prelicense Inspection Process ......................................................................... 4-62
4.20. Search Inspection ............................................................................................ 4-69
4.21. Traveling Exhibitor Inspection ........................................................................ 4-75

Chapter 5, Record-Keeping for Licensees ................................................................. 5-1
5.1. Records ............................................................................................................... 5-2

Chapter 6, Veterinary Care Requirements for Licensees ........................................ 6-1
6.1. Attending Veterinarian ...................................................................................... 6-2
6.2. Written Program of Veterinary Care ............................................................... 6-7
6.3. Records ............................................................................................................... 6-8
6.4. Inspection Guidance .......................................................................................... 6-11
6.5. Documentation of Veterinary Care NCI ............................................................ 6-25

Chapter 7, Research Facility Inspection ................................................................. 7-1
7.1. IACUC Review Information .............................................................................. 7-3
7.2. Protocol Review Information ............................................................................ 7-11
7.3. Contracted Research or Projects that Involve Multiple Registrants ............ 7-23
7.4. Records ............................................................................................................... 7-25
7.5. Guidance for Veterinary Schools and Veterinary Technician Programs (VTP) for the Inspector ................................................................................................. 7-32
7.6. Inactive Research Facility or Research Facility with No Activity for Two Years Inspection .............................................................................................................. 7-34
7.7. Holding Period .................................................................................................. 7-36
7.8. Research Facility Protocol Selection Worksheet ............................................. 7-37

Appendices .................................................................................................................. 1

Appendix A, Forms and Worksheets ......................................................................... A-1
APHIS Form 7002 – Program of Veterinary Care .................................................... A-1
APHIS Form 7003A–Application for New License .................................................... A-5
APHIS Form 7003–Application for License Renewal – A/B .................................... A-6
APHIS Form 7003 – Application for License Renewal – C ..................................... A-7
APHIS Form 7005–Record of Acquisition of Dogs and Cats on Hand ................ A-8
APHIS Form 7006–Record of Disposition of Dogs and Cats .................................. A-10
Contents

APHIS Form 7006A–Continuation Sheet for Record of Disposition of Dogs and Cats .................................................. A-12
APHIS Form 7011A–Application for Registration ................................................. A-14
APHIS Form 7011 –Application for Registration - Registration Update A-15
APHIS Form 7019–Record of Animals on Hand (Other than Dogs and Cats) ............... A-16
APHIS Form 7020–Record of Acquisition, Disposition or Transport of Animals (Other Than Dogs and Cats) .................................................. A-17
APHIS Form 7020A-Continuation Sheet for Record of Acquisition, Disposition, or Transport (Other Than Dogs and Cats) ............................................. A-18
APHIS Form 7023–Annual Report of Research Facility .................................................. A-19
APHIS Form 7023A - Continuation Sheet for Annual Report of Research Facility .................................................. A-20
APHIS Form 7023 - Instructions ........................................................................ A-21
Amended Inspection Report Letter ..................................................................... A-22
Attempted Inspection Checklist .......................................................................... A-23
Attempted Inspection Leave Behind Flyer ............................................................ A-24
Attempted Inspection Letter and Enclosure ......................................................... A-25
Complaint Worksheet .......................................................................................... A-27
Environmental Enrichment Plan Inspection Checklist .......................................... A-28
Facility Contact Worksheet ................................................................................ A-30
Inspection Report Review Checklist .................................................................... A-31
New License Fee Schedule Class A ..................................................................... A-33
New License Fee Schedule Class B ..................................................................... A-34
New License Fee Schedule Class C ..................................................................... A-35
Options for Identification of Dogs and Cats ........................................................ A-36
Personally Identifiable Information (PII) Examples ............................................ A-37
Script Following Attempted Inspection ............................................................... A-39
Search for Unlicensed Activity Worksheet ........................................................ A-43
State and Territory Identification Codes ................................................................ A-44
Teachable Moments Review Checklist .................................................................. A-45
Unsatisfactory Optimal Hours Response Letter .................................................. A-47
Appendix B. Direct Noncompliance Item (NCI) Guidance ............................................. B-48
  Direct NCI Guidance ....................................................................................... B-49
Appendix C. Equipment and Supplies .................................................................... C-1
Appendix D. Body Condition Charts ..................................................................... D-1
  Body Condition Assessment Charts .................................................................. D-2
  Cat .................................................................................................................. D-3
  Cougar .......................................................................................................... D-4
  Dog .............................................................................................................. D-5
  Elephant ....................................................................................................... D-7
  Leopard ........................................................................................................ D-8
  Lion ............................................................................................................. D-9
  Tiger ............................................................................................................ D-10
  Tiger cub size information ............................................................................. D-11
<table>
<thead>
<tr>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appendix E. Acronyms</strong></td>
</tr>
<tr>
<td><strong>Appendix F. Index</strong></td>
</tr>
</tbody>
</table>
Chapter 1. Introduction

Contents

1.1. Purpose ..................................................................................................................... 1-6
1.2. Disclaimer .................................................................................................................. 1-7
1.3. Meaning of Must, Should, and May ......................................................................... 1-8
1.4. Meaning of Bulleted and Numbered Lists ............................................................... 1-9
1.5. Using the Inspection Guide .................................................................................... 1-10
   1.5.1. Questions or Concerns with the Inspection Guide ........................................... 1-10
1.6. Inspection Guide Updates ....................................................................................... 1-11
1.1. Purpose

The purpose of the Animal Welfare Inspection Guide is to provide an aid for APHIS Animal Care personnel when inspecting USDA licensed and registered facilities.

The Inspection Guide is not a Regulation or Standard and does not rise to the level of policy. It serves as a tool to improve the quality and uniformity of inspections, documentation, and administration of the Animal Care Program.

The Inspection Guide is designed to facilitate the decision-making process. It cannot, and is not intended to, replace the inspector’s professional judgment.

The Inspection Guide summarizes current regulatory and procedural criteria for USDA licensed/registered facilities, and provides examples of inspection processes for verifying compliance. It does not add to, delete from, or change current Regulations or Standards.
1.2. Disclaimer

The Animal Welfare Inspection Guide is intended to be a reference document to assist the inspector. The Inspection Guide does not supersede the Animal Welfare Act (AWA), the AWA Regulations and Standards, AC policies and other guidance, the Required Inspection Procedures, standard procedures, or the inspector’s professional judgment. All inspection decisions must be justified by applicable sections of the AWA and/or the AWA Regulations and Standards.
1.3. 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 action is **required** by an Animal Care procedure or by the 9 CFR Regulations/Standards

• **Should** is used when the referenced action(s) is:
  ○ Directed by Animal Care Management:
    - **Strongly recommended**, but **not** specifically required by an Animal Care procedure, or
    - **Strongly recommended**, but **not** specifically required by the Title 9 Code of Federal Regulations (CFR) Regulations/Standards

• **May** is used when the referenced action(s) is **optional**
1.4. Meaning of Bulleted and Numbered Lists

Bulleted lists indicate that there is no particular order to follow.

Numbered lists mean that each step is meant to be done sequentially.
1.5. Using the Inspection Guide

Review the contents of the Inspection Guide to get a feel for the scope of covered material. Use the Table of Contents in each chapter (mini TOC) to find the needed information. If the Table of Contents is not specific enough, turn to the index to find the topic and corresponding page number.

1.5.1. Questions or Concerns with the Inspection Guide

If you have questions or concerns about the information in the Inspection Guide, you should contact your Supervisory Animal Care Specialist (SACS).
1.6. Inspection Guide Updates

The Animal Care (AC) Unit issues and maintains this Inspection Guide electronically on the AC Website. The Inspection Guide on the Animal Care Website has the most up-to-date information.

Notification of revisions to the Inspection Guide are distributed via the APHIS Stakeholder Registry to anyone who has subscribed to receive Animal Care program updates. To subscribe to updates, register here.

Each update contains the following information:

• Link to access and download the online Inspection Guide
• List of the revised page numbers
• Purpose of the revision
Chapter 2. Required Inspection Procedures

Contents

2.1. Required Inspection Procedures ............................................................... 2-3
   2.1.1. General Requirements ................................................................. 2-3
2.2. Safety ........................................................................................................ 2-4
   2.2.1. Inspector Safety .............................................................................. 2-4
   2.2.2. Biosafety .......................................................................................... 2-4
2.3. Inspection Steps ........................................................................................ 2-5
2.4. Inspection Findings .................................................................................... 2-6
   2.4.1. No Noncompliant Items (NCIs) Identified ...................................... 2-6
   2.4.2. Incentives for Identifying, Reporting, Correcting, and Preventing Noncompliance ......................................................................................... 2-6
   2.4.3. Teachable Moments ........................................................................ 2-8
   2.4.4. New NCIs Cited ............................................................................. 2-10
   2.4.5. Repeat NCI ..................................................................................... 2-11
   2.4.6. Recurring/Chronic NCI .................................................................. 2-11
   2.4.7. “Critical” NCI Identified .................................................................. 2-12
   2.4.8. “Direct” NCI Identified ................................................................... 2-13
   2.4.9. Correction Date Guidelines ............................................................. 2-13
   2.4.10. Direct NCI on a New Site Approval Inspection .............................. 2-13
   2.4.11. “Veterinary Care Direct” NCI Identified ...................................... 2-14
   2.4.12. Handwritten or “Word” Inspection Reports .................................... 2-14
   2.4.13. Airport Inspections ....................................................................... 2-15
2.5. Inspection Photographs ............................................................................. 2-16
   2.5.1. Photographs/Videos Documenting Noncompliances ...................... 2-16
   2.5.2. Showing Photos during Exit Interview ........................................... 2-17
   2.5.3. Licensee/Registrant Requesting Photographs ................................... 2-17
2.6. Inspection Inventory .................................................................................. 2-18
   2.6.1. Before the Inspection ..................................................................... 2-18
   2.6.2. During the Inspection .................................................................... 2-18
   2.6.3. After the Inspection ....................................................................... 2-20
2.7. Exit Interview ............................................................................................ 2-22
2.8. Delivery of the Inspection Report ............................................................. 2-23
   2.8.1. Signature on the Inspection Report .................................................. 2-23
2.9. ACI Team Inspection with a VMO after a Veterinary Care Direct .......... 2-25
2.10. Risk Based Inspection System (RBIS) ................................................... 2-26
2.11. Deciding Not to Conduct an Inspection .................................................. 2-27
2.12. Attempted Inspection ............................................................................ 2-28
   2.12.1. Optimal Hours of Inspection .......................................................... 2-28
   2.12.2. Optimal Hours Response Letter ..................................................... 2-28
2.13. Prelicense Inspection ............................................................................. 2-30
Required Inspection Procedures

2.13.1. Dealers ................................................................. 2-30
2.13.2. Facility Not in Full Compliance .................................. 2-30
2.13.3. Facility in Full Compliance ........................................... 2-31
2.14. Refusal of Inspection ...................................................... 2-32
2.15. Interference ................................................................. 2-33
2.16. Correcting, rescinding, and amending an inspection report and/or inventory .................................................. 2-34
   2.16.1. Correcting an inspection report and/or inventory .................. 2-34
   2.16.2. Rescinding and amending an inspection report and/or inventory ................................................................. 2-34
2.17. Inspection report and teachable moments review .................. 2-35
   2.17.1. Inspection report review ........................................... 2-35
   2.17.2. Teachable moment review ...................................... 2-35

DISCLAIMER

The Animal Welfare Inspection Guide is intended to be a reference document to assist the inspector. The Inspection Guide does not supersede the Animal Welfare Act (AWA), the AWA Regulations and Standards, AC policies and other guidance, the Required Inspection Procedures, standard procedures, or the inspector's professional judgment. All inspection decisions must be justified by applicable sections of the AWA and/or the AWA Regulations and Standards.
2.1. Required Inspection Procedures

The procedures set forth in this Chapter are procedures that must be followed by the inspector when conducting an inspection. If you, the inspector, are unsure of a required procedure, contact your Supervisory Animal Care Specialist (SACS). For more detailed general inspection procedures, refer to Chapter 3.

2.1.1. General Requirements

When conducting an inspection, the inspector must follow the general requirements listed below:

- Do not enter facilities with locked gates and/or “No Trespassing” signs unless you obtain prior approval from the facility.
- If you arrive at the facility and determine that it is not appropriate to conduct an inspection, refer to Deciding Not to Conduct an Inspection.
- If you do not find anyone at the facility, follow the Attempted Inspection procedure to complete an Attempted Inspection.
- Prior to notifying the facility of your presence, inspectors may observe and record findings without being accompanied by a facility representative at facilities that are open to the public. Identify yourself to the licensee immediately after the observation. Before documenting findings on an Inspection Report, the inspector must discuss the findings with a facility representative.
- You must be accompanied by the licensee, registrant, or the facility’s designated representative (who must be at least 18 years of age).
- Conduct a complete exit interview.
2.2. Safety

2.2.1. Inspector Safety

If you feel you are in imminent danger, promptly leave the area.

The licensee/registrant/applicant is responsible for ensuring the safety of the inspector during the inspection. If you feel at all unsafe, ask the licensee/registrant/applicant to correct the situation. If the licensee/registrant/applicant does anything you feel is unsafe, state that you will leave the facility immediately unless the situation is corrected.

2.2.2. Biosafety

In all situations, follow the facility’s visitor biosafety procedures, and/or put on recommended protective clothing, gear, and/or boots.

Inspectors must:

• Wear disposable shoe covers during dog kennel inspections
• Wear disposable gloves if it is necessary to touch an animal at all facilities
• Change gloves between animals or between enclosures

For more specific biosafety procedures, see Biosafety Measures in Chapter 3 and the AC Safety & Health Manual.
2.3. Inspection Steps

Basic steps to follow in conducting a Routine Inspection of a facility include, but are not limited to:

- Review previous Inspection Reports with special attention to Veterinary Care and Direct Noncompliant Items (NCIs) and review previous Teachable Moments and animal inventories
- Review Customer content in ACIS, including but not limited to, status of license, address, comment section and RBIS
- Inspect the animals, premises, building(s), enclosures, equipment, and transportation vehicles/equipment for all pertinent requirements of the Regulations and Standards
- Ensure that all primary enclosures can safely contain the animals
- Review the facility’s program of veterinary care, husbandry practices, required records and, when appropriate, the “Exercise Plan for Dogs”, and the plan for environmental enhancement for nonhuman primates
- When possible, observe the animal handling techniques of facility personnel
- Consider problems that may occur at other times of the year

**NOTICE**

Inspection steps are covered in detail in General Inspection Procedures in Chapter 3.
2.4. Inspection Findings

Document inspection findings in the narrative section of the Inspection Report. Do not type any personal identifiable information (PII) or confidential or proprietary business information in the narrative of any Inspection Report, including addresses and phone numbers.

2.4.1. No Noncompliant Items (NCIs) Identified

If all items are in compliance, type the following statement on the Inspection Report: “No noncompliant items identified during this inspection.”

If there are only TMs and no citations on the Inspection Report, type the following statement on the Inspection Report: “No noncompliant items documented on this inspection report.”

For inspections in response to an incident or complaint, further review may be needed to determine compliance. If you are uncertain whether a noncompliance was involved, do not write an Inspection Report. Discuss the findings with your SACS to determine what action is needed.

For Site Approval Inspections, type the following statement on the Inspection Report: “No noncompliant items identified during this inspection. This site is now approved for regulated activity.”

2.4.2. Incentives for Identifying, Reporting, Correcting, and Preventing Noncompliance

Animal Care is committed to encouraging dealers, breeders, exhibitors, research facilities, carriers, and intermediate handlers to proactively identify, report, correct, and prevent issues involving animal welfare that may occur at their facilities. We will not cite on an Inspection Report a noncompliance that is identified outside of the inspection process if the criteria below are met.

2.4.2.1. Criteria

2.4.2.1.1 Non-Critical Noncompliances

A non-Critical noncompliance will not be cited on an Inspection Report if the facility:

- Timely discovers the noncompliance using its own compliance monitoring program (i.e., the facility identifies it on its own and not because of a local, state, federal or third-party inspection program), AND
- Immediately takes appropriate corrective action and swiftly establishes measures to prevent recurrence

Non-critical NCIs:
- Do not have to be self-reported to qualify for an incentive
- Are not entered into the Incentive Log
2.4.2.1.2 Critical Noncompliances

A Critical noncompliance occurring outside a Routine or Focused Inspection, if it does not constitute a “Repeat” noncompliance (as described in section 2.4.5), will not be cited on an Inspection Report, if the facility at that specific site meets all of the following criteria:

• Has no Repeat or Critical noncompliance on any Inspection Report for that site during the preceding 12 months, AND
• Timely discovers the noncompliance using its own compliance monitoring program, AND
• Has not voluntarily reported a noncompliance that falls within the same section and subsection of the AWA Regulations and Standards during the preceding 24 months, AND
• Immediately takes appropriate corrective action and establishes measures to prevent recurrence, AND
• Promptly reports the incident (i.e., generally within 5 days of discovering a noncompliance), orally or in writing, to its Animal Care inspector or any Animal Care office and cooperates with the inspector as he/she reviews the incident

2.4.2.2. Facility Reporting an Incident

When a facility reports an incident, the inspector will first assess whether it is an AWA noncompliance. The inspector must discuss the outcome with his/her SACS and, as needed, will reach out to the license/registrant or facility representative by phone for additional information.

Incident does not involve a noncompliance

If the incident does not involve a noncompliance, the inspector will share the assessment with the license/registrant or facility representative and conclude the review.

Facility is eligible for an Incentive

If the incident does involve a noncompliance and the facility meets all the criteria above, the inspector will:

1. Share the assessment with the licensee/registrant or facility representative, then
2. Follow up on the incident at the next regular inspection

Incident involves a Critical noncompliance

If the incident involves a Critical noncompliance, the inspector will:

• Follow the instructions for tracking the facility’s self-reporting by notifying Program Support with the following information:
  ○ Licensee/registrant’s CID
Facility in NOT eligible for an Incentive

If the incident does involve a noncompliance and the facility does not meet one or more of the criteria above, the inspector will:

1. Share the assessment with the licensee/registrant or facility representative, then
2. Document the noncompliance on the Inspection Report during the next regular inspection, and
3. If not corrected and if not a Repeat noncompliance, include a correction date, or
4. Indicate that the issue has been corrected on the Inspection Report

2.4.3. Teachable Moments

Teachable Moments (TM) are minor NCIs identified during an inspection that meet certain criteria and are not cited on an Inspection Report. Cite any noncompliance that is causing noticeable pain or distress to an animal on the Inspection Report. If you identify an area that is not a noncompliant item, but you are concerned that it may become one in the future, discuss the concern with the licensee/registrant, but do not list it as a teachable moment.

The inspector should decide if each issue observed on an inspection is (in this order):

1. In compliance, but an area of concern or discussion topic that is not a teachable moment or an NCI. This could be a talking point during the exit discussion.
2. A Teachable Moment that meets all the following criteria:
   - Is a minor NCI that is not causing noticeable pain or distress to an animal, and
   - Is not a Direct or other Critical, and
   - The facility/site is willing and able to correct the issue quickly, and
   - Was not previously listed as a Teachable Moment or cited at the site within the last two years

NOTICE

If an inspector is considering making a veterinary care noncompliance a TM, he/she needs to consult with the SACS.
3. An NCI that should be cited, includes but is not limited to, any issue that:
   - Is noncompliant and does not meet the criteria to be a Teachable Moment, or
   - Was previously cited or identified as a Teachable Moment at the site within the last 2 years, or
   - Is a Direct or other Critical, or
   - Falls under a section of the Regulations or Standards that is already being cited. For example, if you are already citing 3.6(a)(vii) for insufficient shade, then any other NCI identified under 3.6, such as 3.6(c)(2) for compatibility, would be cited and would not qualify as a Teachable Moment.

2.4.3.1. Use of Teachable Moments

Teachable Moments are not appropriate, and are not to be used:

- During a Prelicense or New Site Approval inspection
- At a facility/site with any of the following:
  - 4 or more NCIs identified even if one or more of these NCIs would qualify as a Teachable Moment, or
  - Directs or other Criticals, and/or Repeats, or
  - Citation(s) for refusal of inspection or interference within the last 2 years, or
  - For a licensee/registrant with an open IES investigation, contact the SACS to discuss

2.4.3.2. Special Considerations

Note the following:

- On the first inspection after a license is issued, limit Teachable Moments to recordkeeping and identification issues
- On the first inspection after registration, use of Teachable Moments is appropriate

2.4.3.3. Documenting Teachable Moments

The inspector must enter the Teachable Moments into the Teachable Moments screen in ACIS:

- Check the licensee/registrant’s name, customer ID, certificate number and site to make sure the information is correct
- Enter the inspection date, section number of each Teachable Moment, and a brief description of the Teachable Moment
### EXAMPLE

**Teachable Moment for 3.1(c):**

- **Not enough detail:** Dirty den boxes/carpet strings

- **Too much detail:** Two pens in the Yorkie area in the top barn (#3 and 4) have mild staining around the den box opening and should be cleaned more frequently. In 2 pens in the whelping area, #6 and 8, housing 2 litters of poodles, there are carpet strings/excessive wear on 25% of each carpet. The owner did not want to disturb the new mother for the last couple days but has a plan to replace the whelping carpets with the pups tomorrow.

- **Appropriate detail:** Two pens with staining at den box door need more frequent cleaning & 2 whelping boxes with worn carpets need carpets replaced.

The inspector must provide one copy of the Teachable Moments to the licensee/registrant.

The inspector must review all previous Teachable Moments in ACIS prior to the next inspection.

### 2.4.4. New NCIs Cited

If an NCI(s) is cited in the Inspection Report narrative, the citation should include the following four parts:

1. The section number and most specific subsection letter/number of each noncompliance
2. A clear, detailed description of the noncompliance including, when appropriate, the number of animals affected
3. An explanation of why the item is a noncompliance and/or the impact it is having on the animals
4. A correction deadline and a “general” description of what the licensee/registrant should do to correct the problem, and assure that it does not continue/recur. This description should not be worded in such a way that it could be interpreted that AC is mandating how an NCI is going to be corrected. A correction deadline should be appropriate to the severity of the NCI, and unless animal welfare will be put in jeopardy, be realistic as to what the facility can accomplish.

Use “Direct” or “Critical” NCI designation, if appropriate.

---

**NOTICE**

If a noncompliant item falls into more than one section or subsection, cite the noncompliance **only** in the most applicable section or subsection for each species affected.
2.4.5. Repeat NCI

NCIs cited in the same section and subsection as on the last inspection or on the last full inspection if the previous inspection was a Focused Inspection should be designated as a “Repeat”. The “Repeat” designation may be also be used if the section and subsection have been cited as a Repeat citation multiple times within the last 3 years, even if it was not cited on the last full inspection. You are responsible for checking the NCI and designating as a “Repeat” if ACIS did not.

Remember: Do not include correction dates for Repeat NCIs.

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| On Prelicense Inspections or New Site Approval Inspections, an NCI should not be designated as a “Repeat”.

2.4.6. Recurring/Chronic NCI

A recurring or chronic noncompliant item is the same or a similar noncompliance that is not found on consecutive inspections, i.e., it is cited on one inspection, corrected by the next inspection, then re-occurs on the third and/or a subsequent inspection.

The recurring noncompliance can be:

- A noncompliance of the same section and subsection of the Regulations or Standards
- The same noncompliance with the same section and subsection of the Regulations or Standards but identified for a different species
- The same or a similar noncompliance as cited earlier

Some factors to consider when deciding if the NCI is recurring or chronic include, but are not limited to:

- Have you discussed the development of an active program or system of maintenance with the licensee/registrant?
- Have you discussed the NCI with a person of higher authority at the facility?
- Have you noticed a pattern?
- How far back was the last time the NCI was cited?
- How many inspections have been conducted between the recurrences?
- What is the severity of the NCI?

Use your professional judgment in deciding what action to take, such as:

- Citing the NCI as a new noncompliant item
- Citing the NCI as a Repeat NCI (Include in the description other inspection dates that this NCI has occurred)
• Discussing the NCI with your SACS

2.4.7. “Critical” NCI Identified

Critical NCIs are the following:

• Direct NCIs (see description below)

• NCIs that had a serious or severe adverse effect on the health and well-being of the animal. Examples include, but are not limited to:
  ○ Lack of an attending veterinarian with documented adverse effects on the health or well-being of an animal that require immediate veterinary care
  ○ Studies involving more than momentary pain and distress to an animal that are conducted at research facilities without an approved protocol and without an appropriate response from the Institutional Animal Care and Use Committee (IACUC)
  ○ Failure of an IACUC to meet and/or conduct facility and program reviews for a period of time equal to or greater than 1 year resulting in documented, adverse effects on the health or well-being of an animal
  ○ Actions or inactions of unqualified personnel resulting in documented, adverse effects on the health or well-being of an animal
  ○ Handling violation that resulted in death or serious injury to an animal
  ○ Escape of an animal resulting in adverse effects on the health or well-being of the animal (NOTE: this includes those situations when an animal is not recovered)

• Inspection refusals and situations where APHIS has been unable to inspect the facility for a significant amount of time due to chronic unavailability for inspections

• Records intentionally falsified to mislead APHIS or another government agency

• NCI resulting in an injury requiring immediate medical attention or death to a human

• Handling an animal in a manner that results in an animal attack or physical contact between an animal and a member of the public, depending on the circumstances, such as where the incident adversely affected the health or well-being of the animal, or the circumstances or practices that caused the incident posed a high risk to the animal and/or the human and could have led to serious injury or death to the animal and/or the human

• Interference with, harassment, abuse, or threatening to harass or abuse an APHIS official in the course of carrying out his or her duties

• Obtained an animal from any person who is required to be licensed but who does not hold a current, valid, unsuspended license and knew both 1) that
the person the animal was obtained from does not hold a license, and 2) that the person was required to hold a license

- Knowingly obtaining random source dogs or cats from a prohibited source, or obtaining animals by use of false pretenses, misrepresentation, or deception
- Engaging in regulated activity with a suspended or revoked license

### 2.4.8. “Direct” NCI Identified

A “Direct” noncompliance is a Critical noncompliance that is **currently (at the time of the inspection) having a serious or severe adverse effect** on the health and well-being of the animal.

The severity of an NCI at the time of a prior adverse incident has no impact on whether an NCI should be marked as a Critical or a Direct. The determining factor for a Direct is whether it has a **current** serious or severe adverse impact at the time of the inspection.

See [Appendix B—Direct Noncompliance Item (NCI) Guidance](#) for examples.

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<tr>
<td>On Prelicense Inspections, NCIs should not be designated as “Direct.”</td>
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### 2.4.9. Correction Date Guidelines

When assigning a correction date, note the following:

- If the “Direct” NCI was corrected at the time of the inspection, a correction date is not necessary
- For an egregious Direct noncompliance, the correction date should be very short, e.g., 1 day, and the reinspection should occur within a short period of time after the correction date to verify the correction and ensure animal welfare
- The correction deadline for a “Direct” noncompliance should never exceed 14 days

A complete or focused reinspection of a facility with a “Direct” NCI **must** be completed no more than 45 days after the date of the inspection. You must conduct a reinspection at the facility even if the “Direct” NCI was corrected during the inspection.

### 2.4.10. Direct NCI on a New Site Approval Inspection

If a Direct NCI is identified on a New Site Approval inspection:

- Designate the NCI as a “Direct”, and
- Assign an appropriate correction date, and
• Inform the licensee that an inspection will be conducted on or after the correction date to see if the Direct NCI was corrected

2.4.11. “Veterinary Care Direct” NCI Identified

Not every veterinary care NCI affecting an animal is a Direct.

A veterinary care noncompliance is a “Direct” if:

• The noncompliance is currently (at the time of the inspection) having a serious or severe adverse effect on the health and well-being of the animal, and

• The licensee/registrant has not sought veterinary care for the animal prior to the inspection

When citing a veterinary care “Direct” NCI:

• Include the ID of the animal if applicable and a description of the animal (species, breed, color, sex, age, etc.) in the NCI narrative

• Take a photo of the entire animal and a photo(s) and/or video of the area cited in the NCI

• A correction date, if given, should be very short, e.g., 1 day

• If the animal(s) has been taken to the veterinarian and care has been provided, including humane euthanasia when directed by the veterinarian, prior to your completion of the inspection, note in the narrative that the animal(s) was evaluated and treated by a veterinarian

Do not interfere with the licensee obtaining immediate veterinary care for an animal if needed.

For a corrected veterinary care Direct:

• Note that the Direct was corrected on the original Inspection Report if corrected at the time of the inspection

2.4.12. Handwritten or “Word” Inspection Reports

If you are unable to complete the Inspection Report in ACIS, then complete the Word Template on your laptop or handwrite a report. In the event that your laptop is unavailable, carry several hard copies of the template.

If you completed a handwritten or Word Inspection Report:

• You and the licensee/registrant should sign two copies and leave one copy with the licensee/registrant

• Enter the Inspection Report into ACIS as soon as possible but no later than 5 business days after the inspection

• On the ACIS Inspection Report:
  ○ Do not put a statement that this is electronic or transcribed version of
the original Inspection Report

- It is not necessary to change the “prepared by” date in ACIS even though it will not match the date on the handwritten or Word Inspection Report. The original Inspection Report will be available in the event of questions.

- Mail the hard copy of the original Inspection Report to the Fort Collins office,
- If the ACIS Inspection Report is exactly the same as the handwritten or Word Inspection Report except for the “prepared by” date, a copy does not have to be sent to the licensee/registrant

2.4.13. Airport Inspections

The inspector is not required to obtain a signature and deliver airline Inspection Reports with no NCIs at airports at the time of the inspection. The Fort Collins AWO office will mail these no NCI Inspection Reports to the appropriate airline corporate office. See Chapter 4 –Airport Inspections for details.


2.5. Inspection Photographs

2.5.1. Photographs/Videos Documenting Noncompliances

Photographs or videos **must** be taken to document photographable noncompliant item(s) in all of the following situations and **only** in these situations unless instructed otherwise by your SACS:

- Direct, Criticals, or Repeats NCIs (if photographable)
- NCIs cited at a facility with an ongoing Investigative and Enforcement Services (IES) investigation and/or case pending with the Office of the General Counsel
- NCIs where there is a disagreement between you and the licensee/registrant and the licensee/registrant has indicated he/she will, or is likely to, appeal the citation

**NOTICE**

A Prelicense Inspection cannot be appealed. Do **not** take any photographs at a Prelicense Inspection.

- All NCIs cited at commercial airline carrier inspections
- Veterinary Care NCIs involving animals:
  - Photograph(s) or video(s) every animal covered by the citation
  - Photograph(s) or video(s) the entire animal for identification purposes and photo(s) of the issue cited in the NCI
  - Photograph labels must clearly identify the animal

For veterinary care citations, take photograph(s) or video(s) of every animal covered by the citation, including matted dogs.

For facility citations, such as pens with broken wire, take a few representative photographs to prove that there was an NCI but not a photograph of every cage or area.

Photocopy, scan, or photograph **records** that:

- Document a Repeat, Direct, Critical, or transportation noncompliant item
- May be fraudulent

If copies of research facility records, protocols, or IACUC minutes are going to be photographed and removed from the facility, the facility will be afforded the opportunity to review/redact the records for proprietary business information. The inspector should allow the facility 24 to 48 hours for this purpose.

Label and upload all photograph(s) using the jpeg format or video(s) that are to be retained into ACIS as soon as possible, but **no** later than 2 weeks after the inspection. Delete any inspection photos that you are not uploading into ACIS in
connection with an NCI. Do not store or save unused photos.

SACS may have inspectors take additional photographs, in addition to the required photos listed above.

**2.5.2. Showing Photos during Exit Interview**

The inspector should show the photographs taken during the inspection to the licensee/registrant on his/her laptop at the time of the exit interview. This is to be used as a tool to clarify an NCI(s) for the licensee/registrant and to create an open dialog around correction.

**2.5.3. Licensee/Registrant Requesting Photographs**

A licensee/registrant may request a copy of the photographs taken during the inspection process. If the licensee/registrant requests a copy of any photograph(s), the inspector should email the requested photographs that were uploaded into ACIS to the licensee/registrant, after they have been uploaded. If the number of photos requested cannot be reasonably emailed due to the size or quantity of the photographs, a flash drive containing the remaining photographs should be supplied by the inspector.

For licensees/registrants without email access, a reasonable number of photographs can be printed by the inspector (no more than three pages of photos). If more photographs were taken than can be reasonably printed by the inspector, a flash drive containing the remaining photographs should be supplied by the inspector. If other reasonable accommodations are needed, the individual accommodation is to be approved by the inspector’s SACS prior to distribution of the photographs.

Only photographs that have been uploaded to ACIS should be supplied by the inspectors to the licensee/registrant.
2.6. Inspection Inventory

The animal inventory is an important component of the inspection. This is the formal record of how many animals of each species Animal Care personnel observed/inspected during inspection. It is important that this is accurate and care must be taken both during inspection and when entering this information into ACIS.

**NOTICE**

Because inventory is a record of what Animal Care inspectors observed, the inventory included with the report may be different than the total number of animals maintained by the facility. For example, differences can occur when conducting a Focused Inspection on a few individual animals or specific taxa only, or if there are animals away from the facility during the inspection (e.g., those away on traveling exhibition or animals at an off-site veterinary clinic for care).

### 2.6.1. Before the Inspection

- Review and print or download a copy of the last inspection inventory prior to going to the facility
- Familiarize yourself with the natural history and specific needs of any animals that you are likely to encounter on that inspection (if you aren’t already)

### 2.6.2. During the Inspection

#### 2.6.2.1. Countable Species

Whenever possible, inspectors must count the numbers of animals for each species. Make sure to keep accurate notes throughout the inspection. For species that are countable, make sure you compare your numbers to the facility’s record of animals on hand.

If there are any discrepancies make sure to ask the facility representative about those differences. It could be that one or more animals are currently away from the facility, but this may also indicate an error in their record-keeping or in the inspector’s count.

Compare the current record of animals on hand to the prior inventory. If there are additions or animals that are missing, make sure to carefully check the facility’s acquisition/disposition records to make sure those animals are accounted for.

#### 2.6.2.2. Difficult to Count Species

Some animals are difficult to count during inspection. This can occur when:

- Animals are kept in large groups (e.g., herding animals)
• Species that are prone to piling on top of one another (e.g., harem housing for guinea pigs)
• Nocturnal animals in dimly lit enclosures

In these cases inspectors should attempt to count animals during the inspection and keep notes as normally required. Following the physical inspection:

• Evaluate the facility’s method of record keeping and compare your numbers to the facility’s numbers of animals on hand
• Some discrepancy between these two numbers is likely due to the difficulty in counting
• The inspector’s numbers and the facility’s numbers should be within 10% of each other
• If there is greater than a 10% difference, the inspector should ask the facility follow-up questions, then:
  ○ If the inspector is satisfied with the facility’s explanation, the facility’s animal numbers should be recorded on the inventory
  ○ If the facility and inspector cannot come to agreement on the inventory numbers, the inspector should contact his/her SACS for instructions on how to resolve the disagreement

2.6.2.3. Species/Circumstances where Accurate Counts are Impossible

Occasionally animals are not able to be accurately counted during the inspection. For example this can occur when:

• There are nocturnal animals in nest boxes or hide areas
• There are burrowing animals that are all underground during inspection
• There are large numbers of the same species in expansive habitats (e.g., fallow deer at some drive through parks)

In these circumstances, the animals can and should be included on the inventory provided that they were included in the inspection. As long as the enclosure, diet, food storage/prep areas, veterinary care records, etc., were inspected, those animals should be included on the inventory.

Under these circumstances, the inspector should closely evaluate the facility’s required records, including records of acquisition, disposition, and animals on hand. If the facility records are accurate and contain all of the required information, the numbers of animals on hand provided by the facility should be used for inventory purposes.

If the facility does not have the required records, or the records they have are missing required information, this should be documented either as a teachable moment or as a noncompliance on the Inspection Report, consistent with the guidance on Teachable Moments. When this occurs, you should estimate the animal numbers present and use that number on the inventory; it should be
made clear in the teachable moment or on the Inspection Report that the numbers were estimated.

5. Occasionally none of the individual animals may be visible during the inspection. If that occurs on multiple consecutive inspections, consider ways that you can increase your chances of visualizing animals during the inspection. That may involve inspecting at a different time of year (e.g., hibernating animals) or coming back to that enclosure later in the day (e.g., for nocturnal animals). Your SACS may have additional suggestions relevant to a particular facility.

2.6.2.4. Inventory on Focused Inspections

When conducting a Focused Inspection, only list those species and animal counts that you inspected on the inventory. Either enter a new inventory for the Focused Inspection or copy the previous inventory and delete the species not inspected. Do not copy the previous animal inventory and leave species that weren’t inspected. For inspections that are focused on records only, your inventory should report no animals.

2.6.3. After the Inspection

The inspector is required:

• To enter the animal inventory into ACIS
• To discuss and agree upon animal numbers with the licensee/registrant during the exit interview
• To provide the animal inventory list as part of the Inspection Report
• The inventory must be entered into ACIS and finalized. This should be completed as soon as possible and must be completed no later 5 days following the conclusion of the inspection. SACS may grant an extension to this deadline if there are extenuating circumstances preventing timely finalization of inventory.

2.6.3.1. Difficulty Locating a Species in ACIS

If you are having trouble locating a species in ACIS, here are a few tips:

• Check your spelling. Spelling matters here. Check the spelling and if that doesn’t work, try varying any hyphens or apostrophes in the name
• Try searching alternate common names. For example many licensees still use the outdated name “Coatimundi” when referencing the South American Coati (Nasua Nasua). If you search Coatimundi, ACIS will not return records.
• Search partial names
• Search the scientific name (genus and/or species)
• If you still can’t find a particular species in ACIS, reach out to your SACS for
assistance. If together you still can’t find it, reach out to the Animal Welfare Operations (AWO) Inventory Support Team. If it turns out that the species is currently missing from ACIS, this team will need to request the addition.
2.7. Exit Interview

An exit interview is **required** for all inspections (complete or focused), unless your personal safety is at risk, or harassment, verbal abuse, or other factors are interfering with the inspection process.

Conduct an in-person exit interview with the draft Inspection Report in hand if the licensee/registrant requests the opportunity to review the NCI narrative(s) prior to finalization of the Inspection Report.

Take as much time as necessary during the exit interview to:

- Discuss animal welfare and the AWA Regulations and Standards with the licensee/registrant
- Summarize everything that occurred during the inspection, and provide the licensee or registrant an opportunity to present additional information that may influence the determination of compliance
- Discuss each noncompliant item in detail with the licensee/registrant or facility representative. If the licensee or registrant provides information or documentation that influences an NCI on the current version of the Inspection Report, modify the report to accurately reflect the compliance of the facility before it is issued.
- Show the licensee or registrant any photos/videos taken during the inspection to communicate exactly what the noncompliance is (See Licensee/Registrant Requesting Photographs)
- Inquire about what the licensee/registrant might consider doing to correct the problem and discuss options with him/her (if asked)
- Discuss the animal inventory and animal counts with the licensee. Ensure all species and numbers are correct prior to finalizing the inventory report and provide a copy of the finalized inventory report to the licensee with the Inspection Report.

Unless an exit interview could not be completed (for example, it is unsafe or there may not be an exit interview for a carrier inspection at an airport), a statement must be included on all Inspection Reports stating, “This inspection and exit interview were conducted with ____.” Do **not** use actual names of facility representative or personnel, only titles. ACIS will put the names of other AC inspectors on the team into the report for you. If you are accompanied by other government personnel (e.g., IES, Security), you do not need to include their names on the report.

**NOTICE**

If the Inspection Report is to be delivered by email or certified mail, you must still conduct a detailed and thorough exit interview. Any item that you will be citing on the Inspection Report **must** be discussed during the exit interview.
2.8. Delivery of the Inspection Report

You must hand deliver Inspection Reports with Direct NCIs unless you obtain SACS approval to do otherwise.

Hand delivery is preferred for all inspections except for Attempted Inspections. However, Inspection Reports may be delivered via email or certified mail, if necessary.

First Attempted Inspection Reports may be sent by regular first class mail or email. Second Repeat Attempted Inspection Reports must be sent by email or by both certified mail and regular mail.

For all delivery methods, the Inspection Report must be delivered or sent to the facility as soon as possible but no later than 5 business days after the inspection. Obtain SACS approval if you cannot meet this deadline.

If sent by email, the inspector should type the name of the person that the Inspection Report is being sent to in the “Received By” line. The inspector must convert the Inspection Report to a PDF so it cannot be altered and must request an email reply verifying receipt of the Inspection Report by the facility. The email receipt must be scanned into ACIS along with the original Inspection Report. If an email reply is not received within 5 business days from the day it was sent, the inspector must deliver the report by another method so that receipt can be verified. There is no need to amend the report to remove the email delivery statement. The new delivery method type and “Received By” date must be handwritten on the copies of the Inspection Report that will be delivered to the facility and scanned into ACIS.

When sending an Inspection Report by certified mail, type the certified mail number in the name line and the statement “Sent by certified mail” in the title line. Be sure to include the CID # on the Green Card and scan the Green Card into ACIS.

2.8.1. Signature on the Inspection Report

The inspector should sign the Inspection Report and request that the licensee/registrant or his/her representative sign the Inspection Report, as well. The signature of the licensee/registrant or his/her representative certifies that the person received a copy of the Inspection Report. It does not necessarily mean that the person agrees with the findings of the inspection.

If the facility representative declines to sign the Inspection Report:

- Leave the signature block blank, and
- Leave a copy of the Inspection Report with the representative, and
- Send a copy via certified mail

Explain the circumstances of the representative’s decision to decline to sign the Inspection Report in a memo to your SACS, including who said what to whom,
when, where, and how, using specific language, and scan a copy into ACIS.

Any licensee/registrant with a disagreement about the inspection findings may follow the inspection appeals process. The inspection appeals process is described in a Tech Note on the AC Website: https://www.aphis.usda.gov/publications/animal_welfare/2017/AC-Tech-Note-Inspection-Report-Appeals-Process.pdf
2.9. ACI Team Inspection with a VMO after a Veterinary Care Direct

After a veterinary care Direct is identified on an inspection by an ACI:

- A VMO **must** be present on the next full inspection of the facility
- The ACI may choose to take a VMO on the Focused Inspection to follow up on the Direct veterinary care NCI
2.10. Risk Based Inspection System (RBIS)

You **must** inspect the following facilities on or before the deadline date given in ACIS:

- Facilities with Direct NCIs
- Facilities with High Inspection Frequency (HIF)
- Research facilities which **must** be inspected at least once every fiscal year

If you cannot, contact your SACS prior to the deadline so that another inspector can be assigned to conduct the inspection.
2.11. Deciding Not to Conduct an Inspection

In some circumstances when you arrive at the facility, you may determine that it is not appropriate to conduct an inspection. If you are unsure whether you should conduct an inspection, or if this is a recurring issue at this facility, contact your SACS. If you do not conduct an inspection, document this visit on your Time and Attendance Report. Do not cite it as an Attempted Inspection.

**Examples** of situations where you should not conduct an inspection include, but are not limited to:

- Contagious disease in the animal facility such as parvovirus (you may want to contact the attending veterinarian for more information)
- Illness of the licensee with no other responsible person available
- Personal events such as weddings, funerals, doctor/veterinarian appointments, or family emergencies
- Religious holidays
2.12. Attempted Inspection

An Attempted Inspection occurs when an authorized person is **not** available to accompany the inspector, and **no** inspection is conducted.

If an authorized person is **not** present at the facility, follow the Attempted Inspection guidance in Chapter 4. If you are not able to contact the licensee/registrant or conduct an inspection, leave the facility and cite section 2.126(b) for licensees, carriers and intermediate handlers and section 2.38(b) for registered research facilities. In the citation narrative, write a brief description of what you did to contact the licensee/registrant, e.g., called all the contact numbers provided, knocked at the door, waited 30 minutes, etc.

Send the Inspection Report for the first citation of an Attempted Inspection by regular mail or email only. Send Inspection Reports citing Repeat Attempted Inspections to the licensee or registrant by both regular and certified mail or email. **Convert any emailed Inspection Report to a PDF so that it cannot be altered.**

If there is an adult at the facility, they can sign the Attempted Inspection Report and give it to the licensee.

2.12.1. Optimal Hours of Inspection

Identify the optimal hours of inspection for:

- Licensee who is not open to the public during normal business hours
- Licensees/registrants who have had two consecutive Attempted Inspections or three Attempted Inspections in 2 years

Record the optimal hours in the ACIS “Customer” tab comment box. Optimal hours are generally 4 hour blocks of time during daylight hours three days per week. This is not, however, a requirement. Use your professional judgment to consider two entire days per week, or another set of optimal hours, that will facilitate the unannounced inspection. If, after discussion, the suggested optimal hours still seem unworkable, contact your SACS.

If the licensee is **not** at home during the designated hours, cite as an Attempted Inspection as above. If you stop by the facility at other times and the licensee is **not** home, record the visit on your Time and Attendance sheet, but do **not** cite as an Attempted Inspection.

2.12.2. Optimal Hours Response Letter

Use the **Unsatisfactory Optimal Hours Response Letter** (UOHRL) when the inspector and the licensee/registrant cannot agree on acceptable hours of inspection. **Prior to sending the letter, you must** discuss the problem with your SACS.

If it is determined that the UOHRL is appropriate, the inspector should:
• Complete the letter
• Note in the licensee/registrant’s ACIS “Customer” tab comment box that the OHFL was sent and the date
• Send a copy of the letter to the Fort Collins office
• Send the letter to the licensee/registrant by certified, return receipt mail

If the licensee/registrant later contacts the inspector with acceptable hours of inspection, you should record the optimal hours in the ACIS “Customer” tab comment box.
2.13. Prelicense Inspection

An applicant’s facility must meet all applicable Regulations and Standards to obtain a license. Prelicense Inspections are scheduled at a time agreeable to the applicant and the inspector. Do not conduct a Prelicense Inspection until all of the applicant’s paperwork has been processed by the Program Section and the inspector has been informed that the applicant may be inspected.

In addition to determining if a facility is in full compliance, Prelicense Inspections are the best time to help the applicant learn more about the AWA Regulations and Standards using the enhanced prelicense process. Required written records (e.g., a written program of veterinary care for part-time attending veterinarian or consultant arrangements and a plan for environmental enhancement for nonhuman primates) must be completed and inspected during a Prelicense Inspection to consider the facility in compliance. There must be a written record of animals on hand with as much of the required information completed as possible.

2.13.1. Dealers

On every Prelicense Inspection that includes dogs, the inspector must:

- Have the applicant pull all dogs showing signs of medical issues so that you can evaluate whether veterinary attention is needed and/or is already being provided, and
- Also select ten percent of the remaining dogs (up to a maximum of 10 dogs) for the applicant to pull so that you can look for medical issues associated with their mouths, teeth, ears, eyes, skin, general condition, etc. Do not just focus on one area; take the opportunity to look at the entire dog for medical issues.

Remember, wear a new pair of gloves before touching a dog(s) in a different enclosure.

If you identify a veterinary care issue that would normally be cited during a Routine Inspection, it must be cited on the Inspection Report for the Prelicense Inspection.

2.13.2. Facility Not in Full Compliance

If the facility is not in full compliance, cite all noncompliant items using the first three components of the four-part citation description found in New NCIs Cited but do not give correction dates.

**NOTICE**

Do not designate any noncompliance as a Direct or Repeat.

See Prelicense Inspection in Chapter 4 for the statements to include after the
exit interview statement.

If a third Prelicense Inspection is necessary, a second inspector (ACI or VMO), a Compliance Specialist or a SACS **must** be present during the inspection.

### 2.13.3. Facility in Full Compliance

If the facility is in full compliance, generate a no noncompliance Inspection Report and include the statements in the narrative as follows:

No noncompliant items identified during this inspection.

Inspection and exit interview conducted with______. (See [Exit Interview](#))

See Prelicense Inspection in Chapter 4 for the statements to include after the exit interview statement.
2.14. Refusal of Inspection

If a licensee or registrant refuses to allow an inspection, ensure that you have clearly identified yourself as a USDA Animal Care inspector, and that the licensee/registrant is aware of the serious nature of this noncompliance of AWA Regulations. If you are sure that you are safe, ask this question once, “Are you refusing to allow the inspection?” If the licensee/registrant still refuses to allow an inspection, leave the premises and complete an Inspection Report designating this as a Routine Inspection. Cite section 2.126(a) for licensees or registered transporters, section 2.38(b) for registered research facilities.

Document the specific circumstances of the refusal in the Inspection Report narrative: be specific as to date, time, and the identification of the person who refused to allow the inspection. Include any pertinent statements made by the licensee or registrant.

If two or more APHIS officials are present for the inspection and one is denied entry, document this as a refusal of inspection. Do not conduct an inspection.

Send the Inspection Report for a refusal to the licensee or registrant by both regular and certified mail.

Communicate any “refusal to allow inspection” with your SACS to develop a plan for a follow-up inspection.
2.15. Interference

If you are being harassed, abused (including verbally abused), or interfered with in the course of carrying out an inspection, inform the licensee or registrant that the inspection can only continue if the harassment, abuse, or interference stops. If the activity or behavior continues, **you must discontinue** the inspection process and leave the premises and cite it.

Write a Routine Inspection Report citing section 2.4 for licensees, section 2.25(c) for registered transporters, or section 2.30(d) for registered research facilities. In the narrative, be specific as to date, time, and the identification of the person(s) involved, including details of the harassment and/or verbal abuse, and/or interference.

Send the Inspection Report to the licensee or registrant by regular and certified mail. For any “interference with the inspection,” communicate with your SACS to develop a plan for follow-up inspections.

**SAFETY**

If you are being threatened, follow procedures to ensure your safety including, but not limited to, leaving the premises and calling 911, if necessary. After your personal safety is ensured, consult with your SACS with regard to future steps.
2.16. Correcting, Rescinding, and Amending an Inspection Report and/or Inventory

Correcting, rescinding, or amending an Inspection Report and/or Inventory is done on a case-by-case basis under the direction of your SACS or the Animal Welfare Operations leadership team.

2.16.1. Correcting an Inspection Report and/or Inventory

An Inspection Report and/or Inventory that has been finalized and a copy has not been given to the licensee/registrant yet, may be corrected by requesting through your SACS or SOTW that the Inspection Report and/or Inventory be reset to draft.

2.16.2. Rescinding and Amending an Inspection Report and/or Inventory

An Inspection Report and/or Inventory that has been finalized and a copy has been given to the licensee/registrant, may be corrected by requesting through your SACS or SOTW that the Inspection Report and/or Inventory be rescinded so it can be amended.

<table>
<thead>
<tr>
<th>NOTICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>You may not add a Direct, Critical, or Repeat designation or an additional citation to an Inspection Report after it has been given to the licensee or registrant.</td>
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</tbody>
</table>

For an amended Inspection Report and/or Inventory:

- Do not put any statement on the Inspection Report that this is an amended Inspection Report
- Complete the Amended Inspection Report Letter using the template in Appendix A - Amended Inspection Report Letter
- Deliver the amended Inspection Report with the Inventory and Letter to the licensee/registrant using the approved methods of delivery
- If only the Inventory is amended, send a copy of the Inspection Report with the Amended Inventory and Letter
2.17. Inspection Report and Teachable Moments Review

The SACS or his/her designee must review the Inspection Reports and Teachable Moments in the SACS Review section of ACIS as soon as possible but no longer than 21 days from the date the report is finalized.

2.17.1. Inspection Report Review

Review Inspection Reports to ensure that, at a minimum:

- All required information is included and correct
- All subparts of the citation are included in the narrative
- NCI narrative provides facts supporting each element of the requirement, is objective and free of significant errors
- Directs, Criticals and Repeats are designated correctly
- The correct exit interview statement is included in the narrative section
- No information that should not be on the Inspection Report is in the narrative
- Photographs/videos are included if required
- Animal Inventory is included

Use the Inspection Report Review Checklist in Appendix A as a guideline for reviewing Inspection Reports.

2.17.2. Teachable Moment Review

Review the Teachable Moments to ensure that, at a minimum:

- The facility meets the criteria for the use of Teachable Moments
- The NCI is appropriate to be a Teachable Moment
- The description of the Teachable Moment is appropriate
- The Teachable Moment Form is completed properly

Use the Teachable Moments Review Checklist in Appendix A as a guideline for reviewing Teachable Moments.
## Chapter 3. General Inspection Procedures

### Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1. Preparing for the Inspection</td>
<td>3-3</td>
</tr>
<tr>
<td>3.2. Conducting the Inspection</td>
<td>3-4</td>
</tr>
<tr>
<td>3.2.1. General Information</td>
<td>3-4</td>
</tr>
<tr>
<td>3.2.2. Inspection on Native American Land</td>
<td>3-5</td>
</tr>
<tr>
<td>3.2.3. Biosafety Measures</td>
<td>3-5</td>
</tr>
<tr>
<td>3.2.4. Animal Inspection — Specific Guidance</td>
<td>3-6</td>
</tr>
<tr>
<td>3.2.5. Facility Inspection — Specific Guidance</td>
<td>3-13</td>
</tr>
<tr>
<td>3.2.6. Miscellaneous Inspection Guidance</td>
<td>3-18</td>
</tr>
<tr>
<td>3.3. Completing the Inspection Report</td>
<td>3-21</td>
</tr>
<tr>
<td>3.3.1. General Information</td>
<td>3-21</td>
</tr>
<tr>
<td>3.3.2. Changes in Business Information</td>
<td>3-22</td>
</tr>
<tr>
<td>3.3.3. Action to Take When a Person, Facility, or Site is NOT in the ACIS Database</td>
<td>3-22</td>
</tr>
<tr>
<td>3.3.4. Traveling (TRA) Site</td>
<td>3-23</td>
</tr>
<tr>
<td>3.3.5. Type of Inspection</td>
<td>3-23</td>
</tr>
<tr>
<td>3.3.6. Inspection Report Narrative</td>
<td>3-24</td>
</tr>
<tr>
<td>3.3.7. Examples of Citations</td>
<td>3-24</td>
</tr>
<tr>
<td>3.3.8. Information Inspectors Should Not Include in the Narrative</td>
<td>3-27</td>
</tr>
<tr>
<td>3.3.9. Repeat Noncompliant Item Identified</td>
<td>3-27</td>
</tr>
<tr>
<td>3.3.10. Direct Noncompliant Item Identified</td>
<td>3-27</td>
</tr>
<tr>
<td>3.3.11. Critical Noncompliant Item Identified</td>
<td>3-28</td>
</tr>
<tr>
<td>3.3.12. Noncompliant Item with Correction Time Remaining</td>
<td>3-28</td>
</tr>
<tr>
<td>3.3.13. No Regulated Animals Present</td>
<td>3-28</td>
</tr>
<tr>
<td>3.3.14. Non-regulated Animals</td>
<td>3-29</td>
</tr>
<tr>
<td>3.3.15. Correction Date</td>
<td>3-29</td>
</tr>
<tr>
<td>3.3.16. Prior to Printing the Final Inspection Report</td>
<td>3-32</td>
</tr>
<tr>
<td>3.3.17. Finalizing the Inspection Report</td>
<td>3-32</td>
</tr>
<tr>
<td>3.3.18. Scanning the Inspection Report into ACIS</td>
<td>3-33</td>
</tr>
<tr>
<td>3.3.19. Handwritten Inspection Reports</td>
<td>3-33</td>
</tr>
<tr>
<td>3.3.20. Mistakes on the Inspection Report</td>
<td>3-35</td>
</tr>
<tr>
<td>3.3.21. Correcting or Amending the Inspection Report</td>
<td>3-36</td>
</tr>
<tr>
<td>3.3.22. Inspection Appeals Process</td>
<td>3-37</td>
</tr>
<tr>
<td>3.4. Safety and Ethics Issues</td>
<td>3-39</td>
</tr>
<tr>
<td>3.4.1. Bribery Reporting Procedures—Inspector’s Responsibility</td>
<td>3-39</td>
</tr>
<tr>
<td>3.4.2. Bribery Reporting Procedures—Supervisor’s Responsibility</td>
<td>3-40</td>
</tr>
<tr>
<td>3.4.3. Gifts from Licensee/Registrant</td>
<td>3-40</td>
</tr>
<tr>
<td>3.4.4. Interference with the Inspection</td>
<td>3-40</td>
</tr>
</tbody>
</table>
DISCLAIMER

The Animal Welfare Inspection Guide is intended to be a reference document to assist the inspector. The Inspection Guide does not supersede the Animal Welfare Act (AWA), the AWA Regulations and Standards, AC policies and other guidance, the Required Inspection Procedures, standard procedures, or the inspector’s professional judgment. All inspection decisions must be justified by applicable sections of the AWA and/or the AWA Regulations and Standards.
3.1. Preparing for the Inspection

Review the appropriate information in order to conduct a thorough inspection.

Prior to the inspection, review the following information:

• Applicable sections of the Regulations and Standards
• Applicable sections of the Required Inspection Procedures, Specific Types of Inspections, and other sections of this Inspection Guide
• Pending investigations and prior enforcement actions, if any
• Facility’s past Inspection Reports
• Animal Inventory
• Optimal Hours of inspection
• Other relevant resources (such as species specific guidance if a facility holds a unique species)

NOTICE

For forms and worksheets that you may need during or after the inspection, see Appendix A. Forms and Worksheets.
3.2. Conducting the Inspection

Each inspector must develop a consistent method of conducting inspections to ensure that his/her inspections are thorough, accurate, and in accord with this Inspection Guide and the AWA and the Regulations and Standards.

3.2.1. General Information

The basic steps for conducting an inspection are outlined below. However, the exact sequence for conducting the inspection is at the discretion of the individual inspector.

- You should inspect a facility at different times of the year if possible, rather than inspecting the same month or season every year
- Upon arrival at the facility, be alert for unsafe conditions
- Prior to conducting the actual inspection:
  - Contact the licensee/registrant or authorized representative
  - Introduce yourself in a professional manner
  - State the purpose for the visit
  - Show your USDA badge and ID
  - Provide a business card, if appropriate

**NOTICE**

Do **not** allow anyone to photograph or photocopy your government ID. If a facility wishes to verify your identity as a USDA inspector, they may call the Animal Care office in Fort Collins. If you are denied access to a facility or not able to conduct an inspection for because a facility requires a photocopy of your government ID, this should be considered a refusal of inspection and cited on an Inspection Report.

- If the facility, e.g., zoo, theme park or wild animal park, has an admission gate or ticket window:
  - Go to the admission gate/ticket window
  - Identify yourself in a professional manner
  - State the purpose of your visit
  - Show your USDA badge and ID

- At most facilities, you will **not** be required to pay admission. However, if an admission fee is requested, you can ask to speak to someone in management. If you need to pay admission, contact your SACS for approval,
then charge the admission fee on your Purchase MasterCard (preferable), or pay the fee yourself and you will be reimbursed.

**NOTICE**

Under certain circumstances, you may want to observe the exhibition, facility, or facility personnel prior to announcing your presence. If you need to pay the entrance fee, contact your SACS or SOTW for approval, then charge the admission fee to your Purchase MasterCard (preferable) or pay the fee yourself and you will be reimbursed. The observation should be done from areas accessible to the general public. Immediately after observing the exhibition/facility/personnel, you must announce yourself to the licensee/registrant or facility representative and arrange to complete the inspection and address any findings that you observed prior to announcing yourself.

- If you do not find anyone at the facility, follow procedures for an Attempted Inspection (see Attempted Inspection in Chapter 2 and Chapter 4)
- For Traveling Exhibitor Inspections, see Traveling Exhibitor Inspection in Chapter 4

### 3.2.2. Inspection on Native American Land

If you conduct an inspection or conduct an inspection for unlicensed activity on Native American lands, contact the tribal leader prior to conducting the inspection to explain the purpose of your visit.

If the tribal leader refuses to allow you to conduct the inspection, leave the land, and contact your SACS or your Assistant Director.

### 3.2.3. Biosafety Measures

Biosafety measures when conducting an inspection include, but are not limited to the items listed in Table 3-1. Follow the facility’s biosafety procedures. If the facility has no procedures or procedures that are less protective than the recommended biosafety measures, put on the recommended protective clothing, gear, and/or boots.

<table>
<thead>
<tr>
<th>If you are inspecting:</th>
<th>Then wear:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dogs or cats</td>
<td>Disposable shoe covers (required)</td>
</tr>
<tr>
<td></td>
<td>Disposable gloves (required if touching any animal; change gloves between each animal or cage)</td>
</tr>
<tr>
<td></td>
<td>Ear plugs (optional but highly recommended for dog kennels)</td>
</tr>
</tbody>
</table>
### General Inspection Procedures

<table>
<thead>
<tr>
<th></th>
<th>Coveralls (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elephants (TB positive or TB suspect)</td>
<td>Respirator (level N95 or better)</td>
</tr>
<tr>
<td>Macaques</td>
<td>Respirator (level N95 or better) is required if within 5 feet or less</td>
</tr>
<tr>
<td></td>
<td>Disposable shoe covers</td>
</tr>
<tr>
<td></td>
<td>Coveralls, preferably disposable</td>
</tr>
<tr>
<td></td>
<td>Full face shield and eye protection, such as safety glasses or goggles</td>
</tr>
<tr>
<td></td>
<td>Disposable gloves</td>
</tr>
<tr>
<td>Other nonhuman primates</td>
<td>Respirator (level N95 or better when nonhuman primates and other animals are suspected to be infected with TB indoors, or within 5 feet or less outdoors)</td>
</tr>
</tbody>
</table>

### 3.2.4. Animal Inspection – Specific Guidance

#### 3.2.4.1. General Information

Basic steps or procedures when conducting an inspection of the animals include, but are **not** limited to:

- Approach all animals quietly and cautiously
- Ask if there are any other animals that you have **not** seen, such as those in quarantine, isolation, holding areas, off-site, or on loan or lease
- Be alert for escape routes for yourself in case of a dangerous situation
- Before approaching an animal, ask the facility representative:
  - About the temperament of the animal
  - If the animal is approachable
  - Where is the safest place to be
- Let the person accompanying you open and close gates and doors to prevent escapes
- Always have the person accompanying you go through the gate or door first as a safety measure
- Make sure all animals are safely secured
• Observe handling techniques of personnel during prelicense inspections and during inspections of licensed and registered facilities, and note that:
  ○ For licensed/registered facilities, the inspector should evaluate the handling experience and qualifications of the personnel
  ○ For applicants:
    - Inspector should evaluate the handling seen during the prelicense inspection
    - The inspector should consult with his/her SACS and the appropriate Species Specialist if there are concerns about the applicant’s handling techniques and experience

• Observe the animals for their health and well-being:
  ○ Avoid handling the animals unnecessarily
  ○ Do not engage in diagnostic procedures
  ○ If a dangerous animal needs close evaluation, ask the facility to make arrangements for the animal to be examined by a veterinarian
  ○ If you need to closely examine a non-dangerous animal and it can be done safely, have the owner or handler restrain the animal
  ○ Wear disposable gloves if you must handle any animals

• Stay behind or next to the facility representative

• Review husbandry practices

**NOTICE**

Newborn and infant non-domestic cats 4 weeks (28 days) of age or younger should be housed in the controlled environment of a heated, clean and sheltered enclosure (such as a nursery), or in a clean, sheltered enclosure with the mother and any healthy siblings.

• Review supervisor and employee experience and training and ensure the facility has a sufficient number of employees [3.12; 3.32; 3.57; 3.85; 3.108; 3.132]

• Review veterinary care practices and records as appropriate [2.40]
• Review public contact procedures [2.131]:
  ○ Newborn and infant nondomestic cats four weeks (28 days) of age or younger (neonate or neonatal) have special handling and husbandry needs. Among other things, the AWA Regulations require licensees to ensure that they are handled safely and protected from harm. Because of their limited immunity, their health is at risk if they are exposed to other animals or offered for public contact. For more information, please read Tech Note, Handling and Husbandry for Neonatal Nondomestic Cats.
  ○ For regulatory purposes, AC generally considers big cats to become juveniles when they reach roughly 12 weeks of age. Inspectors should not use this age as an absolute “cutoff date,” but rather should use it as a guideline when evaluating exhibits that allow public contact with big cats that are at or older than 12 weeks of age. At approximately 12 weeks of age dangerous animals, such as tigers, lions, bears, and wolves, become too big, too fast and too strong to be used for public contact.

• Review the Attending Veterinarian approved plans such as the Exercise Plan for dogs [3.8], and the environmental enhancement plan for NHPs [3.81] (See Appendix A for the EEP Checklist)

3.2.4.2. Inspector Behavior Guidelines around Animals

Inspectors may be asked to do on-site inspections of circuses, zoos, animal sanctuaries, or other facilities that may house a variety of nondomestic animals. Inspectors should understand and follow appropriate behavior guidelines when evaluating nondomestic animals such as primates, nondomestic cats, elephants, marine mammals, or other exotic or wild animals. This section discusses appropriate inspector behavior when inspecting nondomestic animals.

An inspector should never enter the enclosures of dangerous or potentially dangerous animals unless the inspector personally verifies the animals are securely locked out of the enclosure.

Rules of behavior when inspecting nondomestic animals are:

  • INTERACTION: Do not reach out to, or try to pet or feed the animals, no matter how friendly they may seem.
  • PROXIMITY: Do not stand within reach of them.
    ○ Big cats and non-human primates may reach out over 3 feet through narrow spaces.
  • AGITATED BEHAVIOR: If the animal appears agitated because of your presence, make your observations quickly or from a greater distance.
  • LIMITING STRESS: Some animals become stressed or agitated around strangers. Standing in front of an enclosure and looking, staring, or pointing at an animal while discussing issues with the licensee may cause stress or agitation. It is best to discuss any issues that may pertain to that animal or
its enclosure at a reasonable distance from the enclosure

- YOUR REACTIONS: Try not to react if some animals vocalize or hit the fence or enclosure where you are standing. Many animals are looking for a reaction. Make your observations and quickly move on

3.2.4.2.1 Nonhuman Primates

Primates are social animals and have complex social behaviors. Staring directly at primates is considered a threat to them, and may cause them to be agitated, especially if they are in their behind-the-scenes night quarters. While most zoo primates are accustomed to people staring at them, the public is not allowed behind the scenes and staring may be more threatening to them in their off-exhibit areas. Smiling at many species of primates may also be considered a threat, and while a primate may “smile” back, realize he is not smiling, but showing you his teeth, which may indicate a sign of aggression. Try not to point at the animals with your finger, and do not stand close enough to any enclosure that the primate may be able to touch or grab you. If a chimpanzee, gorilla, or orangutan were to grab any part of you with just one finger, it could cause significant injury or damage.

Great apes (chimpanzees, gorillas, or orangutans) may also spit water or throw fecal material or other items at strangers or at people they know but do not like, e.g., the veterinary staff. They may be obvious in picking up fecal material or items in their enclosure and throwing it in your direction; however, many wait until you turn your back, and can hit their targets with amazing accuracy.

Orangutans have a longer reach than the other great apes. Maintain an extra distance of greater than 4 feet from them as a margin of safety.

BEWARE: Macaques are unapparent carriers of Herpes B virus, which is deadly to humans without appropriate and immediate treatment. One drop of saliva or urine from a macaque shedding the virus splattered into a human eye or mouth, or transmitted through a bite or scratch injury has been known to cause the fatal disease. If you are inspecting a facility with macaques, be sure to protect yourself from the possibility of a bite, scratch or spray of urine or feces from these animals. Some facilities require personal protective equipment such as a clear face guard or safety goggles, a surgical mask, gloves, and protective clothing when entering rooms housing macaques. When there are no protective equipment requirements, you must stay a minimum of 5 feet away from any macaque enclosure. Any inspection of macaque species within 5 feet or less of the animals or enclosures requires the use of a full-face shield, respirator, disposable gloves, foot wear, and coveralls.

Inspectors must not enter rooms when facility employees are spraying or cleaning enclosures or room surfaces, or performing functions that could result in splash hazards or aerosol production.

3.2.4.2.2 Big and Small Nondomestic Cats

Cats are sensitive animals and may become agitated in the presence of
strangers. Cats of all species will flatten their ears when angry or agitated. Recognize this behavior and step away from the enclosure before the cat becomes more agitated and either vocalizes or hits the enclosure fence. Talking to the animals when they are agitated rarely soothes them, as you are a stranger in their environment.

Many cats will spray-mark their environment. Often big cats, especially tigers and lions, will exhibit this behavior towards people. The cat may be standing near the front of the enclosure or will calmly walk to the enclosure fence, often near the area where people are standing. They will then turn, lift their tail, and spray urine up to 10 feet away. If you notice this behavior, you will have only a moment to step out of range.

**BEWARE:** Many enclosures, especially night quarters or gates to enclosures, have a small space between the bottom of the enclosure, fence and the ground, or around gates or feeding chutes. Livestock wire fencing has ample spaces in the fencing itself. Big cats (and small nondomestic species) are able to reach through these spaces and have been known to attack unsuspecting persons who are standing too close. Stay a minimum of 3 feet away from all big cat enclosures. Many licensees will have a protocol and an obvious painted “safety line” on the floor or a barrier running adjacent to the big cat enclosures. If entering a narrow hallway between two cages, ensure you know the whereabouts of the cats, and be careful not to back up against one enclosure with a cat present if you are startled by another cat across the hallway. Try to maintain your distance from all enclosures when in tight quarters, and if the situation seems dangerous, ask the keepers to shift the cats to enclosures away from the hallway while you conduct your inspection.

### 3.2.4.2.3 Elephants

All elephants have the potential to be dangerous. Elephants can reach up to 8 feet with their trunks. Staying back a minimum of 8 feet, even if the elephant is chained or behind a barrier, will help to ensure your safety. Keep the handler between you and the elephant(s) at all times. Work with the handler to determine the best (safest) place to make your observations, while maintaining an 8 foot distance from the elephant’s trunk. When inspecting elephants, always have an escape route planned. When inspecting other areas of the elephant barn and the yard(s), ensure a handler or facility representative always accompanies you. Always ensure that you know the location of the elephant(s) during the entirety of your inspection.

Elephants are usually handled in two basic ways: protected contact or free contact. Protected contact involves managing an elephant with a barrier between the handler and the elephant. In protected contact, handlers do not share the same space as the elephant. Free contact involves managing the elephants without a barrier between the handler and the elephant. In free contact, the handlers share the same space as the elephant. In this management system, handlers commonly use an ankus when working with the elephant. An ankus is a device that resembles a short boat hook and has a spike and a hook.
In a protected contact system, ask the handler(s) to position the elephant(s) behind a barrier so that an inspection of the animal’s feet, skin, teeth, and other parts can be conducted as needed. Although the elephant is behind a barrier, be cognizant of the elephant’s trunk and maintain an 8-foot distance from the head of the elephant to ensure your safety. If needed, use your camera to get a closer view. In a protected contact management style, handlers will not enter the enclosure with the elephant(s) and you must not either.

In a free contact system, the handler will often invite the inspector to get up close to the elephant(s). Remember to keep the handler between you and the elephant, have an escape route planned and maintain your 8-foot distance (using your camera for a closer view, if needed). Do not go into an enclosure with an animal handled in free contact. Ask the handler to position the elephant in a manner that will allow you to conduct an inspection from a safe location and in a safe manner.

Regardless of the contact system, if the elephant shows signs of agitation (vocalizing, flapping ears, pulling itself to its full height, jerking its head up and down) or is not responding appropriately to the handler’s commands, immediately leave the area and let the handler manage the problem. If necessary, find a location to continue observing the animal that will maintain your safety. Remember, elephants have the potential to be dangerous. Being cognizant of their location, behavior, and management style is essential to conducting a safe and thorough inspection. Working with the handlers to conduct the inspection is essential, keeping in mind that you are putting yourself at risk when you go near an elephant, even if the handler appears to be exceptionally competent.

3.2.4.2.4 Hoofstock

Nondomestic hoofstock (eland, oryx, nilgai, kudu, bison, deer, etc.) may be dangerous. Bison and other bovid-type nondomestic hoofstock, as well as cervids (generally bucks), have been known to charge or butt people without warning. When inspecting nondomestic hoofstock, ensure a sturdy fence is between yourself and the animals, and do not stand within reach of these animals. It is rarely necessary to enter a hoofstock enclosure, but if absolutely necessary, ensure the handler/keeper is always between you and the animals, and consider an escape route before entering the enclosure. Whenever possible, enter veldt-type enclosures (large pens housing multiple species of hoof stock) in a vehicle.

Camels and llamas may spit when upset, and llamas have been known to push upon, and knock over people. Note that llamas will flatten their ears when getting ready to spit. Camels may be dangerous, especially intact males. Male camels have reached over enclosures and bitten or lifted people off the ground.

Nondomestic hoofstock, have varying flight distances, which is the distance they will allow someone to approach before they flee or bolt. It is undesirable to upset the hoofstock in an exhibit, and inspectors must maintain a reasonable distance between themselves and the hoofstock living in that enclosure. Allow
the keepers to suggest a distance for you to observe that is appropriate and non-threatening to the animals.

**BEWARE:** Some facilities may house ostriches with their hoofstock. Ostriches, especially males, may be deadly, and have been known to attack and seriously injure or even kill people, often unprovoked and without warning.

Their kick is powerful and they kick high and forward, aiming directly in front of them. Never enter a mixed exhibit on foot where male ostriches are housed. Cassowaries are also very dangerous birds. Never enter an enclosure housing a cassowary.

### 3.2.4.2.5 Potential Rabies Exposure

If you are inspecting facilities where you will be entering exhibits or enclosures which contain free-roaming (or free-flying) mammals, such as raccoons, skunks, or bats, and you feel there is a potential for being bitten or scratched, or you feel there is potential for rabies exposure via the aerosol route (no matter how remote), you should wear personal protective gear, such as a mask or respirator and goggles, and have pre-exposure rabies prophylaxis.

### 3.2.4.3. Stopping the Inspection for Veterinary Care

If during an inspection, you notice an animal that needs immediate veterinary care, instruct the licensee to seek veterinary care for the animal and stop the inspection if necessary.

Examples of when an animal may need immediate veterinary care include, but are not limited to:

- Unresponsive animal
- Pale pink or white gums
- Labored breathing/open-mouthed breathing
- Fractured or dislocated limb
- Severe bleeding or injury
- Severe, watery or bloody diarrhea

### 3.2.4.4. Pet Dogs

Because personal pet dogs of the licensee often end up being bred and moved to the kennel, the following guidance should be followed if the personal pet dogs are housed on the same premises as the kennel or in the kennel itself:

- All intact females, capable of breeding, should be listed on APHIS Form 7005
- Pet dogs do not need to be tagged; although they should be assigned a tag number on APHIS Form 7005
- The only time there would be a concern about disease transmission would be if the pet dog was sick and was in need of veterinary attention
• The only time there would be a concern about containment is if there was a history of dogs getting hit by cars or injuries related to non-confinement

• Inspectors should discuss with licensees the issues of non-containment and disease transmission, e.g. Brucella canis, Parvovirus, etc.

3.2.4.5. Barn Cats

If a licensee has barn cats, i.e., loose cats used as pets and/or for pest control, not for regulated breeding purposes, the barn cats are not covered because barn cats rarely end up being used for regulated purposes. Therefore, they do not need to be inspected or follow any of the Regulations or Standards. However, if the barn cats have a negative effect on the regulated animals, this should be cited under the applicable Standard for the species impacted, not the Standards for cats.

Examples of negative effects include, but are not limited to:

• Cats getting into the food supply
• Cats contaminating the animals’ food and/or water
• Cats harassing or causing stress to a regulated animal such as in a prey/predator situation
• Sick cats possibly transmitting disease

If the licensee allows the barn cats to have kittens, you should determine if the disposition of the kittens will be a regulated activity.

3.2.5. Facility Inspection — Specific Guidance

The inspector must develop a consistent method for inspecting facilities that ensures inspections are thorough, accurate, and all citations are based on the Regulations and Standards.

Guidance on specific issues related to facility inspection include:

3.2.5.1. Housing Facilities – Indoor, Sheltered or Outdoor

When determining if a facility is indoor, sheltered, or outdoor, the inspector must assess the facility in a stepwise fashion beginning with the indoor housing definition. If a facility does not meet this definition, then the inspector should next consider the sheltered housing definition if the animals housed therein are dogs, cats, or nonhuman primates. A facility is only to be considered an outdoor housing facility if it “does not meet the definition of any other type of housing…”

3.2.5.1.1 Indoor Housing

The AWA Regulations define Indoor Housing as: any structure or building with environmental controls housing or intended to house animals that:

1. Is capable of temperature control within the limits for species of animal therein, maintaining humidity levels of 30 to 70 percent, and rapidly
eliminating odors from within the building; and

2. Has a continuous connection of a roof, floor, and walls (a shed or barn set on top of the ground does not have a continuous connection between the walls and the ground unless a foundation and floor are provided); and

3. Has at least one door for entry and exit that can be opened and closed (any windows or openings which provide natural light must be covered with a transparent material such as glass or hard plastic)

A housing facility must meet the conditions for all aspects of the definition of “indoor housing facility” to be considered an indoor housing facility under AWA regulations. If the temperature, ventilation, and humidity are not controlled in an indoor housing facility as required by the applicable section of the Standards, the building should be cited as noncompliant.

An example of an Indoor Housing Facility includes, but is not limited to:

• A climate-controlled shed or barn that has a floor with a continuous connection with the walls and a roof and at least one door for entry and exit

3.2.5.1.2 Sheltered Housing

The AWA Regulations define Sheltered Housing as: a housing facility which provides the animals at all times with:

1. Shelter, and
2. Protection from the elements, and
3. Protection from temperature extremes

A sheltered housing facility may consist of runs or pens totally enclosed in a barn or building, or of connecting inside/outside runs or pens with the inside pens in a totally enclosed building.

If a housing facility is capable of meeting all aspects of the definition of a “sheltered housing facility,” it is considered a sheltered housing facility. Even if walls, large doors, or panels are removed for part of the year, it is still considered a sheltered housing facility if it provides the animals at all times with shelter and protection from the elements and temperature extremes.

Examples of Sheltered Housing include, but are not limited to:

• A facility consisting of connecting inside/outside pens with the inside pens contained in a building
• A facility with primary enclosures entirely enclosed within a building which is set on top of the ground and does not have a floor which is continuously connected to the walls
• A facility consisting of some enclosures that are fully enclosed within the building AND some enclosures that are connecting inside/outside pens

3.2.5.1.3 Outdoor Housing

The AWA Regulations define Outdoor Housing as: any structure, building, land,
or premise, housing or intended to house animals, which does not meet the definition of any other type of housing facility provided in the Regulations, and in which temperatures cannot be controlled within set limits.

Examples of Outdoor Housing Facilities include, but are not limited to:

- A facility with outdoor pens that has an open building-like structure with a roof and partial walls over the pens that do not provide protection from temperature extremes
- Hutch-like enclosures in a yard with no protective covering
- A chain link enclosure with a dirt floor and one or more dog-house type structures for shelter for the animals
- A facility with primary enclosures enclosed within a building without a climate-control system or protection from temperature extremes at all times

3.2.5.2. Lids on Self-Feeders

Self-feeders may be used for feeding dry food to dogs and cats. The AWA Regulations do not require lids for self-feeders. Rather, food for dogs and cats must be uncontaminated, wholesome, palatable, and sufficient in quality and quantity to maintain good health. Food receptacles must also protect food from rain and snow. If the lack of a lid contributed to poor food quality, the lack of a lid may be noted in the citation describing the noncompliance.

3.2.5.3. Perimeter Fence

3.2.5.3.1 Determine if the licensed facility requires a perimeter fence

The perimeter fence requirements are divided into three categories:

1. Dangerous animals that require a perimeter fence, and
2. Non-dangerous animals that require a perimeter fence, and
3. Situations where regulated facilities are not required to meet the perimeter fencing requirements
4. Dangerous animals that require a perimeter fence

   Dangerous animals, such as large felids (e.g., lions, tigers, leopards, cougars, ligers, and jaguars), bears, wolves, rhinoceros, elephants and polar bears require a perimeter fence that is:
   - Not less than 8 feet high, AND
   - 3 feet or more in distance from any enclosure housing animals

   **NOTE:** A facility may submit a written request to AC for approval of a perimeter fence that is less than 8 feet high and/or less than 3 feet from an animal’s enclosure (variance request).

5. Non-dangerous animals that require a perimeter
Non-dangerous animals (e.g., fox, kangaroo, capybara, and prairie dog) and nonhuman primates and marine mammals require a perimeter fence that is:

• Not less than 6 feet high, AND
• 3 feet or more in distance from any enclosure housing animals

**NOTE:** A facility may submit a written request to AC for approval of a perimeter fence that is less than 6 feet high and/or less than 3 feet from an animal’s enclosure (variance request).

6. Situations where regulated facilities are NOT required to meet the perimeter fence requirements

Situations where a facility **does not require** an approved written variance to deviate from the perimeter fence requirements:

• Traveling facilities with appropriate security measures
• Outdoor housing facilities that:
  ○ House **only domesticated farm-type animals** (such as cows, goats, pigs, sheep, llamas, and alpacas, and any hybrid crosses thereof); **AND**
  ○ Have effective and customary containment and security measures (e.g., farm-type pens, barns, and fences)

**Note:** If you come across other farm animal species that are not listed above but may be eligible to deviate from the perimeter fence requirements, contact your supervisor for guidance.

• Animal Care has granted standing approval (i.e., the facility does not need to seek a written variance) where alternative security measures contain the animals:
  ○ **Wild/exotic hoofstock** (such as, but not limited to, Brahman/zebu, mouflons/urials, vicuñas, guanacos, zebra, camels, warthogs, any species of deer, caribou, elk, reindeer, and bison); **AND**
  ○ Have effective and customary containment and security measures

**NOTE:** If you come across a hoofstock species that is not listed above but may be eligible to deviate from the perimeter fence requirements, contact your supervisor for guidance.

A perimeter fence is not required if the following conditions apply and the facility has obtained written approval (variance request) from the AWO Director:

• A primary enclosure made of sturdy, durable materials (concrete, wood, glass) that is high enough to restrict entry by animals and people
• A protective natural barrier at an outdoor facility that is high enough to restrict entry by animals and people
• Alternative security measures that contain the animals
3.2.5.3.2 Perimeter Fence — Open Gate

During times when a zoo is open to the public, there will usually be an opening in the perimeter fence allowing public entry. Most zoos have a ticket booth or attendant between that open portion of the perimeter fence and the animal enclosures or some other method to assure that the animals are safely contained when the zoo is open to the public.

The mere presence of an open entry gate at a zoo is not a stand-alone noncompliance. If after review of the entryway, perimeter fence, and the animal enclosures, you have concerns about the containment, especially of dangerous animals, you should cite the perimeter fence or contact your supervisor.

As a performance-based Standard, if an incident occurs that involves an opened, unstaffed perimeter fence gate (escape, injury, death, etc.), the fact that an open, unstaffed gate contributed to the incident can be included in the language of the citation, which should be cited under the section that caused the incident.

3.2.5.4. Unsafe Facility Conditions

Be alert for unsafe facility conditions:

- If the condition(s) adversely affects the inspector, he/she must leave the facility
- If not all the animals are safely contained, the inspector must leave the area or facility until it is safe to conduct an inspection
- If the condition(s) is noncompliant with the AWA, cite the noncompliance on the Inspection Report. Examples include, but are not limited to:
  - Bare wiring
  - Electrical wires near water
  - Electrical wires within reach of animals
  - Unprotected heat lamps
- If the condition(s) is not something within the AWA regulatory requirements, report the item to the licensee, research facility representative, or an authorized representative at the facility. Examples include, but are not limited to:
  - Locked emergency exits
  - Unlocked or unsecured controlled substances
- If you feel that you are being threatened, abused, or harassed:
  - Leave the facility (see Workplace Violence in the AC Safety and Health Manual), and
  - Document what occurred in a memo to your SACS, including who said what to whom, when, where, and how, using specific language
If you have additional concerns, contact your SACS and the AC Safety and Health Officer.

### 3.2.6. Miscellaneous Inspection Guidance

#### 3.2.6.1. Authorized Person Conducting Regulated Activity

An authorized person (generally listed in Block 9 of the APHIS Form 7003) can represent the licensee during a USDA inspection. Generally, any employee of a licensee (dealer or exhibitor), whether so listed or not, may conduct sales of or exhibit animals owned by that dealer/exhibitor and also may accompany the inspector.

An authorized person may not sell or exhibit animals he or she owns unless said person has his/her own license. In summary, a licensee (Person A) is not able to legally empower someone else (Person B) to conduct regulated activity without a license. Hence, Person B may not sell or exhibit his/her own animals under Person A’s license at any time.

#### 3.2.6.2. Team Inspections

Under certain circumstances, an inspector, SACS, or Animal Welfare Operations leader may request or require a team inspection. A team inspection may include an ACI, VMO, and/or a Specialist.

A team inspection is **required** for:

- Next full inspection of a facility with a Direct veterinary care NCI cited by an ACI. The second inspector must be a VMO.
- Possible confiscation
- Facilities where the licensee/registrant has threatened, abused or harassed the inspector

Other possible reasons for conducting a team inspection include, but are not limited to:

- Focused inspection follow up of a Direct veterinary care NCI cited by an ACI
- Multiple indirect veterinary care issues
- ACI has concerns about the program of veterinary care
- Multiple noncompliances
- Repeat noncompliances
- Large facilities or complex inspections
- Facilities with current IES investigations
- Expertise in a particular species needed
- Training
• Complaints, such as multiple complaints against the same facility or the same issue at the facility
• Licensee/registrant has a history of appealing NCIs

Be sure all inspectors and Specialists involved are listed in ACIS.

3.2.6.3. Field Specialist Consultations

If an inspector has an issue or situation that would benefit from a consult with a Field Specialist, the inspector may contact the Field Specialist. The inspector must inform his/her SACS (by email cc or phone) about consulting with the Field Specialist.

After the initial consultation with the Field Specialist, the inspector and the SACS will determine how further consultation with the Field Specialist should occur, i.e., going through the SACS or the inspector contacting the Field Specialist directly and copying the SACS on any correspondence.

3.2.6.4. Action to Take on Noncompliant Item Noted While Off Duty

If you are off duty and notice a noncompliance at a licensed facility or find an unlicensed exhibitor, you are not required to take any action. However, if you choose to take action, suggested actions include:

• Assess the severity of the noncompliance
• If in your territory, return to the facility when on duty and conduct an inspection or evaluation of the situation
• If not in your territory, contact your SACS when on duty to determine a course of action
• Take appropriate immediate action, if required

**NOTICE**

Remember that you cannot work overtime without your SACS approval.

If you elect to conduct an inspection or evaluation of the situation:

• Contact your SACS or SOTW for approval prior to initiating an inspection or evaluation
• If action was taken, send your SACS:
  ◦ A memo documenting the situation and the action taken
  ◦ The Inspection Report, if appropriate

3.2.6.4.1 Life Threatening Situation

If there is a life-threatening situation, such as a dangerous animal escape, then:
1. Leave the area immediately
2. Contact facility personnel/management
3. Call 911, if appropriate

3.2.6.4.2 Non-Life Threatening Dangerous Situation

If you believe that the noncompliance results in a non-life threatening but dangerous situation to the animal or the public, speak to the licensee or an authorized representative. If the licensee does **not** correct the NCI at that time, then:

1. Speak to the management of the venue
2. Call your SACS, the SOTW, or the Animal Care Office's emergency contact number and discuss a course of action

Contact local authorities, such as the local police or animal control officer, if appropriate, e.g., a non-regulated species is involved.

3.2.6.4.3 No Immediate Danger

If you believe that the noncompliance results in **no** immediate danger to the animal or the public, you may choose to:

- Speak to the licensee or authorized representative, or
- Take **no** action at that time
3.3. Completing the Inspection Report

3.3.1. General Information

The inspector **must** complete an official Inspection Report as soon as possible at the end of the inspection. (See Notice Box below). **Remember** that Inspection Reports with a Direct NCI must be completed and delivered to the licensee/registrant immediately after the inspection. The Inspection Report should follow the format of the Inspection Report template in the Animal Care Information System (ACIS).

For information and instruction on how to plan an inspection, enter data, and finalize an Inspection Report in ACIS, refer to the training material provided to you and contact your SACS if you need assistance.

**NOTICE**

Inspection Reports are to be finalized in ACIS, delivered in person, or sent to the licensee or registrant, and scanned into ACIS **within 5 business days of the date of the inspection**.

If an Inspection Report has a correction deadline that is less than 5 business days, the licensee or registrant must receive the Inspection Report prior to the earliest deadline. Exceptions to the 5 day or earliest deadline delivery must be pre-approved by a SACS.

The Inspection Report **must** contain the following general information entered automatically by ACIS:

- Business name
- Customer ID
- Date of inspection
- Licensee, registrant, or applicant’s name as listed on Application for License or Registration
- Mailing address as listed on Application for License or Registration
- Site name, if applicable
- Site number or TRA (Traveling on the Road) (see Traveling (TRA) Site) as assigned by ACIS. Make sure that you are in the correct site, and ensure you do **not** enter an inspection into an inactivated site
- USDA license or registration number (except for prelicense inspections)

If any of the above information is incorrect in ACIS due to a **data entry error**, such as a misspelled name or transposed address numbers, contact Program Support in the appropriate Animal Care office to have the information corrected before you complete the Inspection Report.
3.3.2. Changes in Business Information

If you arrive at a facility and find that the location is no longer owned, managed, or substantially controlled by the licensee/registrant and the licensee/registrant did not notify AC within 10 days of the change, you should:

• Not conduct an inspection because a new license/registration is required to conduct regulated activity at that location
• Cite the licensee/registrant for failure to notify AC of the change in business status [2.8, 2.27, 2.30]
• Contact your SACS to discuss any further citations, such as, conducting regulated business without a license

For other changes that do not require a new license/registration, such as a change of mailing address, inform the licensee/registrant that he/she should contact the appropriate Animal Care office to make the changes.

If you are unsure how to proceed, contact your SACS.

3.3.3. Action to Take When a Person, Facility, or Site is NOT in the ACIS Database

If the person, facility, or site is not in the ACIS database:

• Complete the Inspection Report using the Microsoft Word Inspection Report Template, have an authorized person sign the report, and follow the procedures for Handwritten Inspection Reports in Chapter 2, OR

• If you have Internet access:
  ○ After the inspection, contact an Inspection and Licensing Assistant (ILA) or the Program Specialist at the appropriate Animal Care office
  ○ Provide the ILA/Program Specialist the following information:
    - Licensee/registrant/applicant/owner’s full name, if applicable
    - CID Number, if applicable
    - Complete mailing or business address, if needed
    - Complete site address, if adding a new site
    - County, if known
    - Business telephone number, including area code
  ○ Obtain the customer number, if available
  ○ After the ILA/Program Specialist has updated ACIS, enter the Inspection Report into ACIS
  ○ After you have reviewed the inspection findings with the licensee/registrant/applicant/owner, and checked the Inspection Report for accuracy, finalize the report in ACIS before delivering a copy to the
3.3.4. Traveling (TRA) Site

A traveling site is a temporary animal location, housing, or exhibit area, such as:
- A city where the licensee is performing
- An airport
- An auction market

On the Inspection Report:
1. Make sure that you use the “traveling-on-the-road” (TRA) site designation in ACIS
   - If the licensee does not have a TRA site already in ACIS, follow the procedures for Action to Take When a Person, Facility, or Site is not in the ACIS Database
   - If the licensee has more than one TRA site, use the correct TRA site if it is in ACIS
2. Add the exact location of the inspection, such as address, name of the mall, building, or fairground, and always include the city and State, in the narrative section of the Inspection Report
3. Add the name of the Unit (e.g., Red Unit, Green Unit), if applicable, in the narrative section of the Inspection Report

3.3.5. Type of Inspection

The Inspection Report must specify the type of inspection conducted. Enter the type of inspection into the ACIS Inspection Report template.

The types of inspections are:
- Attempted – situation where an authorized person was not available to accompany the inspector. No inspection was conducted
- Prelicense – inspection to determine compliances with the AWA Regulations and Standards prior to issuance of a USDA license. Indicate whether 1st, 2nd, or 3rd Prelicense Inspection.
- Routine – normal periodic, unannounced inspection including:
  - Complete inspection of the facility
  - New site or additional site inspection (announced)
  - A complete inspection to follow up on a public complaint involving animal welfare
  - An inspection to determine whether unlicensed activity may be ongoing
  - Inspection to lift a suspension if required pursuant to a Consent Decision
or Decision and Order. (Note - This may be a scheduled/announced inspection. Consult Regulatory Support Staff.)

• Focused – unannounced inspection including:
  ○ Reinspection for Direct NCIs
  ○ Reinspection for a specific NCI or NCIs cited on the previous inspection
  ○ Partial inspection of the facility, such as animals only or records only
  ○ A partial inspection to follow up on a public complaint concerning animal welfare

### 3.3.6. Inspection Report Narrative

Refer to Inspection Findings in Chapter 2 for instructions on documenting inspection findings in the narrative section of the Inspection Report.

### 3.3.7. Examples of Citations

The following pages show examples of noncompliance citations. Develop a consistent method of writing citations.

**EXAMPLE**

**Standard:** SECTION 3.1(a) HOUSING FACILITIES, GENERAL

**Noncompliance:** The roof in the southeast corner of the kennel building is falling in due to rotting wood. Pieces of wood from the roof have fallen into the pen below that houses three adult dogs.

**Why a noncompliance:** Housing facilities must be kept in good repair, and the kennel building is not in good repair. The falling roofing material and wood beams could injure the dogs, and result in the dogs being exposed to rain and other weather conditions.

**How to comply:** The roof must be kept in good repair. Maintenance problems need to be identified and fixed in a timely matter to keep the facilities in good repair and protect the animals from injury.

**Correction date:** Correct by (date).
EXAMPLE  
**Standard: SECTION 3.83 WATERING**

Noncompliance: The water receptacle in the enclosure housing ten adult macaques has a layer of debris and scum floating on the top of the water and a thick layer of algae along the sides.

Why a noncompliance: Nonhuman primates must be provided with potable water and water receptacles must be kept clean and free of contamination. The presence of debris, scum, and algae is an indicator of contamination of the water which can cause illness in the animals.

How to comply: All water receptacles should be cleaned and sanitized at least once every two weeks, or more often if necessary, to keep them clean and free from contamination such as dirt, debris, scum, or algae.

Correction date: Correct by (date).

EXAMPLE  
**Standard: SECTION 3.104(b)(1)(i) SPACE REQUIREMENTS**

Noncompliance: Two beluga whales are housed in a pool that only provides a Minimum horizontal Distance (MHD) of 25 feet.

Why a noncompliance: Two beluga whales must be housed in a pool to have an MHD of 28 feet and the pool the whales are housed in only provides an MHD of 25 feet.

How to comply: Measures must be taken to provide the required MHD for the whales.

Correction date: Correct by (date).

EXAMPLE  
**Standard: Section 3.125(a) FACILITIES, GENERAL**

Noncompliance: The enclosure housing three adult tigers has a wire panel next to the den which has a broken wire. The ends of the broken wire have sharp edges and are protruding into the enclosure.

Why a noncompliance: Housing facilities must be maintained in good repair to protect the animals from injury and contain the animals. The tiger enclosure is not being kept in good repair which could result in the tigers being injured by the sharp points on the wire.

How to comply: The wire should be repaired or replaced. Maintenance problems must be identified and fixed in a timely manner to keep the facilities in good repair and protect the animals from injury.

Correction date: Correct by (date).
**EXAMPLE**  Multiple Sections and Multiple Species: If an NCI involves multiple sections of Regulations/Standards and multiple species, each section of the Regulation/Standard must be cited separately.

For example: A food storage room used to store food for guinea pigs, rabbits, nonhuman primates, and wild/exotic animals is cluttered, dirty, and has broken bags with food spilling on the floor, and the unopened bags of nonhuman primate food are stored directly on the floor and up against the walls.

Sections 3.25(c), 3.50(c), 3.75(e), and 3.125(c) – STORAGE OF FOOD would be in noncompliance. Each of these sections should be cited for the species affected.

**EXAMPLE**  Multiple Noncompliances under one Section and Subsection: If multiple noncompliances involve one section and subsection of the Regulations/Standards, these NCIs may be grouped together.

For example, for camels in a petting zoo:

The roof of the barn is in disrepair and has an opening/hole which allows rain and snow to fall into the pens.

The partition between the camel pen and the food storage area has numerous holes allowing the camel access to the stored food.

The front gate of the outdoor pen has a broken hinge and does not close properly.

SECTION 3.125(a)– STRUCTURAL STRENGTH would be the noncompliance and all three items could be cited together.

**EXAMPLE**  Multiple Noncompliances under the Same Section but Different Subsections: If multiple noncompliances involve the same section but different subsections, each NCI must be cited separately.

For example, for nonhuman primates: There are multiple NCIs of SECTION 3.80 PRIMARY ENCLOSURES – General Requirements

**SECTION 3.80(a)(2)(i)**– A pen housing four spider monkeys has broken wire mesh flooring in the right rear corner with sharp wire ends sticking up into the pen.

**SECTION 3.80(a)(2)(vii)**– There is no shade area in the outdoor nonhuman primate exhibit and it is summer with ambient temperatures over 100°F.

**SECTION 3.80(a)(2)(ix)**– A pen housing four baboons has wooden walls with all the paint scratched off so that the walls can no longer be properly cleaned and sanitized.

Each of these should be a separate citation.
3.3.8. Information Inspectors Should Not Include in the Narrative

The narrative section should not contain:

- Administrative messages to the Animal Care offices or staff
- Animal inventory
- Comments on public complaints
- Date of last inspection
- Personal comments about the facility
- Personal or proprietary information, such as:
  - Addresses, other than the licensee/research facility mailing and/or business address
  - Driver’s license numbers
  - Names of animal handlers
  - Names of buyers of animals
  - Name(s) of person(s) accompanying you on the inspection, except for other AC personnel
  - Names of principle investigators or research facility personnel
  - Names of sellers of animals
  - Social security numbers
  - Sources of animals
  - Telephone numbers, other than your contact information, if applicable
- Recommended enforcement action

**NOTICE**

Remember that the Inspection Report may be used by our Office of the General Counsel (OGC) as evidence in a court proceeding. The Inspection Report is also available to the public through a Freedom of Information Act request or viewed via the Internet at the Animal Care website.

3.3.9. Repeat Noncompliant Item Identified

Refer to Repeat NCI in Chapter 2 for information on Repeat noncompliant items.

3.3.10. Direct Noncompliant Item Identified

Refer to “Direct” NCI Identified in Chapter 2 for information on Direct noncompliant items.
3.3.11. Critical Noncompliant Item Identified

Refer to “Critical” NCI Identified in Chapter 2 for information on Critical noncompliant items.

3.3.12. Noncompliant Item with Correction Time Remaining

3.3.12.1. Focused Inspection

If you are conducting a “focused” inspection, such as follow up on a Direct or Repeat NCI, and there are previously identified uncorrected NCIs that still have correction time remaining, do not re-cite or mention these NCIs on the Inspection Report. These are not repeat NCIs. Be sure to specify that this was a focused inspection in the Inspection Report inspection type and narrative.

3.3.12.2. Full Inspection

If you are conducting a full inspection and there are previously identified uncorrected NCIs that still have correction time remaining, do not re-cite these NCIs. Note on the Inspection Report that the NCIs have not been corrected, but that the correction date has not passed. These are not repeat NCIs.

3.3.13. No Regulated Animals Present

Even though there may be no regulated animals present at a facility, an inspection may still be conducted.

Factors to consider when deciding whether to inspect a facility include, but are not limited to:

- Are there areas of the facility that you have never inspected before, e.g., a new building?
- Are there records to inspect?
- Are there transportation vehicles to inspect?
- Does this facility have a history of noncompliance?
- Even though there are no animals currently at the facility, do regulated animals go in and out of the facility, such as traveling animal acts?
- Is the facility due for an inspection?
- Is this a new facility added to your territory?
- Is this an active research registrant that has not been inspected this fiscal year?

After using your best judgment and determining that there is nothing to inspect, you may choose not to conduct an inspection.

If you conduct an inspection:
• Classify the inspection as “Routine”
• Only cite NCIs (or document as a teachable moment, as appropriate) found during the inspection if the area with the noncompliance:
  ○ is currently in use, but no animals are there on the day of your inspection, or
  ○ is ready for use
• For the correction date, use the following or a similar statement: “Correct before being used for animals regulated by the Animal Welfare Act.”
• If a partial inspection, state which areas were inspected, such as records and/or specific buildings
• State in the narrative, “No regulated animals present at this time.”

If you do not conduct an inspection:
• Do not complete an Inspection Report
• Send a memo to your SACS explaining why you did not conduct an inspection

3.3.14. Non-regulated Animals

Non-regulated animals should not be inspected or mentioned on the Inspection Report unless there is potential for a negative effect on the health or well-being of the regulated animal(s).

EXAMPLE

Examples of a potential negative effect are:

A horse is chasing a deer in a pasture on public display and causing the deer stress or injury

Rats of the genus Rattus bred for use in research with an infectious disease are housed in the same room with rabbits

The number of non-regulated animals is so large that the current staffing is inadequate to properly care for the regulated animals

3.3.15. Correction Date

A correction date is the time period in which a noncompliant item must be corrected. Include an actual date with the citation; do not use the term “immediately.”

A correction date should be:
• Appropriate to the severity of the NCI
• Determined with the concurrence of the licensee/registrant or authorized representative, if appropriate
• Realistic as to what the facility can accomplish

**NOTICE**

If the Inspection Report is being sent by certified mail, allow for the mailing time when setting the correction date.

A correction date is given for:

• Newly identified “Direct” NCIs. Give these NCIs a short correction period, e.g., by close of business on (date), within 72 hours, within 5 days. The correction date for direct NCIs should never exceed 14 days.

• Newly identified NCIs other than “Direct” NCIs. If reasonable with respect to the health and well-being of the animals involved, an inspector may allow up to 1 year for some corrections. Some examples of corrections that may warrant a year-long correction period are:
  a. Perimeter fence replacement
  b. Full replacement of animal enclosures
  c. Instituting a new protocol form

• For NCIs with long correction dates, the inspector should periodically check on progress with the licensee/registrant, either via a telephone call or a courtesy visit

**NOTICE**

Reinspect for correction of a “Direct” noncompliant item no later than 45 days after the date of inspection.

For NCIs corrected **prior** to the inspection:

• Follow the **Incentives guidance** (see Chapter 2)

For NCIs corrected **during** to the inspection:

• The correction should read “Corrected during the inspection.” and do not give a correction date.

A correction date is **not** given for:

• Airline transportation noncompliances
• NCIs identified on a Prelicense Inspection
• NCIs cited on a New Site approval inspection, except for a Direct NCI
• Repeat noncompliant items

**3.3.15.1. Extension of Correction Date**

An extension is an additional amount of time to correct a noncompliant item granted through Animal Welfare Operations leadership.
A licensee/registrant may request an extension if he/she will not be able to correct the NCI by the correction date.

At the time of the inspection, if a licensee/registrant anticipates that an extension will be needed because you cannot agree on a correction date or the licensee/registrant wants more than one year, explain to him/her how to request an extension.

**NOTICE**

Extensions are for special circumstances. Do not suggest an extension to the licensee for correction of routine noncompliant items.

An extension request, whether anticipated or unexpected, must be:

1. In writing
2. Appropriate, i.e., only for an NCI other than a direct NCI (e.g., one related to facility maintenance)
3. Specific as to the reason/justification for the request

**EXAMPLES**

- Unexpected delays during the correction process, such as budget or severe weather delays
- Unforeseen special circumstances that prevent completion, such as death or serious illness in the family

4. Sent to the Fort Collins Animal Care office
5. Received by the Animal Care office prior to the original correction date

**3.3.15.2. Processing of the Extension of Correction Date Request**

Take the following actions to process the extension of the correction date request:

1. The Animal Care office will send the extension request to the appropriate SACS
2. SACS will review and discuss with the inspector, if necessary
3. SACS will write the letter informing the licensee/registrant whether or not the extension was granted
4. SACS will upload the letter into the licensee/registrant’s file in ACIS
5. SACS will email the letter to the licensee/registrant if email is available, OR
6. SACS will send the letter to Program Support at the Fort Collins Animal Care office and Program Support will send the letter to the licensee/registrant
3.3.16. Prior to Printing the Final Inspection Report

To make the Inspection Report as accurate as possible, ensure that:

- You are entering the inspection:
  - Under the correct licensee/registrant
  - Under the correct certificate number
  - In the correct site

- All information is entered into the database correctly, such as:
  - Inspection type
  - Name and title of person signing the Inspection Report

- All information in the narrative is correct, such as:
  - Citation section and subsections
  - Buildings/locations inspected, if appropriate
  - Location of inspection of a TRA site
  - Names of elephants inspected

- The narrative section uses the appropriate wording to describe the problem

- Repeat NCIs are the same section/subsection cited on the previous inspection(s)

**NOTICE**

If the incorrect section or subsection was cited on the previous inspection, cite the correct section and subsection and add: “Cited incorrectly under (section/subsection #) on (date) inspection.”

- Check spelling and grammar and review a draft copy of the Inspection Report with the licensee/registrant/facility representative
- Make the appropriate changes, if necessary, and print the Inspection Report for a signature

**BE SURE TO FINALIZE THE INSPECTION REPORT.**

3.3.17. Finalizing the Inspection Report

After you have (1) reviewed the inspection findings with the licensee/registrant/applicant, (2) given the facility representative the opportunity to provide additional information pertinent to the findings, and (3) checked the Inspection Report for accuracy, finalize the report in ACIS before delivering a copy to the licensee/registrant/applicant. (For additional information and instruction, refer to the ACIS Guidance.)
**General Inspection Procedures** | **Completing the Inspection Report**

---

**NOTICE**

You do **not** have to completely finalize an Inspection Report for a specific site to do an Inspection Report for another site of the same licensee or registrant.

---

### 3.3.18. Scanning the Inspection Report into ACIS

Inspectors **are required** to upload their signed and completed Inspection Reports into ACIS within 5 business days of the completion of the Inspection Report.

Inspection Reports should **not** be sent by mail or emailed to Program Support. **Do not keep the hard copy of the Inspection Report.** It should be destroyed.

Inspection Reports should be uploaded into the Customer file in ACIS using the following procedure:

- Scan the signed Inspection Report and Inventory as a PDF document
  - For reports that were **emailed** to a licensee or registrant, scan the return acknowledgment email sent by the facility along with the Inspection Report as one document
  - For reports that were sent by **certified mail**, scan a copy of the certified mail certificate along with the Inspection Report as one document
  - For reports that have been **rescinded and amended**, scan the Amended Report letter sent to the licensee/registrant/applicant along with the amended Inspection Report as one document
- Name the Inspection Report as the customer number, licensee/registrant name, and date of inspection (day, month, year with no spaces). Example: 223344 John Smith 15SEP2018.
- In ACIS, select the appropriate Customer in the Customer tab
- Upload the Inspection Report into the Files tab
- The newly uploaded signed Inspection Report can be found by returning to the Files tab. (Note - there may be a delay of up to 30 minutes before the Inspection Report appears in the Files tab.)
- If there is a problem during the uploading process, the inspector should contact his/her SACS and/or the respective Assistant Director

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### 3.3.19. Handwritten Inspection Reports

There are certain situations where the inspector may choose to, or **must**, hand write the Inspection Report, including but not limited to:

- Computer failure
- Printer failure
- Unique situations which may arise where the use of the computer is not
feasible

If you hand write an Inspection Report, use the blank pre-printed Inspection Report form. Always have a supply of blank pre-printed Inspection Reports, either with you, or in the government vehicle.

When using the pre-printed Inspection Report:

• Hand write all information legibly and neatly
• Use black or blue ink

If you want to give the licensee/registrant/facility representative a copy of the handwritten Inspection Report at the time of the inspection, either make a photocopy, or complete two reports and sign both copies.

If you do **not** give the licensee/registrant/facility representative a copy of the handwritten Inspection Report at the time of the inspection:

• Enter the Inspection Report in ACIS as instructed
• Send a copy of the ACIS Inspection Report to him/her as instructed

**REMEMBER:**

• You **must** enter the handwritten Inspection Report into the ACIS database as soon as possible
• The narrative entered into the ACIS database **must be identical** to the handwritten Inspection Report

---

**NOTICE**

Dates of the actual inspection, Prepared By, and Received By may be different due to the automatically generated prepared date in ACIS. You must correct the date of the actual inspection. You do not need to correct the Prepared and Received By dates even if the licensee/registrant has a copy of the handwritten Inspection Report.

• Do **not** put a statement that this is electronic or transcribed version of the original Inspection Report

If the licensee/registrant does **not** have a copy of the handwritten Inspection Report:

• Send a copy of the ACIS Inspection Report and Animal Inventory to the licensee/registrant by email or certified, return receipt mail
• Scan a copy of the ACIS Inspection Report, Animal Inventory and email receipt acknowledgement or certified mail receipt into ACIS
• Scan the handwritten Inspection Report into ACIS and then destroy the original copy

If the licensee/registrant does have a copy of the handwritten Inspection Report:

• Scan the handwritten Inspection Report into ACIS
• Do **not** send a copy of the ACIS Inspection Report to the licensee/registrant

In the case of a printer failure, send a copy of the report to the licensee/registrant/applicant by email or certified, return receipt mail when the printer is repaired.

### 3.3.20. Mistakes on the Inspection Report

Read the Inspection Report carefully before printing and finalizing to ensure that all information and spelling are correct.

Incorrect customer ID, date of inspection, site name (001, TRA), USDA license or registration number, requires rescinding the Inspection Report, correcting the error, and sending the licensee/registrant an amended report with an Amended Report Letter.

#### 3.3.20.1. Major Errors

If a major error is noted on the Inspection Report after the final copy has been printed or the Inspection Report has been finalized, it **must** be corrected.

Major errors include, but are **not** limited to:

- Correction date given for a repeat noncompliance
- Correction date(s) omitted
- Exit interview statement not included
- Incorrect citation
- Incorrect inspection type
- Factual errors
- Wrong site

**NOTICE**

Spelling or grammatical errors are **not** considered major errors.

#### 3.3.20.2. Mistakes Noted by the Animal Care Office

If Program Support or Animal Welfare Operations leadership discovers a mistake on an Inspection Report:

1. The inspector and the SACS will be notified
2. The inspector **must** correct the Inspection Report following the procedure outlined in Correcting or Amending the Inspection Report
3. The inspector **must** deliver the amended Inspection Report to the licensee in person or send by email or certified, return receipt mail **within 2 weeks**
3.3.21. Correcting or Amending the Inspection Report

No pen and ink changes may be made to the Inspection Report.

If a major error(s) is noted after the Inspection Report has been finalized, and a copy of the Inspection Report has not been given to the licensee/registrant/facility representative:

1. Contact your SACS or SOTW if your SACS is not available to have the Inspection Report reset to draft

**NOTICE**

You **must** upload the Inspection Report into ACIS before it can be reset to draft.

2. Correct the draft Inspection Report
3. Provide a copy of the corrected Inspection Report and Animal Inventory to the licensee/registrant/facility representative through the usual delivery methods

If a major error(s) is noted after the Inspection Report has been finalized and a copy of the Inspection Report has been given to the licensee/registrant/facility representative:

1. Notify your SACS to have the original Inspection Report rescinded
2. Enter a new Inspection Report into ACIS
3. Provide a copy of the corrected Inspection Report, Animal Inventory, AND the Amended Report Letter to the licensee/registrant/facility representative through the usual delivery methods

The new Inspection Report **must**:

1. Be dated the date that the actual inspection was conducted in “Inspection Date”
2. Be dated at the bottom the date that the amended Inspection Report was:
   - “Prepared” by you, and
   - Signed by or sent to the licensee/registrant

**NOTICE**

The ‘**prepared by**’ and ‘**signed by**’ dates do not have to be the same.

3. Correct the major mistake for which the amended Inspection Report is being generated
4. Cite the noncompliances that were correct on the original Inspection Report. These noncompliances must be identical to the citations that were on the
Do not put a statement or any reference on the Inspection Report that this was an amended Inspection Report.

3.3.22. Inspection Appeals Process

If the licensee/registrant has a concern about any findings on the Inspection Report, he/she may use the inspection appeals process to resolve the dispute.

3.3.22.1. Prior to Finalizing the Inspection Report

If a licensee/registrant/facility representative has questions or concerns about a noncompliant item(s) cited on the Inspection Report, the inspector should explain why the noncompliance was cited and give the facility representative the opportunity to provide additional information pertinent to the findings at the exit interview (see Exit Interview in Chapter 2). If the concern is resolved, change the citation. If the concern cannot be resolved:

- Inform the licensee/registrant/facility representative of the next step in the appeals process
- Give the licensee/registrant/facility representative a copy of the Appeals Process Factsheet

If there was an unresolved disputed noncompliance:

- Photograph any NCI that the licensee/registrant is going to appeal or likely to appeal (see Inspection Photographs in Chapter 2)
- Finalize the Inspection Report
- Inform your SACS that there may be an appeal of a noncompliance item(s) cited on the Inspection Report

3.3.22.2. After Finalizing the Inspection Report

If a licensee/registrant/facility representative has questions or concerns about a noncompliant item(s) cited on the Inspection Report, meet with the licensee/registrant/facility representative, if requested, to discuss the noncompliance.

If you and the licensee/registrant/facility representative resolve the disagreement on the noncompliance:

- Generate an amended Inspection Report and inform your SACS of the resolution
- Give or send (by an acceptable method) a copy of the Inspection Report, Animal Inventory and the Amended Report Letter to the licensee/registrant
- Scan a copy of the amended Inspection Report, Animal Inventory and Amended Report Letter into ACIS

If the dispute cannot be resolved: 
• Inform the licensee/registrant/facility representative of the next step in the appeals process

• Give the licensee/registrant/facility representative a copy of the Appeals Process Factsheet

• Photograph any NCI that the licensee/registrant is going to appeal or likely to appeal, if possible

• Inform your SACS that there may be an appeal of a noncompliance item(s) cited on the Inspection Report

If the licensee/registrant’s appeal of a noncompliance is determined to be valid, i.e., a citation is modified or deleted, the original Inspection Report will be rescinded in ACIS. Program Support, in the appropriate Animal Care office, will generate a new draft Inspection Report for the inspector to amend. The inspector amends the Inspection Report and delivers the Inspection Report, Animal Inventory and the Amended Inspection Letter to the licensee/registrant/facility representative by an acceptable delivery method.

If the licensee/registrant’s appeal of a noncompliance is determined to be invalid, the appeals team assigned to the matter will write a letter to the licensee/registrant/facility representative informing him/her of the decision. The inspector and SACS will receive a copy of the letter from Program Support.

**NOTICE**

Inspection appeals should **not** delay reinspection of Direct noncompliances or interfere with efforts to ensure that the immediate welfare needs of the animals are met.
3.4. Safety and Ethics Issues

3.4.1. Bribery Reporting Procedures—Inspector’s Responsibility

If you are offered a bribe, or perceive that you are being offered a bribe, refuse the bribe and report it immediately to the Office of the Inspector General (OIG). **Do not report the bribe to your supervisor.**

It is your duty to report being offered a bribe, or if you perceive that you are being offered a bribe.

Follow these steps if you are offered a bribe, or perceive that you are being offered a bribe:

1. **Do not take the bribe.** Say, “I cannot do that.” **Do not** discuss the bribe offer any further, and do **not** tell the person who offered it that you are going to report it to law enforcement or other authorities.

   **SAFETY**
   
   If you believe that you are in any danger at this time, leave the facility as quickly and safely as possible.

   If you do **not** believe that you are in danger, then assess the situation and use your judgment as to what to do, since you do **not** want the person to think that you are going to report the incident to the authorities. Some possible courses of action include, but are **not** limited to:

   1. Give the person a plausible excuse and leave the facility
   2. Complete the inspection or exit interview quickly, but not suspiciously so
   3. Complete the inspection, then tell the person that you are going to complete the Inspection Report off site
   4. At the first practical moment after you are out of sight and earshot of the person who made the offer, and as soon as privacy permits, **telephone OIG** using one of the following phone numbers:
      - (202) 720-7257 – 24 hour direct line to OIG, Washington, DC, for reporting threats, assaults, and bribery attempts, or
      - (800) 424-9121 – OIG Hotline for reporting fraud, waste, and abuse, or
      - (202) 690-1622 – Commercial hotline
   
   **Note:** Collect calls are accepted.

   5. Follow the instructions given to you by the OIG Special Agent. An OIG Special Agent will respond to your telephone call. Based on information that you provide, OIG Agents will evaluate the alleged bribery attempt to determine the appropriate investigative action. OIG needs your full cooperation.
6. Do not report the bribery attempt to your supervisor or discuss it with anyone else unless instructed to do so by an OIG Special Agent. Any discussions could compromise the investigation. OIG will ensure that appropriate supervisory personnel are notified in a manner which will not prejudice the investigation.

7. Any subsequent contacts or communication between you and the person who offered the bribe will be controlled and monitored by the OIG
   - Do not be afraid to cooperate with investigators. Even though you would not accept a bribe, it is your duty to report such matters and to cooperate fully with investigators to prevent further bribery attempts to you or other USDA employees.

3.4.2. Bribery Reporting Procedures—Supervisor’s Responsibility

If an employee reports an offer or a perceived offer of a bribe to you:

Instruct the employee to call OIG immediately, if he/she has not already done so

1. Do not discuss the bribery attempt any further with anyone, including the employee

2. Do not attempt to investigate the incident

3.4.3. Gifts from Licensee/Registrant

Do not accept any “gifts” from licensees or registrants greater than the value of a soft drink or cup of coffee. You do not want any perception of impropriety.

3.4.4. Interference with the Inspection

A licensee, applicant, research facility representative, or other person must not interfere with, threaten, abuse, or harass any APHIS official in the course of carrying out his/her duties.

If you believe that any person at the facility is interfering with the inspection process:

- Tell him/her to stop if it is safe to do so
- If the behavior continues or you feel unsafe, leave the facility
- Contact your SACS
- Document what occurred in a memo to your SACS, including who said what to whom, when, where, and how, using specific language

For more detailed information on Interference, see Chapter 2 and the AC Field Safety and Health Manual.
# Chapter 4. Specific Types of Inspections

## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1. Airport Inspection</td>
<td>4-1</td>
</tr>
<tr>
<td>4.1.1. Badging Credentials</td>
<td>4-1</td>
</tr>
<tr>
<td>4.1.2. Conducting an Airport Inspection</td>
<td>4-1</td>
</tr>
<tr>
<td>4.1.3. Inspection Reports</td>
<td>4-2</td>
</tr>
<tr>
<td>4.1.4. Photographs</td>
<td>4-3</td>
</tr>
<tr>
<td>4.2. Animal Rides</td>
<td>4-4</td>
</tr>
<tr>
<td>4.2.1. Criteria</td>
<td>4-4</td>
</tr>
<tr>
<td>4.2.2. Conducting the Inspection</td>
<td>4-4</td>
</tr>
<tr>
<td>4.2.3. Inspection Reports</td>
<td>4-5</td>
</tr>
<tr>
<td>4.3. Attempted Inspections</td>
<td>4-6</td>
</tr>
<tr>
<td>4.3.1. Attempted Inspection General Procedures</td>
<td>4-6</td>
</tr>
<tr>
<td>4.3.2. Courtesy Visits</td>
<td>4-8</td>
</tr>
<tr>
<td>4.3.3. Conducting an Unannounced Inspection after the Courtesy Visit</td>
<td>4-10</td>
</tr>
<tr>
<td>4.3.4. Compliance Support Staff (CSS)</td>
<td>4-10</td>
</tr>
<tr>
<td>4.3.5. Regulatory Support Staff (RSS)</td>
<td>4-10</td>
</tr>
<tr>
<td>4.3.6. Additional Attempted Inspection Guidance</td>
<td>4-10</td>
</tr>
<tr>
<td>4.3.7. The Facility Contact Worksheet</td>
<td>4-12</td>
</tr>
<tr>
<td>4.3.8. Optimal Hours</td>
<td>4-12</td>
</tr>
<tr>
<td>4.3.9. Handy Tips</td>
<td>4-13</td>
</tr>
<tr>
<td>4.4. Auction Market Inspection</td>
<td>4-14</td>
</tr>
<tr>
<td>4.4.1. Criteria</td>
<td>4-14</td>
</tr>
<tr>
<td>4.4.2. Animals Requiring Veterinary Care</td>
<td>4-15</td>
</tr>
<tr>
<td>4.4.3. Records</td>
<td>4-15</td>
</tr>
<tr>
<td>4.5. Barrier Facility Inspection</td>
<td>4-17</td>
</tr>
<tr>
<td>4.5.1. Criteria</td>
<td>4-17</td>
</tr>
<tr>
<td>4.5.2. Alternative Methods of Inspection</td>
<td>4-18</td>
</tr>
<tr>
<td>4.6. Change in Class of License Inspection</td>
<td>4-20</td>
</tr>
<tr>
<td>4.6.1. Criteria</td>
<td>4-20</td>
</tr>
<tr>
<td>4.6.2. Conducting the Inspection</td>
<td>4-21</td>
</tr>
<tr>
<td>4.7. Complaint Inspection</td>
<td>4-23</td>
</tr>
<tr>
<td>4.7.1. Sources of Information</td>
<td>4-23</td>
</tr>
<tr>
<td>4.7.2. Receipt of the Complaint Information</td>
<td>4-23</td>
</tr>
<tr>
<td>4.7.3. Responding to the Complaint</td>
<td>4-24</td>
</tr>
<tr>
<td>4.7.4. Information Follow-Up</td>
<td>4-24</td>
</tr>
<tr>
<td>4.8. Courtesy Visits</td>
<td>4-25</td>
</tr>
<tr>
<td>4.8.1. General Information</td>
<td>4-25</td>
</tr>
<tr>
<td>4.8.2. Documenting a Courtesy Visit</td>
<td>4-25</td>
</tr>
<tr>
<td>4.8.3. Conducting the Courtesy Visit</td>
<td>4-27</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>4.9. Dead Animal/Parts or Serum/Blood Dealer Inspection</td>
<td>4-29</td>
</tr>
<tr>
<td>4.9.1. Dead Animal/Parts</td>
<td>4-29</td>
</tr>
<tr>
<td>4.9.2. Blood and Serum Collection</td>
<td>4-29</td>
</tr>
<tr>
<td>4.10. Dogs and Cats in Residence Inspection</td>
<td>4-31</td>
</tr>
<tr>
<td>4.11. Domestic Hoofstock Inspection</td>
<td>4-33</td>
</tr>
<tr>
<td>4.11.1. Domestic Hoofstock Housed in an Agricultural Setting</td>
<td>4-33</td>
</tr>
<tr>
<td>4.11.2. Domestic Hoofstock Housed in a Non-Agricultural Setting</td>
<td>4-33</td>
</tr>
<tr>
<td>4.12. Drive-through Zoo/Park Inspection</td>
<td>4-34</td>
</tr>
<tr>
<td>4.12.1. Conducting the Inspection</td>
<td>4-34</td>
</tr>
<tr>
<td>4.12.2. Animal Inspection</td>
<td>4-35</td>
</tr>
<tr>
<td>4.12.3. Handling</td>
<td>4-35</td>
</tr>
<tr>
<td>4.12.4. Public Feeding</td>
<td>4-36</td>
</tr>
<tr>
<td>4.12.5. Facility Inspection</td>
<td>4-37</td>
</tr>
<tr>
<td>4.13. Lion and Tiger Enclosure Inspection</td>
<td>4-41</td>
</tr>
<tr>
<td>4.13.1. Evaluating Enclosures</td>
<td>4-41</td>
</tr>
<tr>
<td>4.14. Marine Mammal Facility Inspections</td>
<td>4-43</td>
</tr>
<tr>
<td>4.14.1. Conducting the Inspection</td>
<td>4-43</td>
</tr>
<tr>
<td>4.14.2. Veterinary Care</td>
<td>4-43</td>
</tr>
<tr>
<td>4.14.3. Space</td>
<td>4-44</td>
</tr>
<tr>
<td>4.14.4. Feeding</td>
<td>4-45</td>
</tr>
<tr>
<td>4.14.5. Water Quality</td>
<td>4-46</td>
</tr>
<tr>
<td>4.14.6. Shelter and Shade</td>
<td>4-47</td>
</tr>
<tr>
<td>4.14.7. Public Barriers</td>
<td>4-48</td>
</tr>
<tr>
<td>4.14.8. Separation</td>
<td>4-49</td>
</tr>
<tr>
<td>4.14.9. Employees</td>
<td>4-49</td>
</tr>
<tr>
<td>4.14.10. Recordkeeping</td>
<td>4-50</td>
</tr>
<tr>
<td>4.14.11. Swim-with-the-dolphin (SWTD)/Interactive Programs</td>
<td>4-50</td>
</tr>
<tr>
<td>4.15. New Site Approval Inspection</td>
<td>4-51</td>
</tr>
<tr>
<td>4.15.1. Addition of a Site</td>
<td>4-51</td>
</tr>
<tr>
<td>4.15.2. Site Inspection</td>
<td>4-51</td>
</tr>
<tr>
<td>4.16. Pet Store Inspection</td>
<td>4-53</td>
</tr>
<tr>
<td>4.16.1. Criteria</td>
<td>4-53</td>
</tr>
<tr>
<td>4.16.2. Record Requirements</td>
<td>4-54</td>
</tr>
<tr>
<td>4.16.3. Identification</td>
<td>4-54</td>
</tr>
<tr>
<td>4.17. Petting Zoo Inspection</td>
<td>4-55</td>
</tr>
<tr>
<td>4.17.1. Inspection Procedures</td>
<td>4-55</td>
</tr>
<tr>
<td>4.17.2. Traveling Petting Zoo Itinerary</td>
<td>4-57</td>
</tr>
<tr>
<td>4.18. Photo Shoot Inspection</td>
<td>4-59</td>
</tr>
<tr>
<td>4.18.1. Types of Photo Shoots</td>
<td>4-59</td>
</tr>
<tr>
<td>4.18.2. Conducting the Inspection</td>
<td>4-60</td>
</tr>
<tr>
<td>4.19. Prelicense Inspection Process</td>
<td>4-62</td>
</tr>
<tr>
<td>4.19.1. Initial Contact with the Applicant</td>
<td>4-62</td>
</tr>
<tr>
<td>4.19.2. First Prelicense Inspection</td>
<td>4-62</td>
</tr>
<tr>
<td>4.19.3. Second Prelicense Inspection</td>
<td>4-65</td>
</tr>
<tr>
<td>4.19.4. Third Prelicense Inspection</td>
<td>4-65</td>
</tr>
<tr>
<td>4.19.5. Completing the Inspection Report</td>
<td>4-66</td>
</tr>
</tbody>
</table>
4.19.6. PL Inspection Process Reminders.................................................. 4-68
4.20. Search Inspection .............................................................................. 4-69
  4.20.1. Subjects of Searches .................................................................... 4-69
  4.20.2. Sources of Information............................................................... 4-69
  4.20.3. Information Follow-Up ............................................................... 4-70
  4.20.4. Preparing for the Search............................................................ 4-71
  4.20.5. Conducting the Search ............................................................... 4-71
  4.20.6. Post Search Procedures ............................................................. 4-73
  4.20.7. Follow-Up Procedure ............................................................... 4-73
  4.20.8. On the Road Inspection ............................................................. 4-74
4.21. Traveling Exhibitor Inspection .......................................................... 4-75
  4.21.1. Home Site Inspection ............................................................... 4-75
  4.21.2. General Information ............................................................... 4-75
  4.21.3. Admission to the Venue ........................................................... 4-76
  4.21.4. Conducting the Inspection ....................................................... 4-76
  4.21.5. Animals in Transit .................................................................... 4-81
  4.21.6. Animal Races .......................................................................... 4-81
  4.21.7. Animal Rides .......................................................................... 4-82
  4.21.8. Circus and Performing Animal Inspections ............................... 4-82
  4.21.9. Petting Zoos ........................................................................... 4-84
  4.21.10. Photo Shoots ......................................................................... 4-84
  4.21.11. Inspection Reports ................................................................. 4-84
  4.21.12. Itinerary ................................................................................. 4-84

DISCLAIMER

The Animal Welfare Inspection Guide is intended to be a reference document to assist the inspector. The Inspection Guide does not supersede the Animal Welfare Act (AWA), the AWA Regulations and Standards, AC policies and other guidance, the Required Inspection Procedures, standard procedures, or the inspector’s professional judgment. All inspection decisions must be justified by applicable sections of the AWA and/or the AWA Regulations and Standards.
4.1. Airport Inspection

Registered Transporters or Intermediate Handlers operating at an airport must meet all applicable transportation Regulations and Standards.

4.1.1. Badging Credentials

Some airports, especially large airports, may require that you obtain a badge to access the airport property and facilities. Prior to conducting your first inspection, you should check with the airport authorities to determine if a badge is needed.

If there is a fee for the badge, the fee may be charged to your Purchase MasterCard.

4.1.2. Conducting an Airport Inspection

When conducting an inspection, some additional procedures include, but are not limited to:

• Follow all the safety rules
• Be accompanied by an airline representative unless you are approved by the airport authorities to be unaccompanied
• Inspect all areas where animals may be housed or transported, including but not limited to:
  o Ticket counter
  o Cargo area
  o Baggage area
  o Any other areas where animals are held before travel, such as offices and live animal rooms
  o Planes on the tarmac if necessary
  o Transport vehicles and conveyances used to transport animals to and from the planes
• Check for applicable required records, such as:
  o Health Certificates [2.78]
  o Consignor information such as from Waybills or other records
  o Certifications required for the different species
  o COD payment guarantee [2.77]
• If you find an unlicensed dealer, broker, or unregistered transporter:
  o Make a copy of the Waybill and any other supportive documentation
showing regulated activity, and
  ◦ Follow the procedure for a “Search Inspection”

4.1.2.1. Commercial Dog Importations

If an inspector identifies an import shipment that is out of compliance with Section 2.150/2.151/2.152, he/she must confirm whether there is documentation in ACIS or by contacting the Live Dog Import Team (LDI Team) at 816-737-4223 that the importer has been notified previously of the need for a permit:

- If the importer has been notified previously, the inspector will cite the appropriate section on the Inspection Report and forward all information to the LDI Team.
- If the importer has not been notified, or the inspector cannot confirm that the importer has been notified, do not write an Inspection Report. The inspector should collect the information as requested below on the importer and forward to the LDI Team.

For information to be sent to the LDI Team:

- Make a copy of the Waybill. Be sure that the Waybill has the name and contact information for the importer.
- Send the copy of the Waybill to: ac.dogimport.mailbox@aphis.usda.gov

4.1.3. Inspection Reports

4.1.3.1. No NCIs Reports

For an Inspection Report with no noncompliances, the inspector may:

- Complete the IR at the airport, have it signed by the facility representative and leave a copy with that facility representative, OR
- Send the IR (unsigned by the facility representative that you conducted the inspection with) to the Ft. Collins AWO office by email or mail (Note: Put Facility Representative in the “Received By” signature line and the title of the facility representative that you conducted the inspection with in the Title line) and indicate in your email or by a note attached to the IR that the AWO office should send a copy to the airline corporate office.

4.1.3.2. Inspection Reports with NCIs

For NCIs cited on an airline Inspection Report:

- Do not give a correction date for any NCIs
- Designate an NCI meeting the criteria for a Direct or Critical as a “Direct” or “Critical”
- Do not designate a Repeat NCI as a “Repeat”
• If applicable, obtain a copy of the appropriate Waybill for each NCI, reference the Waybill number in the NCI narrative, and submit with the Inspection Report to the AWO Field Office

For delivery of an Inspection Report with noncompliances, the inspector may:

• Complete the IR at the airport, have it signed by the facility representative and leave a copy with the facility representative (preferred), OR

• Send the IR directly to the airline corporate office using an acceptable method of delivery

4.1.4. Photographs

Take photographs of all NCIs cited at commercial airline carrier inspections.
4.2. Animal Rides

An exhibitor who uses regulated animals to give rides to the public must meet all applicable Animal Welfare Act Regulations and Standards.

4.2.1. Criteria

Examples of regulated animals used for rides are:

- Camels
- Elephants
- Llamas

4.2.2. Conducting the Inspection

When inspecting animals used for rides, make sure that the exhibitor meets all the applicable Regulations [9 CFR Sections 2.40, 2.50, 2.75, 2.78, 2.80, 2.125, 2.126, 2.130, 2.131], and all the Standards, including the Transportation Standards, for the animals being used.

When conducting your inspection, some suggested areas to pay attention to include, but are not limited to:

- Animal’s locomotion, gait, and uniformity of stride
- Animal’s physical condition and behavior
- Appropriateness of the weight load for the animal
- Attentiveness of the handler during the ride, i.e., is the handler distracted in some manner and not paying attention to his/her duties
- Availability and frequency of access to drinking water
- Availability of shade or shelter
- Condition of the equipment, i.e., no sharp edges, no broken straps, buckles, or fasteners, padding not thin or excessively worn
- Plan to provide veterinary care if an animal is injured away from the home facility
- Foot care, especially elephants
- Number of personnel, i.e., are there enough personnel to watch for dangerous behaviors from the animals, the riders, and the viewing public
- Perimeter fence and/or barriers between the animals and the general viewing public
- Rest for animals between rides and overnight
### NOTICE

Animals must be allowed a rest period equal to the amount of time that they were giving rides. [2.131(c)(2)]

- Proper fit of saddles, riding equipment, halters, or restraint devices. Some signs of improper fit include:
  - Abrasions
  - Hair loss
  - Irritated skin
  - Redness
  - Sores
- Training and handling experience of the handlers and employees
- Reluctance of the animal to lead or work

### 4.2.3. Inspection Reports

For a TRA inspection, follow the guidance in [Traveling Exhibitor Inspection – Inspection Reports](#).

### NOTICE

Put the name of the elephant(s) on the Inspection Report.
4.3. Attempted Inspections

The purpose of this procedure is to standardize attempted inspections by utilizing enhanced communication and outreach in an effort to reduce attempted inspections. The goal is to use all tools at our disposal in order to decrease the number of attempted inspections conducted. This will help to ensure the welfare of the animals at our regulated facilities by increasing facility access, as well as improve consistency when conducting attempted inspections.

All procedures must be documented on an Attempted Inspection Checklist.

The checklist must be uploaded into the Files tab in ACIS when complete. Use the File Type “Attempted Inspection Documentation” and File Sub-Type “Attempted Inspection Checklist”. A note should be placed in the comments box in the customer tab in ACIS referencing the form - “See Attempted Inspection Checklist dated______in the Files tab.”

4.3.1. Attempted Inspection General Procedures

These procedures will be followed for all attempted inspections regardless of repeat status (i.e., first attempted and all repeat attempted inspections):

1. If an authorized person is not present at the facility, every effort should be made to contact them at the time of the inspection. This includes, but is not limited to:
   - Call all numbers previously provided by the licensee/registrant, including those in ACIS
   - If possible, leave a message stating your name, purpose, phone number, and request for a return phone call
   - Attempt to get the attention of anybody who may be on the property (honk horn, ring doorbell, and knock on facility doors that are readily accessible)

2. If contact is not made by phone:
   - wait 30 minutes
   - If a facility representative does not arrive at the facility or return your call within 30 minutes, continue with the attempted inspection procedures listed below, starting with #4 - Prior to leaving the facility
   - If the licensee/registrant returns your call during the 30 minute window, follow the procedure listed in #3 for when contact is made.

3. If contact is made by phone:
   - Determine if an authorized person can be at the facility within 60 minutes
Specific Types of Inspections   |   Attempted Inspections

- If not, let them know you will be in contact with them at a later date to discuss attempted inspections. Continue with the attempted inspection procedures listed below, starting with #4 - Prior to leaving the facility.
- If so, wait up to **60 minutes** for the authorized person to arrive and conduct an inspection.
- If the authorized person or a facility representative does not arrive within **60 minutes**, call them back to check if they are still on their way. Use your professional judgment as to how much longer to wait (e.g., If the licensee says they will be there in 5-10 minutes, waiting for 5-10 minutes more is reasonable). Conduct an inspection when they arrive at the facility.
- If they do not show up, or are unable to arrive at the facility within a reasonable time, continue with the attempted inspection procedures listed in #4.

4. Prior to leaving the facility, complete an Attempted Inspection Leave Behind Flyer and leave it in a location where it can be easily found. **Do not** leave the flyer in a mailbox.

5. Follow the procedure in Attempted Inspections in Chapter 2 for documenting an Attempted Inspection. Designate the attempted as a “repeat,” if appropriate.

After leaving the facility, the inspector should attempt to contact the licensee/registrant up to three times, preferably by phone, and within one week of the inspection and:

- When contact is made:
  1. The inspector should explain to the licensee or registrant the importance of:
     - Conducting an inspection
     - Business hours and optimal hours (See Section 4.3.8 **Optimal Hours** for eligibility)
     - Facility representatives
     - Providing contact information such as cell phone numbers, etc.

     The “**Script Following an Attempted Inspection**” can be used for this purpose.

  2. The inspector should attempt to identify the reason for the attempted inspection and work with the facility to find a solution.

  3. The inspector will complete or update the “**Facility Contact Worksheet**” with input from the licensee or registrant. This worksheet must be uploaded into the Files tab in ACIS within five days (See the **Facility Contact Worksheet** for uploading instructions).

  4. In addition to the above, if this is the facility’s **first repeat** attempted (2nd
consecutive attempted or third attempted inspection in two years), follow Section 4.3.2 - Courtesy Visit Procedures.

- If **no contact** is made after three tries:
  1. The inspector will send the Attempted Inspection Letter and Enclosure by regular mail
  2. A copy of this letter should be uploaded into the Files tab in ACIS under the File Type “Attempted Inspection Documentation” and File Sub-Type “Attempted Inspection Letter”
  3. The inspector should **wait at least two weeks** after sending this letter before attempting another inspection
  4. If the licensee/registrant contacts you at any time after this letter is sent, the inspector will follow the instructions above for when contact is made, including the Courtesy Visit Procedures, if eligible.

### 4.3.2. Courtesy Visits

A Courtesy Visit will:

- Allow Animal Care to check on the welfare of the animals at facilities where access has been limited
- Allow Animal Care to explain to facilities the importance of conducting inspections
- Help to improve or establish better working relationships with licensees/registrants
- Provide an opportunity for Animal Care to work one-on-one with licensees/registrants to identify reasons for attempted inspections along with possible solutions to prevent future attempted inspections
- Provide Animal Care an opportunity to obtain and document information from the licensee/registrant, such as optimal hours, that will help to prevent future attempted inspections
- Allow Animal Care a chance to inform the licensee/registrant about other resources Animal Care has to help them maintain compliance (e.g., breeder resources, species specialists, compliance specialists, etc.)

### 4.3.2.1. Scheduling a Courtesy Visit

In addition to the Attempted Inspection General Procedures, the following procedures should be done for all facilities receiving their **first repeat** attempted (2nd consecutive attempted or third attempted inspection in two years):

1. The inspector will schedule a courtesy visit with the facility at an agreed upon date and time. The courtesy visit should be conducted within two weeks from the date of the phone call.
2. If the licensee or registrant declines a courtesy visit, the declination should be documented on the *Attempted Inspection Checklist*.

3. If a Compliance Specialist (CS) is already involved with the facility, the inspector will reach out to the CS prior to conducting the courtesy visit so they are aware of the visit.

### 4.3.2.2. Conducting a Courtesy Visit

A courtesy visit will be offered to all facilities receiving their **first repeat** attempted (i.e., two consecutive attempted inspections or three attempted inspections in two years).

#### Courtesy Visit Procedures:

1. A facility walkthrough and records review should be conducted (as you would during a routine inspection). Do not document the results of the walkthrough or review. If the licensee/registrant wishes, they can take notes regarding your findings or suggestions.

2. The following information will be provided to the licensee/registrant during the courtesy visit:
   
   - **A.** The PowerPoint “The Animal Welfare Inspection Process and Attempted Inspections” will be presented to the licensee.
   
   - **B.** The inspector will complete or update a “Facility Contact Worksheet” with input from the licensee/registrant. This worksheet must be uploaded into the Files tab in ACIS within five days (See the Facility Contact Worksheet for instructions).
   
   - **C.** The inspector should attempt to identify the reason for the attempted inspection and work with the facility to find a solution.

   - **D.** The inspector should let the licensee or registrant know that the courtesy visit will be followed by an unannounced inspection. Do not give them a timeframe for this inspection.

   - **E.** Stress the importance of making this a successful (non-attempted) inspection.
   
   - **F.** Leave your business card/contact information and encourage them to contact you with questions, schedule changes, changes in optimal hours (if eligible), etc.

The courtesy visit should be recorded in ACIS as a “*courtesy visit to follow-up on compliance concerns.*” See Section 4.8 “*Courteous Visits*” for more information on documenting courtesy visits in ACIS.
4.3.3. Conducting an Unannounced Inspection after the Courtesy Visit

A routine unannounced inspection should be conducted within two months after the courtesy visit.

If an inspection is conducted, complete an Inspection Report following normal procedures.

If this inspection is an attempted inspection:

• Follow the Attempted Inspection Procedures (not including the courtesy visit)
• Document the attempt on an inspection report, and
• Designate it as a “repeat” (second repeat)
• This facility will be referred to the Compliance Support Staff

4.3.4. Compliance Support Staff (CSS)

If the inspector, after consultation with their SACS, feels that a compliance call or visit would help at any step in the Attempted Inspection or Courtesy Visit process, they should send a request to the Supervisory Compliance Specialist.

4.3.4.1. Third Attempted Inspection (Second Repeat AI)

The third Attempted Inspection (second repeat) will automatically trigger a referral to a CS who will be assigned to work with the facility. The CS will contact the inspector prior to communicating with the facility. The inspector should let the CS know everything they have done to try to work with the facility and provide any other information or guidance that might be helpful. The inspector, SACS, and CS will determine the best course of action for the CS to take (e.g., calling, going on a compliance visit, or riding with the inspector on a visit/inspection).

4.3.5. Regulatory Support Staff (RSS)

A facility will be referred to RSS for possible license revocation after the fourth Attempted Inspection (third repeat Attempted Inspection).

4.3.6. Additional Attempted Inspection Guidance

To facilitate and build customer relationships with licensees and registrants, inspectors must remain aware of varied traditions, religious requirements, community culture, and emergency situations that can sometimes affect the daily operation of our regulated facilities.

In an effort to become more customer service oriented, inspectors must be courteous, considerate, and demonstrate compassion to the needs and efforts of
our licensees and registrants in these situations. Remaining cognizant of traditions, religious requirements, and emergency situations will help to build trust and improve working relationships with our licensees/registrants. This will help to ensure that our suggestions, guidance, teachable moments, and talking points are accepted and implemented to improve the health and well-being of all regulated animals.

4.3.6.1. Common Amish Holidays

The following are common Amish holidays not normally observed by federal employees. Work with the individual Amish communities to develop a plan for completing an inspection around these days.

- Old Christmas (6 January)
- Good Friday & Easter Monday (Friday & Monday prior to and following Easter)
- Ascension Day (40th Day after Easter Sunday)
- Pentecost Monday (7th week after Easter)
- St. Michael’s Day/Michaelmas (11 October)
- Second Christmas (26 December)
- New Year’s Eve (31 December)
- Weddings are typically held on Tuesdays or Thursdays in the fall/harvest season through winter

4.3.6.2. Choosing Not to Cite an Attempted Inspection at a Facility

In some circumstances, when an inspector arrives at a facility, it may be determined that it is not appropriate to conduct an inspection (see examples below). If an inspector is unsure whether or not to conduct an inspection, or if this is a recurring issue at this facility, the inspector should contact their SACS. If an inspection is not conducted, the inspector should document the visit on their Weekly Activity Report, but it should not be cited as an Attempted Inspection.

Examples of situations where the inspector may choose not to conduct an inspection include, but are not limited to:

- Contagious disease in the animal facility, such as parvovirus (the inspector may want to contact the attending veterinarian for more information)
- Illness of the licensee or close family member
- Personal events such as weddings, funerals, doctor/veterinarian appointments, or family emergencies

4.3.6.3. Inspections with Facility Representatives

If the licensee or registrant agrees to utilize a facility representative in order to
conduct an inspection, the inspector must be sensitive to the licensee’s or registrant’s wishes and should give them the opportunity to address issues that arise during the inspection and/or be involved in the exit briefing.

In order to accommodate the request, up to two business days can be allowed for extra time to answer questions, address concerns identified during the inspection, and complete an exit briefing with the licensee or registrant. This courtesy will help to alleviate some of the potential hesitation associated with utilizing a facility representative. This option should be offered as a potential solution to conduct a successful facility inspection.

4.3.7. The Facility Contact Worksheet

The Facility Contact Worksheet should be updated, as needed, to maintain current optimal hours, contact information, and facility representative information.

This worksheet must be uploaded into the Files tab in ACIS within five business days. Use the File Type “Attempted Inspection Documentation” and File Sub-Type “Facility Contact Worksheet”.

A note should be placed in the comments box in the customer tab in ACIS referencing the updated form. For example “See Facility Contact Worksheet dated ______ in the Files tab.” Old comments referencing older versions of the forms can be deleted, but older versions of the forms themselves (in the Files tab) cannot be deleted.

4.3.8. Optimal Hours

The inspector should attempt to identify the optimal hours of inspection for all licensees and registrants that are not open to the public. Record the optimal hours on the Facility Contact Worksheet. Optimal hours are generally four hour blocks of time during daylight hours three days per week. This is not, however, a requirement. The inspector should use their professional judgment to consider two entire days per week, or another set of optimal hours, that will facilitate the unannounced inspection. If, after discussion, the suggested optimal hours still seem unworkable, the inspector should contact their SACS.

If the licensee/registrant is not at home during the designated hours, cite as an Attempted Inspection. If the inspector stops by the facility at other times and the licensee/registrant is not home, the inspector should record the visit on their Time and Attendance sheet, but the inspector should not cite the inspection as an Attempted Inspection.

4.3.8.1. Unsatisfactory Optimal Hours Form Letter

The Unsatisfactory Optimal Hours Response Letter (UOHRL) is an optional form that can be used on a case by case basis when the supervisor, inspector, and licensee/registrant cannot agree on acceptable optimal hours of inspection.
Once the supervisor has determined that the OHFL is appropriate, the inspector should complete the letter and send it to the licensee/registrant via certified mail with return receipt. A copy of the letter should be uploaded into the Files tab in ACIS, as correspondence, and a note should be written in the “Customer tab” comment box that the UOHRL was sent and the date it was sent.

The UOHRL can be sent at any point when unsatisfactory optimal hours have been given and the supervisor, along with the inspector, feel the letter would be beneficial. This is a separate letter than the “Attempted Inspection Letter” and “Benefits of Inspection and Optimal Hours Enclosure”. See Section 4.3.1 Attempted Inspection General Procedures for more information on the “Attempted Inspection Letter”.

4.3.9. Handy Tips

• When attempting to reach a licensee or registrant with limited availability:
  ○ Attempt to call 7 to 8 am, 5 to 7 pm, or over the noon hour if the inspector knows the licensee/registrant works during the day
  ○ Try calling at different times during the day
  ○ Always leave a message with a return phone number

• If traveling near their facility, stop by and leave a “Leave-behind Flyer”. Document that a flyer was left at the facility, and the date it was left, in the notes section of the “Attempted Inspection Checklist.”

On routine inspections, or other contact with the licensee or registrant, remind them to reach out with changes in their schedule, vacations, times when they know they will not be home, or optimal hour changes.
4.4. Auction Market Inspection

The auction market operator and the consigner of the animal, if the consigner is licensed or required to be licensed, are responsible for compliance with all applicable Regulations and Standards.

4.4.1. Criteria

At the time of the Prelicensing Inspection(s) of the auction facility and during Routine Inspections, the inspector should ensure that the applicant/auction operator understands all the applicable Regulations and Standards emphasizing the following:

- All animals must be handled so there is minimal risk of harm to the animals and the public. Operators of auctions during public exhibition should use sufficient barriers and/or distance so as to ensure the safety of the animals and public. A sufficient number of readily identifiable attendants should be present at all periods of public contact with the animals.

- Incompatible animals must not be held in the same enclosure.

- Requirements for record keeping, transportation, cleaning, sanitation, and general animal health and well-being are monitored and met during the auction.

- The animal enclosures meet the space requirements:
  - Animals are considered to be “in transit” and may remain in the enclosures while at the auction as long as all requirements for transport enclosures (from the Transportation Standards for the appropriate species) are met or exceeded.

- The auction operator is responsible for compliance with all Regulations and Standards, including applicable Transportation Standards, once the animal is accepted by the auction market. The auction’s responsibility does not extend to animals kept in transport vehicles in auction parking lots.

At the time of the auction, you (the inspector) should:

1. Contact the licensee or his/her representative at the facility
2. Introduce yourself
3. Show official ID, if requested
4. Ask the licensee or representative if:
   - He/she or a designated person should accompany you around the auction grounds, or
   - If it is permissible for you to inspect the grounds and the sellers/buyers on your own
5. Check for regulated animals
6. If a USDA licensee brings in a regulated animal, conduct an inspection of the animal in transit.

7. If an unlicensed person brings in a regulated animal:
   A. Inform the person of the Animal Welfare Act licensing requirement and that regulated activities may not be conducted without a license.
   B. Explain the Regulations and Standards for his/her animals.
   C. Give the person an application packet, if appropriate, or contact information for the AWO office to obtain an application packet.

8. Answer any applicable questions.

9. Check the animals for any visible signs of illness or distress (see Animals Requiring Veterinary Care).

10. If a licensee purchases and transports a regulated animal, conduct an inspection of the animal in transit prior to the licensee leaving the auction facility, if possible.

### NOTICE

If a noncompliant item is noted at the time of consignment, inform the auction operator or auction representative of this noncompliance.

**4.4.2. Animals Requiring Veterinary Care**

The auction operator is responsible for obtaining veterinary care for sick animals in his/her custody being sold for regulated purposes.

If a licensee has transported a sick or injured animal, the inspector should ask if the attending veterinarian or a veterinarian at the auction has been contacted. If not, the licensee should be cited for this noncompliance.

**4.4.3. Records**

**4.4.3.1. Sale Day**

Ensure that licensees who have transported dogs, cats, and nonhuman primates across a state line have health certificates. The auction operator is not required to maintain a copy of these records.

**4.4.3.2. After the Sale Day**

Conduct an inspection of the records containing all the information for the animals consigned to and sold by the auction operator on a different day than the sale day.
4.4.3.3. Acquisition Records Follow-Up

A person consigning a regulated animal to an auction market may or may not require a USDA dealer’s license.

Consignment of regulated animals to an auction is not sufficient cause alone for requiring a license, since the consignor may be exempt from licensing under Section 2.1(a)(3) of the Regulations or excluded.

The inspector should:

1. Collect the names/addresses of unlicensed persons consigning regulated animals to the auction

   **NOTICE**

   The auction catalog is a good source for this information and should be obtained, if available.

2. As time permits, conduct a search of any unlicensed person in your area selling regulated animals to determine if he/she is conducting any regulated activities

3. Send sales information for unlicensed persons not in your area to the appropriate SACS or inspector to conduct a search if deemed necessary
4.5. Barrier Facility Inspection

Animals housed in a barrier facility must be maintained in accordance with all Animal Welfare Act Regulations and Standards. Barrier facilities can include but are not limited to quarantine/isolation areas, areas conducting research with infectious agents, areas housing animals that are Specific Pathogen Free (SPF) or gnotobiotic.

4.5.1. Criteria

The inspector must be able to inspect all regulated animals and all animal-related areas at a licensed barrier facility to ensure compliance.

If it is not possible for the inspector to enter the animal rooms in the barrier facility due to the possibility of disease exposure and/or contamination of the inspector or the animals, the inspection may be conducted by:

• Analyzing environmental records.
• Selecting random animals to be visually inspected
• Video viewing from outside the barrier room
• Visual inspection through an adequate viewing window

The inspector should follow the entry procedures normally used by the facility’s personnel.

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**NOTICE**

The facility should supply a copy of its barrier entry procedures upon request.

The facility should:

• **Not** require more stringent entry Standards for the inspector
• Provide the protective clothing and supplies needed to complete the inspection, such as pen, paper, flashlight, etc., if the facility will not allow you to take your own supplies into the barrier area
• Provide a means of taking photographs, such as taking the photos for you or providing a disposable camera, if the facility will not allow you to take your camera into the barrier area or you are conducting the inspection from outside the barrier area

The facility may ask the inspector to verify that he/she has not been in contact with, or exposed to, certain animals for a specified period of time, generally 72 hours. This verification is acceptable.
All supplies required to maintain compliance should be available within the barrier facility. For example, veterinary equipment required for the procedures should be present in a surgery room behind a barrier when surgical activities are conducted.

4.5.2. Alternative Methods of Inspection

4.5.2.1. Video Camera Inspection

If a video camera is to be used for inspecting the barrier facility, the facility should meet the following minimum guidelines:

• If possible, record the inspection so the inspector and licensee or designated person can refer back to the recording to review an area if any questions arise after the facility inspection
• Have sufficient or supplemental lighting in the room to allow for good visibility
• Have a color monitor so that color differences can be seen. For example: to distinguish blood from other fluids, or to see algae/scum growth in water.
• Have a communication system between the person operating the camera and the inspector so that the inspector can direct the person to view different areas, or zoom in on an area
• A high resolution video camera should be used so that the inspector can clearly see the animals in the enclosures and see subtle differences, such as being able to distinguish between bedding and feces in or beneath the enclosures
• Use a portable video camera with the ability to video all parts of all the rooms that will require inspection, such as the animals rooms, food and bedding storage areas, medication storage areas, and enclosure washing/sanitizing areas

4.5.2.2. Through a Viewing Window

If the inspection is to be conducted through a viewing window(s), the facility should meet the following minimum guidelines:

• All parts of all the rooms that will require inspection, such as the animal rooms, food and bedding storage areas, medication storage areas, and enclosure washing/sanitizing areas, must be visible through the window(s)
• The lighting in the room must be sufficient to allow for good visibility or the
facility must have supplemental lighting available

- There must be a communication system between the person inside the room and the inspector, so that the inspector can direct the person to bring enclosures or animals to the window, or to open cabinets or containers.
4.6. Change in Class of License Inspection

A licensee must complete the prelicense process to change his/her class of license. Refer to Chapter 2, Required Inspection Procedures, for information regarding the prelicense process.

If during an inspection, you determine that the licensee has the wrong class of license for the regulated activity that he/she is conducting:

- You may not start the prelicense process to change the license. The licensee must follow the procedures for applying for a new license, i.e., submit an application, pay the application fee, etc.

A ‘Class A’ licensee is anyone meeting the definition of “dealer” whose business consists only of animals acquired for the sole purpose of maintaining or enhancing the breeding colony and animals that are bred and raised on the premises.

A ‘Class B’ licensee is anyone meeting the definition of “dealer” whose business includes the purchase and/or resale of any animal. Class B licensees include brokers and operators of auction sales, as such individuals who negotiate or arrange for the purchase, sale, or transport of animals in commerce. A Class B dealer may also exhibit animals as a minor part of the business.

A ‘Class C’ licensee is anyone meeting the definition of “exhibitor” whose business involves showing or displaying animals to the public. A Class C exhibitor may buy and sell animals as a minor part of the business to maintain or add to the animal collection.

4.6.1. Criteria

To change his/her class of license, a licensee must:

- Complete an Application for License–New License (APHIS Form 7003A–Application for New License)
- Complete an announced Prelicense Inspection with no noncompliant items cited
- Send the appropriate license fee and a cancellation form for the old license to the AWO Field Office

If the inspector finds that a licensee has changed or plans to change his/her regulated activity, notify the licensee that he/she needs a different class of license and:

- Must complete an Application for License–New License (APHIS Form 7003A–Application for New License), complete the TIN form, and pay the application fee
- Must not conduct the unlicensed activity until the new license is issued, but may conduct the regulated activities covered under the current license
The licensee should request an application packet from the Ft. Collins Animal Welfare Operations Field Office, if necessary.

4.6.2. Conducting the Inspection

4.6.2.1. Noncompliant Items Identified

If noncompliant items are identified during the inspection:

1. Enter the Inspection Report into ACIS under the Prelicense site.
   
   A. Make sure no license number is visible in the certificate box in the ACIS screen for that new site
   
   B. If the licensee does not have a new Prelicense site, contact the AWO Field Office to add a new site

2. Classify the inspection as “Prelicense #1”

3. Inform the licensee that he/she cannot conduct the new activity if it is not allowed under his/her current license. For example, a Class A dealer wants to exhibit animals.

4. Add the statement to the report “NO CLASS (enter class of license) ACTIVITIES MAY BE CONDUCTED UNTIL A VALID USDA CLASS (enter class of license) LICENSE IS OBTAINED.”

5. Schedule another inspection, if possible

4.6.2.2. No Noncompliant Items Identified

If no noncompliant items are identified on the inspection:

1. Enter the Inspection Report into ACIS under the new Prelicense site.
   
   A. Make sure no license number is visible in the certificate box in the ACIS screen for that new site
   
   B. If the licensee does not have a new Prelicense site, contact the AWO Office to add a new site

2. Classify the inspection as “Prelicense Inspection #1”

3. Follow the procedure for a Prelicense Inspection as detailed in Chapter 2- Required Inspection Procedures.

4. Add the statement to the report “NO CLASS (enter class of license) ACTIVITIES MAY BE CONDUCTED UNTIL A VALID USDA CLASS (enter class of license) LICENSE IS OBTAINED.”

5. Have the licensee send the new license fee, and the voluntary cancellation form for the old license to the AWO Field Office.
NOTICE

If the licensee changes his/her class of license prior to the expiration date of the previous license, no refund of the previous license fee is given.
4.7. Complaint Inspection

A complaint inspection is conducted in response to an animal welfare concern received by Animal Care.

4.7.1. Sources of Information

Sources of information include, but are not limited to:

• General public
• Non-government organization
• Other Federal agency
• City, county, or State agency
• APHIS personnel
• Whistle blower

Methods of obtaining information include, but are not limited to:

• Email
• Fax
• Letter
• Personal contact
• Phone call

**NOTICE**

An inspector may never reveal, or confirm, the source of any complaint. The complainant does NOT have to give his/her name to file a complaint. If the complainant does provide his/her name, it may be subject to a Freedom of Information Act (FOIA) request.

4.7.2. Receipt of the Complaint Information

If the inspector receives a complaint directly from the public, State or local official, humane society, etc., discuss the issue with the complainant to determine if the complaint information applies to the AWA and/or the Animal Care Program.

If the complaint information is a possible noncompliance, instruct the complainant how to file an animal welfare complaint, either by contacting the AWO Field Office or through the Animal Care Website.

If the complainant does not want to file the complaint, collect all the information and contact your SACS.

The AWO Field Office will complete the Animal Welfare Complaint Sheet and
send the Complaint Sheet and the complaint information to the home inspector and the SACS.

If the complaint information does not apply to the AWA or Animal Care, explain the AWA Regulations and Standards to the complainant and refer the complainant to another agency (e.g., U.S. Fish and Wildlife, State wildlife or animal welfare agency, local animal control, or humane society) if appropriate.

4.7.3. Responding to the Complaint

The usual time frame for responding to a complaint is 30 days if an inspection is required. However, the response time may depend on the severity of the situation. The response time may be:

• Within 24 hours when:
  ○ The animal’s health and well-being is threatened, e.g., an elephant is locked up in a truck on a hot day; or an extremely ill tiger is not being cared for properly
  ○ The public’s safety is threatened, e.g., unsafe enclosures for dangerous animals, or unsafe handling of non-caged dangerous animals.

• As directed by your SACS or other program official for a situation with high public attention or Headquarters/Administration involvement.

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<tr>
<th>NOTICE</th>
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<td>For elephant complaints, the SACS must discuss the plan to address the complaint with the AWO Director before assigning an inspector and/or addressing the complaint.</td>
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4.7.4. Information Follow-Up

After you have followed up on the complaint, you should:

• Complete an Inspection Report, if appropriate
• Complete the Animal Welfare Complaint Sheet
• Send the completed Complaint Sheet to your SACS for review

The SACS should send the reviewed Complaint Sheet to the Ft. Collins AWO Field Office.
4.8. Courtesy Visits

Courteous Visits are opportunities for Animal Care to provide learning opportunities and build relationships with facilities. A Courtesy Call may be conducted as opposed to a face-to-face visit as appropriate.

4.8.1. General Information

Courteous Visits are appropriate for:

- Facilities that are considering seeking licensure or registration under the AWA
- Facilities seeking guidance or suggestions regarding how to ensure that they meet compliance Standards
- Facilities seeking to improve their understanding of the AWA requirements, and to verify that improvements they are making meet compliance Standards

**Courtesy Visits are scheduled and announced in advance.**

If an inspector goes to a facility for an unannounced inspection:

- An inspection **must** be conducted
- A Courtesy Visit may be scheduled for another time but you **cannot** perform a Courtesy Visit in lieu of an inspection

Courtesy Visits should **not** influence or change the inspection or enforcement process at a facility.

A Courtesy Visit is **not** a Compliance Visit. Compliance Visits, which are conducted by Compliance Specialists (or SACS for research facilities), are visits to follow-up with the licensee/registrant on the noncompliant items and provide personalized assistance for the compliance challenges. If you think a Compliance Visit is more appropriate, you should discuss this with your SACS.

If you are unsure if it is appropriate to conduct a Courtesy Visit at a facility or if a facility requests more than one Courtesy Visit, contact your supervisor for guidance.

If you get a request for a Courtesy Visit but are unable to fit it into your schedule, contact your supervisor to see if coverage can be obtained.

4.8.2. Documenting a Courtesy Visit

All Courtesy Visits, whether at regulated or non-regulated facilities, **must** be documented in ACIS:

- If two or more employees are involved in the activity, only one employee will make the entry into ACIS
- If the visit is not a follow up to a noncompliant item(s), the home or lead inspector will make the entry
Specific Types of Inspections  |  Courtesy Visits

- If the customer does not have a CID, contact Program Support to have one created and then enter the activity.
- The specific activity should be entered into the Customer Activity tab in ACIS, selecting the ‘add new activity’ button, entering the date of activity, and selecting the specific corresponding activity type that most appropriately describes the visit, using the following definitions:

1. **Courtesy visit with applicant:** These visits are to ensure an applicant understands the Regulations and Standards, and is prepared for the first Prelicense Inspection. These visits are done prior to the first Prelicense Inspection.

2. **Courtesy call to applicant:** Same as “courtesy visit with applicant,” except done via telephone as opposed to face-to-face. In addition to calls made before the first Prelicense Inspection, these calls can also be made between the first and second, and/or between the second and third Prelicense Inspection. This includes emails and texts for the same purpose.

    NOTICE

    “Courtesy call to applicant” is **not** the standard call made to all applicants as part of the prelicense process. It is in addition to that call.

    Courtesy visits and calls to applicants also include visits and calls to ‘potential’ applicants who are seeking guidance about whether their facility would be in compliance.

3. **Courtesy visit to follow up on compliance concerns:** Face-to-face visit with the licensee/registrant (L/R) to ensure that the L/R understands how to correct a noncompliance of the Regulations or Standards, including teachable moments.

4. **Courtesy call to follow up on compliance concerns:** Same as “courtesy visit to follow up on compliance concerns,” except done via telephone as opposed to face-to-face. This includes emails and texts for the same purpose.

5. **Courtesy visit due to change in circumstance (new building, species, etc.):** Face-to-face visit with a L/R to review a new, or “in-the-works,” project to determine if it would be in compliance with the applicable Regulations or Standards. Examples include but are not limited to: new construction, new research proposal, acquisition of a new species, new site, new handling methods, etc.

6. **Courtesy call due to change in circumstance (new building, species, etc.):** Same as “courtesy visit due to change in circumstance,” except done via telephone as opposed to face-to-face. This includes emails and texts for the same purpose.

7. **Courtesy visit with the attending veterinarian (AV):** These visits are to establish and/or maintain and/or develop a relationship with a facility’s AV.
Visits with the AV to discuss a potential non-compliant item or a specific veterinary care issue identified during an inspection are not considered courtesy visits; they are part of the inspection process.

8. **Courtesy calls to the attending veterinarian:** Same as “courtesy visit with the attending veterinarian,” except done via telephone as opposed to face-to-face. This includes emails and texts for the same purpose.

### 4.8.3. Conducting the Courtesy Visit

**UNLICENSED/UNREGISTERED FACILITY**

For a facility that is NOT licensed or registered:

- Discuss AWA requirements for the type of facility being visited and ensure the representative understands the expectations
- Offer to walk through the facilities and animal areas, and provide feedback regarding the facility’s level of compliance

**NOTICE**

If a “Direct” animal welfare problem(s) is identified during a Courtesy Visit at a facility that is not licensed or registered, write a memo describing the areas of concern and contact your supervisor or the SOTW for guidance.

**LICENSED/REGISTERED FACILITY**

For a current licensee or registrant:

- Offer to look at areas they are concerned with, and offer suggestions for short and long term compliance and/or where they can obtain helpful information
- If a Direct noncompliance is identified during the courtesy visit, the L/R should be instructed to address the cause of the noncompliance immediately, and promptly notify your supervisor

**NOTICE**

If a Direct NCI(s) is identified during a Courtesy Visit at a licensed/registered facility, the Courtesy Visit does **not** become an inspection and an Inspection Report is not completed. Instruct the licensee/registrant to correct the NCI(s), and promptly notify your supervisor to discuss how to follow up on the Direct. For example:

- Return and conduct an unannounced inspection in 1 or 2 days
- Return and conduct an unannounced inspection with a VMO in 1 or 2 days
- Call the licensee/registrant to determine what action has been taken
- Call and discuss with the Attending Veterinarian
Courtesy Visits, when used appropriately, can be a valuable tool to improve compliance, and can promote animal welfare at some facilities.
4.9. Dead Animal/Parts or Serum/Blood Dealer Inspection

A dealer who sells dead animals, unborn animals, organs, limbs, blood, serum, or other body parts of regulated animals must meet all applicable Regulations and Standards.

4.9.1. Dead Animal/Parts

4.9.1.1. General Information

4.9.1.1.1 Dogs and Cats
If the animals arrive at the premises dead, specific areas to inspect include, but are not limited to:
• Records of acquisition
• Records of disposition
If the dogs/cats arrive at the premises alive and are held prior to euthanasia, the facility must meet all the applicable Standards, including official USDA identification. A complete inspection should be conducted.

4.9.1.1.2 All Animals Other Than Dogs and Cats
If the licensee does not acquire nor take control of the animals prior to the animals’ deaths, no records are required.
If the animals arrive at the premises alive and are euthanized upon arrival, specific areas to inspect include, but are not limited to:
• Animal holding/euthanasia area
• Euthanasia procedures
• Acquisition and Disposition Records
If the animals arrive at the premises alive and are held prior to euthanasia, conduct a complete inspection.

4.9.2. Blood and Serum Collection

A dealer’s procedure for collection of blood and serum should be evaluated carefully to ensure the welfare of the animals. Removal of excessive amounts of blood may have negative effects on the animal.

4.9.2.1. General Guidelines
If an animal is held long-term for collection of blood and/or serum, the inspector procedure should review:
• Volume per collection
  ○ Normally, the maximum amount of blood that should be withdrawn in one bleeding is 15% of the total blood volume (TBV)
- TBV is usually estimated to be 5 – 10% of total body weight (TBW) for most species, with one gram equal to one milliliter

- Frequency of collection
  - An animal has to recover from the previous blood draw before another blood draw
    - Recovery times usually range from 1 – 4 weeks depending on the species and volume of blood drawn

- Long-term care

  If the inspector has concerns about the amount of blood being drawn or the frequency of collection, he/she should discuss with the attending veterinarian and/or his/her SACS.

References which may be useful to determine appropriate collection volumes and methods include, but are not limited to:

- Diehl et al. (pp. 17 – 19): [https://www.aaalac.org/accreditation/RefResources/BloodRemoval.pdf](https://www.aaalac.org/accreditation/RefResources/BloodRemoval.pdf)
- Parasuraman et al.: [https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3043327/](https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3043327/)
4.10. Dogs and Cats in Residence Inspection

Inspecting dogs and/or cats that are being kept and/or bred inside the licensee or applicant’s home can be challenging. Many of the Standards used during routine kennel/cattery inspections are not applicable. It is important that the inspector take the overall conditions into account in making a determination and always contact a supervisor if there are questions. Please note the following:

- All regulated dogs and cats must be officially identified and listed on the appropriate animal inventory form
- Do not enter or stay in a residence unless you are sure you are safe
- Do not intrude into areas of the home which are not critical to evaluating the conditions for the regulated dogs or cats
- Do not open cabinets, refrigerators, drawers, or doors unless you have the expressed permission of the owner and the contents are directly related to the care of the dogs or cats
- Do not refer to the facility as a “house”, “home”, or “residence” on an Inspection Report. Use the term “facility”, or some other mutually agreeable term such as “small dog area” or “retired breeder housing area.”
- Do not use the impervious surfaces Standards under sections 3.2(d), 3.26(d), or 3.51(d), unless there is a designated housing or whelping area inside the home. For example, a bathroom used for whelping should have surfaces that can be sanitized but that applies to the bathroom area only. A living room where dogs hang out and watch television cannot be required to have surfaces that are impervious to moisture.
- Focus on the health of the animals and any direct hazards to their health or safety, particularly in areas not dedicated to housing animals. For example, in the living room, you would be looking at the health of the animals and such potential hazards as access to electric wires, bleach, choking or ingestion hazards, or significant waste disposal issues.
- Occasionally, a mudroom, laundry room, enclosed porch, or bathroom is used as a designated whelping or housing area. When animals are present, these areas must provide adequate temperature and ventilation and be easily cleaned and sanitized for the health of the animals.
- Wear clean boots or shoe covers to enter the premises. Do not use the same boots or shoe covers in which you inspected any other kennel/cattery buildings.
- When photographs are required, be extremely careful to only photograph what is necessary to document the noncompliance. Be sensitive to the fact that taking a large number of photographs in someone’s house or photographing personal belongings may add stress to the inspection process. Take the minimum number of photographs needed.
It is important to be sensitive to the fact that this is the licensee’s or applicant’s home and act accordingly. There is no limit under the AWA on the number of pets that a person can have in their house. We know from experience that a large number of dogs or cats housed in a residence can create unhealthy conditions. If you encounter an unusually large number of dogs or cats in a residence, or have concerns about general conditions in a residence, postpone the completion of the inspection and contact your supervisor.
4.11. Domestic Hoofstock Inspection

A dealer, exhibitor or research facility using domestic hoofstock who does not meet the AWA exclusions or exemptions must meet all applicable Regulations and Standards, including the Transportation Standards.

Domestic hoofstock are:

- Alpacas
- Cows
- Goats
- Llamas
- Pigs and mini-pigs
- Sheep
- Hybrid crosses of the above animals

4.11.1. Domestic Hoofstock Housed in an Agricultural Setting

Agricultural settings include, but are not limited to:

- Pastures or ranges
- Outdoor pens with shelters and/or barns
- Production housing

When inspecting an agricultural setting, the inspector should use Subpart F of the AWA Standards. The inspector may also refer to the Guide for the Care and Use of Agricultural Animals in Teaching and Research, Third Edition, January 2010.

4.11.2. Domestic Hoofstock Housed in a Non-Agricultural Setting

Non-agricultural settings include, but are not limited to:

- Zoos
- Indoor displays such as nature centers or sportsman shows
- Research facilities

When inspecting a non-agricultural setting, the inspector should use Subpart F of the AWA Standards.
4.12. Drive-through Zoo/Park Inspection

A zoo or animal park which allows people to drive through, either in their own vehicles or a zoo/park vehicle, **must** meet all applicable Regulations and Standards.

Consider a team inspection for drive-through parks.

In addition to the regular equipment, inspectors should bring:

- Binoculars for each inspector to facilitate viewing of animals
- Cameras with adequate zoom to photograph animals at a distance

4.12.1. Conducting the Inspection

4.12.1.1. Driving through the Zoo/Park

Driving through the facility for inspection can be done in a facility–owned vehicle or in a GOV:

- Due to restrictions on the use of GOVs, the facility representative cannot accompany the inspectors in a government vehicle
- During the inspection, it is acceptable to ride in a vehicle provided and driven by the facility representative

Safety while driving through the zoo/park:

- Pay particular attention to safety while moving
- Watch for animals and other vehicles in the roadways
- Driver’s attention should be focused on driving safely
- Passenger should be taking notes, photographs, and observing animals

Regardless of whose vehicle is used, it is important to:

- Drive slowly
- Stop frequently to observe the animals and their behavior
- Stop in locations where you can view animals congregating
- Pay particular attention to animals that may be isolated from the groups
- Observe the other vehicles driving through the zoo/park
- Watch for public interactions with the animals
- If public feeding is allowed, observe how it is accomplished
### NOTICE

When inspectors are conducting the inspection from a GOV, the facility representative can accompany the inspectors by driving behind the inspectors’ vehicle. In this case, cell phones or a radio may be used to point out any potential noncompliance or to ask questions that may arise.

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**4.12.2. Animal Inspection**

Inspectors should evaluate the licensee’s methods for providing both routine herd-wide preventative health care (as required by the facility’s attending veterinarian) as well as care to individual animals that may become sick or injured. These methods may include:

- Annual or semi-annual animal ‘round ups’ where preventative care such as vaccination and deworming can be administered to all animals
- Moving individual animals into smaller areas to facilitate treatment using training or chutes
- Chemical immobilization administered by a remote delivery system

To help evaluate the handling methods, ask or look at:

- The equipment in use, such as:
  - Chutes
  - Drugs
  - Remote drug delivery systems
- Ensure that the equipment and drugs are appropriate for:
  - The species
  - Setting/terrain

Expansive habitats may necessitate the use of chemical capture and restraint drugs. To be considered adequate veterinary care the facility staff must be trained in their use and have the appropriate facilities and equipment to respond to adverse events if they occur.

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**4.12.3. Handling**

When inspecting for compliance with the Handling Regulations at a drive-through zoo/park, some recommended items to evaluate include, but are not limited to:

- Compatibility of the animals in an area
- Caution signs, such as:
  - Do not get out of car
Specific Types of Inspections | Drive-through Zoo/Park Inspection

- Do not put fingers in cages
- Feeding only allowed when facility attendants are present

- Posting or distribution of the safety rules
- Monitoring of the zoo/park by employees during their regular duties
- Number of employees/attendants to patrol the zoo/park
- Monitoring of areas not readily visible to attendants
- Procedure in the event of an animal escape or attack

### 4.12.4. Public Feeding

The public may not bring outside food into the facility for public feeding. Food must be provided by the facility [2.131(d)(4)]. Remember to ask questions about measures that the facility has in place to prevent this practice and what actions are taken if this situation is found by the facility.

Food offered to the animals **must** be:

- Wholesome
- Palatable
- Presented in an appropriate manner

There are many methods for public feeding at drive-through zoos/parks which may be compliant. For example:

- Facilities use designated areas for feeding so that attendants can be present at those areas. Feeding in other areas is not permitted and the facilities have methods in place to discourage this practice.
- Facilities only permit feeding from facility operated vehicles that have sufficient attendants accompanying the public group
- Regular patrolling by facility staff of the feeding area
- Video surveillance of the feeding area with radio dispatch
- Distribution of written policies on feeding, such as handouts given to the public stating feeding rules such as, windows must be closed unless a facility attendant is present, and no feeding of animals unless an attendant is present
- Posted Caution Signs

When public feeding occurs from facility-owned vehicles, inspectors should evaluate how many attendants are present and whether they can intervene in the event of a problem. When the vehicle driver is the only attendant it may be difficult to ensure both animal and visitor safety. This is particularly true for large vehicles, those with driver separation from the public, or horse drawn vehicles.
4.12.5. Facility Inspection

When inspecting drive-through zoos, remember to evaluate all aspects of the facilities.

Ask about alternate housing. Many drive-through zoos/parks:

- Move a portion of the animals to alternate housing
- Rotate pastures
- May close for a portion of the year and move the animals

4.12.5.1. Separation of Businesses

Some drive-through zoos/parks also have other animal-related activities that are not considered by the park’s owner to be part of the regulated enterprise, such as production farms or hunting preserves. It is important to determine what is regulated and what is exempt:

- Generally regulated if:
  - The animals are all comingled throughout the facility pastures or enclosures
  - The animals are viewed by the public during their visit to the facility
  - The animals from an off-site area are brought to and from the exhibit site

4.12.5.2. Animal Compatibility

Drive-through zoos/parks often have large multi-species enclosures. This can lead to compatibility issues if care is not taken in selecting the species and individual animals.

During inspection:

- Pay attention to animal interactions particularly around resources such as feeders, water sources, shelter, etc.
- Assess body condition. This can also be helpful in determining whether animals are getting adequate feed or if competition is negatively impacting them.
- Remember, not all compatibility issues are constant. Seasonal hormonal fluctuations associated with breeding season/rutting season can impact both intra-species and inter-species compatibility, so vary inspections by time of year.
- Evaluate animal records closely to help identify injuries or deaths which may be due to compatibility issues

4.12.5.3. Access to Shelter

Adequate shelter is essential for all animals at all facility types. The large
enclosures provide opportunity for naturalistic habitat, but also present unique challenges.

Natural shelter such as trees may not be sufficient in all circumstances. When natural shelter is not adequate to protect animals from discomfort, artificial shelter must be available. When evaluating artificial shelter, the inspector should ensure that:

- There is sufficient space for all animals
- There are enough shelters for all animals to fit into comfortably
- Shelters are strong enough for all species

**NOTICE**

Remember to assess the shelter in combination with compatibility as dominant animals may prevent submissive animals from using shelters if there is insufficient space.

4.12.5.4. Access to Potable Water

Ponds and/or streams used as the sole water source may be considered adequate potable water. However, the following items must be evaluated:

- Natural stream, river, pond or lake water should appear clear and there should be no indication of animal impacts caused by the water
- When covered by algae, water beneath should appear clear. Presence of algae does not mean the water is not potable.
- Ponds may freeze during the winter presenting a hazard for animals when the only water source
- Ask the facility representatives to point out potable water sources during inspection as additional water sources may be concealed to provide a natural looking environment.

4.12.5.5. Environmental Hazards

These natural environmental features may be hazards for some species but be appropriate habitat for others. You will need to make determinations about safety for the animals. Therefore when inspecting, remember to:

- Evaluate the physical terrain
- Know the natural history of the animals
- Be aware that some of these hazards change seasonally or between inspections
- Evaluate the facility’s program for self-identifying/correcting issues before adverse animal impacts occur
• Review the facility records for injuries, deaths, and animals provided veterinary care to help evaluate the impact of physical hazards

4.12.5.6. Records

Exhibitors are required to make, keep, and maintain records of:

• Acquisition (including births)
• Disposition (including deaths and euthanasia)
• Animals on hand [for animals other than cats and dogs, see Section 2.75(b)(1)].

Increased mortality or decreased births can be indicators of both animal health and/or welfare problems. Therefore, accurate record keeping is essential for:

• Facilitating communication between the licensee and the attending veterinarian
• AC Personnel to evaluate compliance with the AWA Regulations and Standards.
• Evaluating effects of natural hazards
• Evaluating compatibility issues

When reviewing records of animal deaths/euthanasia, inspectors should remember to ask questions. For example, what were the circumstances surrounding the death or serious injury and was appropriate veterinary care provided?

For possible noncompliances already addressed by the facility, see “Incentives for Identifying, Reporting, Correcting and Preventing Noncompliances” in Chapter 2.

4.12.5.7. Necropsy Records

In some circumstances, necropsy examinations may be appropriate as part of the provision of adequate veterinary care. For example, if there are:

• Abnormally high death losses
• Significant unexplained mortality
• Other conditions indicative of an undiagnosed infectious disease

Inspectors should request to see documentation of necropsy examinations. If such records exist, they must be made available for inspection pursuant to section 2.125.

4.12.5.8. Animal Inventory

In large drive-through zoos/parks, there may be instances where it is not possible to ensure accuracy when counting a particular species during the
inspection. For example:

- A large group of fallow deer in expansive multi-acre exhibit
- Pot-bellied pigs allowed to roam the entire facility
- Small number of shy animals that are easily hidden in the natural environment
- Prairie dogs in a confined space that has only overhead viewing

In these cases, the inspector must assess the accuracy of the records. Examples of methods that may be used include, but are not limited to:

- Facilities may record births or deaths as they occur and then confirm total numbers of animals on hand at annual or semi-annual ‘round-ups’ where routine health procedures are also conducted
- Although individual animal identification is not specifically required by the AWA (for animals other than dogs & cats), licensees may ear-tag or otherwise identify individual animals as a best practice
- Some states may require ear-tag or other type of permanent identification for cervids

If the facility’s method for maintaining records of animals on hand appears adequate, inspectors may use the facility’s animal count for the purposes of the inspection inventory.

4.12.5.9. Training and Qualifications

During the evaluation of records is a good time to ask about the qualifications and training of the employees. Employees may be involved in activities that require specialized training, such as:

- Immobilization of animals
- Movement of large dangerous hoof stock
- Movement of very flighty hoof stock
- Determining compatibility among varied species
- Distinguishing between normal and abnormal behavior for a variety of species
- Observing illness/injury among a variety of species

It is important to check that employees are adequately trained and supervised by someone who has the necessary knowledge to instruct them.
4.13. Lion and Tiger Enclosure Inspection

This document provides guidance for assessing lion, tiger, and lion-tiger hybrid enclosures under commonly found circumstances at stationary facilities for purposes of primary containment.

Enclosures that clearly do not meet performance Standards for containment as per 9 CFR section 3.125(a) must be cited. All citations must refer back to the language of the Regulations and Standards; there are no engineering Standards.

4.13.1. Evaluating Enclosures

Factors to consider when evaluating enclosures include:

- **Height.** Acceptable fencing for lions, tigers, and lion-tiger hybrids is typically a minimum of 12 feet in height, plus an additional method of preventing escape, such as, but not limited to:
  - A kick-in at the top
  - Hotwire attached to the fencing around the entire enclosure with sufficient joule rating to prevent the big cat from climbing to the top
  - A 2.5 - 3 foot-wide section of non-climbable material such as sheet metal attached to the fencing below the top of the entire enclosure fence to prevent climbing
  - An enclosure with a completely covered top (Note: Enclosures with a complete covered top must be high enough to allow for normal and typical behaviors and postures.)

- A wet or dry moat can be used to contain lions, tigers, and lion-tiger hybrids. Moats are typically 25 feet wide or greater and 16 feet deep or filled with 5 feet of water. Remember that if the animal enclosure is higher than where the public is standing, additional distance is needed as animals can jump farther when going from high to low ground.

- Trees and cage furnishings should be far enough away from the enclosure fence to prevent the big cats from climbing out

Note that this guidance is for enclosure design for compliance 9 CFR 3.125(a), and does not address handling requirements such as public barriers, which may need to be assessed as a separate issue.

**NOTICE**

If the inspector has any concerns about an enclosure’s ability to contain lions, tigers and/or lion tiger hybrids, the inspector should contact his/her supervisor and Animal Care’s Big Cat Specialist for guidance.
Compliant big cat fencing

The inspector should consult with the licensee on an appropriate identifier for each enclosure. The identifier may be the name of the animal in the enclosure, the location of the enclosure on the premises, an enclosure number, or any other agreed upon identifier.

A licensee who conducts regulated activity with marine mammals must meet all applicable Regulations and Standards, including the Transportation Standards.

4.14.1. Conducting the Inspection

Prior to inspecting a marine mammal facility, you should review the Marine Mammal Standards, Subpart E and the facility’s recent inspection history.

When inspecting a facility with marine mammals, some items to evaluate are listed below.

4.14.2. Veterinary Care

Marine mammals must be provided adequate veterinary care, including but not limited to:

- All marine mammals must be visually examined by the attending veterinarian at least semiannually. Also, all cetacean or sirenian must be physically examined by the attending veterinarian annually, unless APHIS grants an exception based on considerations related to the health and safety of the cetacean or sirenian.
- Each marine mammal must have medical records that include physical examination information
- Review records for each animal with medical concerns or under treatment first. Verify that animals with inappetence over 24 hours are documented and the attending veterinarian has been notified.
- Ask about any births or deaths
- Ask how the facility cleans, disinfects and stores equipment used for medical/husbandry behavior training (e.g., gastric tubes, toothbrush, sample collection containers)
- Ask if any marine mammals are in quarantine or isolation and why
- Ensure that quarantine or isolation pools/areas for marine mammals held for nonmedical purposes meet the minimum space requirements
- Review the medical records and attending veterinarian justification for any marine mammals held for medical purposes for more than 2 weeks in quarantine or isolation pools/areas that do not meet the minimum space requirements
- Evaluate and inspect holding areas (for isolation, separation and treatment):
  - If a marine mammal is kept separated or isolated, there should be veterinary justification and provisions for periodic review of the plan by the attending veterinarian
Specific Types of Inspections | Marine Mammal Facility Inspections

- Review necropsy/histopathology reports
- Review any incident, husbandry, daily feeding and supplement logs and training logs

**4.14.3. Space**

Marine mammal primary enclosures must meet the space requirements in section 3.104.

**4.14.3.1. Space requirements for marine mammals housed in unusual circumstances**

Situations that may require further evaluation of space to assess compliance for marine mammal pools may include:

- Irregularly shaped pools
- Pools with islands or obstructions within the swimming area of the animals
- Pools with varying depths, where the shallow areas of the pool do not meet the minimum depth requirement for the species housed
- Pools with gates or channels that must be included in the minimum horizontal dimension (MHD) calculation for the pool to meet the required minimum horizontal dimension

Gather clear documentation necessary to submit to your SACS to thoroughly assess the situation. This documentation should include photographs and measurements.

**Photographic documentation** should include, but not be limited to:

- Document the pool(s) using photographs taken from at least two different angles, with photos taken across the width and length of the pool, or two different views of a round or irregular pool
- Include two-view photographs of obstructions, such as islands or pool outcroppings that may impede an animal’s ability to swim within the pool
- Include close-up and distance photographs of channels, gates, and/or narrow areas that may require animals to adjust their swimming patterns. Include photographs taken looking down from the side of the pool, documenting the depth of the channel, gate design, or shallow areas.
- Include photographs of channels, outcroppings, or islands taken from underwater viewing windows, when possible
- Try to obtain video footage of the animals swimming in the pool, optimally when they are passing through gates, narrow channels, or swimming in a pattern around an island, to determine the animals’ ability to navigate the narrow or irregular areas or to document the animals’ ability to swim through shallow sections that do not meet the depth requirement
Measurements should include, but not be limited to:

- Measurements of the depth, width and length or circumference of shallow areas of the pool that are noncompliant and that require further assessment
- For pools with a sloping bottom, determine from either architectural plans, or from your own measurements, the approximate point at which the pool is a compliant depth for the largest species housed
- Create a map of the pool indicating the areas meeting the minimum depth requirements
- Measure the length, width, and depth of all channels that are necessary for the animals to use
- Determine from written records, facility personnel or SOP the amount of time gates are left open for the animals to access separate areas of the pool
- Measure the width, length, and depth of irregular areas of the pool if there is a question about calculating the MHD of the pool

### 4.14.4. Feeding

Food for marine mammals must be wholesome, palatable and free from contamination and must be of sufficient quantity and nutritive value to maintain marine mammals in good health.

- To minimize nutrient loss and bacterial contamination, frozen or thawed food must be stored, thawed and prepared properly. At a minimum, you should:
  - Inquire about the source(s) of the food
  - Inquire about types of food being fed and their nutrient analysis. Diets must be prepared with consideration for factors such as age, species, condition, and size of the marine mammal being fed
  - Be aware that fatty fish, such as mackerel and tuna, have a shorter shelf life (4-6 months)
  - Check freezers and refrigerators to verify proper temperatures. Freezers/cold storage must be maintained at a maximum temperature of 0 degrees F
  - Examine the stored food and ask how food is stored and rotated to ensure that it maintains optimal nutritive value by minimizing freezer storage time and does not become freezer burned
  - Check the catch date on boxes - old food loses nutritive value over time
  - Verify frozen food has not thawed and refrozen or boxes damaged indicating possible contamination:
    - Check for water, blood, or ice pooling beneath or frozen to boxes, and
    - Check for freezer burn which could affect palatability and moisture
content of the food. Signs of freezer burn include white or desiccated flesh.

- Ask how food is thawed. Thawing **must** be conducted in a manner that minimizes contamination and will assure that the food retains nutritive value and wholesome quality until the time of feeding. When food is thawed in standing or running water, cold water **must** be used.

- Ask to see and examine a representative sample of thawed food to verify wholesomeness. Attention should be given to skin appearance, gill color, eye clarity, elasticity of the flesh, odor, and condition of viscera.

- Review the diet and amounts fed for each animal and ask how it is determined

- Review how calories/needs are calculated

- Review the feeding schedule/frequency

- Ask about supplementation and how it was determined. For example, cetaceans should have a multi-vitamin with B1 (Thiamine) at a minimum.

- Review daily food consumption records for each marine mammal

- All food **must** be fed to marine mammals within 24 hours once removed from freezers for thawing

### 4.14.5. Water Quality

The water in the primary enclosures must **not** be detrimental to the health of the marine mammals. When inspecting pools, at a minimum, you should:

- Ensure that each pool is being monitored and tested

- Look at SOPs for water testing

- Ask about frequency of testing

- Who does testing/where performed? Is it In house or sent out to the lab?

- Review water quality data for preceding year for ALL pools

- Keep in mind that pools that are rectangular in shape or have a narrow passage into another pool should be monitored carefully because dead spaces may affect water quality

- If water is tested at an intake valve, the facility may also consider testing water taken from another area of the pool

- Daily testing:
  - pH must be tested daily:
    - A pH between 7.6 and 8.0 is ideal for marine mammal life support systems
    - Facilities with natural saltwater do **not** have to test for pH
Water samples shall be taken and tested at least daily for chemical additives (e.g., chlorine and copper) added to the water to maintain water quality standards

- **Weekly testing:**
  - Coliforms must be tested at least weekly
  - Coliforms with a consistent value of zero each week may be of concern
  - If coliforms exceeds 1000MPN/100 ml, action **must** be taken:
    - Two subsequent samples may be taken within 48 hours intervals and averaged with the first sample to obtain new count
    - If number still exceeds 1000MPN/100 ml then water is unacceptable **and** must be immediately corrected
    - Many facilities will do a partial to full water change to correct the problem

**Check Salinity levels:**

- Salinity should range from 15 - 36 PPT (parts per thousand):
  - Natural seawater salinity is 32 – 35 PPT
  - Salinity less than 20 PPT is likely to cause skin and eye pathology in cetaceans
  - Eye problems may be observed in pinnipeds housed in fresh or brackish water

**4.14.6. Shelter and Shade**

All marine mammals kept outside **must** be provided with shelter to afford them protection from the weather and direct sunlight.

When inspecting the shelter provided, at a minimum, you should:

- Look carefully at each animal for eye damage which can be caused by inadequate shelter from direct sunlight and is a serious, painful health concern for both pinnipeds and cetaceans
- Look at supplements being given (Eye-Sea is a common supplement given to marine mammals with eye damage and/or to prevent damage)
- Check if any animals have zinc oxide on heads or back. If yes, they may be ill and may need additional shelter.
- Observe a training session. Ensure animals are **not** being asked to look into sun during feeding.
- If public feeding is allowed, then observe the activity to ensure that the animals are not forced to look directly into the sun while getting their food reward
- Shelters can be natural or artificial so long as they are appropriate for the
species concerned, when local climatic conditions are taken into
consideration. For example, facilities may use moveable umbrellas to
protect animals’ eyes during training.

**Polar bears**: The dry resting and social activity area for polar bears **must** be
provided with **enough shade** to accommodate all polar bears housed in the
primary enclosure at the same time.

### 4.14.7. Public Barriers

The requirements for public barriers are contained within section 3.101 (a)(2)
under General Facilities and section 2.131(c)(1) under Handling:

- All marine mammals **must** be provided with protection from abuse and
  harassment by the viewing public by:
  - The use of a sufficient number of readily identifiable employees or
    attendants to supervise the viewing public, or
  - The use of physical barriers, or
  - A combination of these [3.101(a)(2)]

- During public exhibition, any animal must be handled so there is minimal risk
  of harm to the animal and to the public, **with sufficient distance and/or
  barriers** between the animals and the general viewing public so as to assure
  the safety of the animals and public [2.131 (c)(1)]

You should routinely observe public viewing areas to verify:

- If employees or attendants are used to protect marine mammals from abuse
  or harassment, then:
  - There are a sufficient number of uniformed or readily identifiable
    employees or attendants to supervise the viewing public, and
  - The attendants are adequately trained and attentive to the actions of the
    public

- The attendants are able to quickly respond to situations where the public
  potentially could have unsupervised contact with the animals:
  - Ask how the attendants would respond to any unsafe behaviors by the
    public. A common problem seen at marine mammal facilities involves
    the accidental or deliberate dropping of inedible items in the pool which
    can pose a serious health hazard if ingested.

- If physical barriers such as fences, walls, or glass partitions, are used, then
  they must be sufficient to protect the marine mammals from abuse and
  harassment by the viewing public and to assure the safety of the animals and
  the public

- If a combination of attendants and physical barriers are used, then they must
  effectively provide protection from abuse and harassment and assure the
  safety of both the marine mammals and the public
### 4.14.8. Separation

Marine mammals known to be social in the wild must be housed with at least one compatible animal of same or biologically related species, except when the attending veterinarian, in consultation with the husbandry/training staff, determines that such housing is not in the best interest of the marine mammal’s health or well-being.

When inspecting, at a minimum, you should:

- Check that social needs of the marine mammals are being addressed. If unsure, contact your SACS for guidance.
- Marine mammals housed together must be compatible and other animals housed near the marine mammals must not cause them unreasonable stress or discomfort or interfere with their good health.
- For marine mammals housed separately, check for a written plan approved by attending veterinarian, and developed in consultation with husbandry/training staff, justifying the length of time of the separation and outlining the type and frequency of enrichment and interaction to be provided to the marine mammal.

### 4.14.9. Employees

A facility must have a sufficient number of adequately trained employees or attendants working in concert with the attending veterinarian to maintain the husbandry practices as required in the AWA Standards. Such practices must be under the supervision of a marine mammal caretaker with demonstrable experience in marine mammal husbandry and care.

When inspecting, at a minimum, you should:

- Review written documentation that the employees/attendants have successfully completed a facility training course which includes, but is not limited to:
  - Species appropriate husbandry techniques
  - Animal handling techniques
  - Proper reporting protocols on recordkeeping
  - Notifying veterinary staff of medical concerns.
- Check that any training of marine mammals is being done by or under the direct supervision of experienced trainers.
- Ensure that trainers or handlers meet professionally recognized standards for experience and training. If you are unsure, contact your SACS.
- Ask if they have an ongoing or periodic training program which incorporates industry standards and best practices.
4.14.10. Recordkeeping

Marine mammal facilities must maintain all records required under Subpart G-Records and any specific records required for marine mammals, such as:

- Medical records for individual animals
- Necropsy records
- Feeding records
- Water quality records

When inspecting records, at a minimum, you should:

- Review all of the required records and ensure they are being kept for 1 year (or 3 years for necropsy records)
- Contact National Policy Staff (NPS) if you need to obtain National Oceanic and Atmospheric Administration (NOAA) inventory data
- Verify the facility’s inventory and cross reference with NOAA inventory

4.14.11. Swim-with-the-dolphin (SWTD)/Interactive Programs

Section 3.111 Standards have been suspended.
4.15. New Site Approval Inspection

Animal Care designates housing areas that are roughly 35 miles or further from the main address of the licensed or registered facility as separate sites. Site designations are used for tracking and inspection management purposes.

If the use of a single site designation causes a major problem at a facility, discuss the situation with your SACS.

The amount of time necessary to inspect all housing/exhibition facilities at a site is not a rationale for designating a separate site.

The licensee must list all sites and their addresses on the Application for License (APHIS Form 7003 or 7003-A).

**New buildings or enclosures** at an existing or nearby site do not require pre-approval. It is often helpful to perform a courtesy visit of new or proposed construction at currently licensed or registered sites but it is not a requirement. All buildings and enclosures in use should be inspected during the routine unannounced inspection of the existing site.

4.15.1. Addition of a Site

A site may be added to an existing license as follows:

- Licensee must notify, preferably by certified mail, the Ft. Collins AWO Field Office of the address of the new site
- AWO Field Office will inform the field inspector
- Inspector should schedule an inspection with the licensee as soon as possible

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

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

4.15.2. Site Inspection

When conducting a Site Approval inspection, the following guidelines should be followed:

- The inspection is scheduled and announced. The Inspection Report should note that “The inspection was an announced site approval inspection.”
- Inspection type is Routine
- Conduct a complete inspection of the new site
- No Teachable Moments may be given; the site must be in full compliance
- No correction date is given if an NCI is identified except for Directs as noted below
• If a Direct NCI is identified:
  ○ Designate the NCI as a “Direct” and assign an appropriate correction date, and
  ○ Inform the licensee that an “unannounced” inspection will be conducted on or after the correction date to see if the Direct NCI was corrected
  ○ If the licensee contacts the inspector for another Site Approval inspection prior to the Direct NCI correction date, document that the Direct NCI is corrected on the Inspection Report for that inspection

• No NCI should be designated as a Repeat

• If the facility is in compliance, type the following statement on the Inspection Report: “No noncompliant items identified during this inspection. This site is now approved for regulated activity.”

If the licensee conducts regulated activities at the new site before it has been approved, this should be cited on the Inspection Report under Section 2.5(d) – Conducting regulated activity without a valid license at the new site.
4.16. Pet Store Inspection

A pet store licensed as a dealer or exhibitor must meet all applicable Regulations and Standards for all the regulated animals in the store except for the exceptions detailed below.

4.16.1. Criteria

If a pet store is licensed, all regulated animals in the pet store or under the control of the licensee must be inspected and included in the inventory.

Regulated animals commonly encountered in a pet store include, but are not limited to:

- Traditional pet types, such as:
  - Cat
  - Chinchilla
  - Dog
  - Ferret
  - Gerbil
  - Guinea pig
  - Hamster
  - Rabbit

- Wild/exotic animals or pocket pets, such as:
  - Chipmunk
  - Degu
  - Duprasi
  - Flying squirrel
  - Hedgehog
  - Jerboa
  - Naked mole rat
  - Nonhuman Primate (usually for exhibit)
  - Opossum
  - Skunk
  - Spiny mice
  - Sugar glider
4.16.2. Record Requirements

A pet store must have all the records required of a B-Dealer, such as:

- Program of Veterinary Care
- Acquisition Records except as outlined below
- Disposition Records except as outlined below
- Exercise Plan for Dogs if applicable
- Environmental Enhancement Plan for NHPs if applicable
- Health Certificates if applicable

4.16.2.1. Acquisition Records

A “Record of Acquisition” is required for all regulated animals acquired by the pet store.

- Information in 2.75(a) is required, but use of APHIS Form 7005–Record of Acquisition of Dogs and Cats on Hand is optional
- Information in 2.75(b) is required, but use of APHIS Form 7020–Record of Acquisition, Disposition or Transport of Animals (Other Than Dogs and Cats) or APHIS Form 7020A-Continuation Sheet for Record of Acquisition, Disposition, or Transport of Animals (Other than Dogs and Cats) is optional
- If animals are found to have been “dropped off” by unknown person(s) at a licensed pet store, the licensed pet store has the option of taking the animals in and selling them retail. In such cases, the licensed pet store would be required to document the available acquisition information.

4.16.2.2. Disposition Records

A “Record of Disposition” is required only for the animals that were the basis for licensing, such as wild/exotic pocket pets, raccoons, primates, etc.

- Use of APHIS Form 7020–Record of Acquisition, Disposition or Transport of Animals (Other Than Dogs and Cats) or APHIS Form 7020A-Continuation Sheet for Record of Acquisition, Disposition, or Transport of Animals (Other than Dogs and Cats) is optional

4.16.3. Identification

Cage cards are an acceptable form of identification for dogs and cats at pet stores.
4.17. Petting Zoo Inspection

4.17.1. Inspection Procedures

4.17.1.1. Handling

Closely observe the handling of the animals when inspecting a petting zoo. Proper handling of the animals includes, but is not limited to:

- Animals are exhibited only for a period of time and under conditions consistent with their good health and well-being
- During periods of public contact, an adequate number of employees or attendants are present at all times. These employees/attendants must be:
  - Knowledgeable
  - Readily identifiable
  - Responsible
  - Able to monitor all public interaction with the animals
- If public feeding is allowed, food must be:
  - Appropriate for the animal’s nutritional needs and diet
  - Appropriate to the type of animal
  - Provided by the animal facility
  - Properly stored to minimize contamination or loss of nutritional value
- There are adequate public barriers, when appropriate
- There is minimal risk of harm to the animals and the public
- Dangerous animals, such as, but not limited to, lions, tigers, or bears must be:
  - Separated from the public by a barrier, and/or
  - Under the direct control and supervision of a knowledgeable and experienced handler

**NOTICE**

Nondomestic cats 4 weeks (28 days) of age or younger may not be handled by the public. [2.131(c)(3)]

4.17.1.2. Public Contact

If young or immature animals are being exhibited, they may not be:

- Exhibited for periods of time that would be detrimental to their health and well-being
• Exposed to rough or excessive public handling

Drugs may not be used to facilitate, allow, or provide for public handling of the animals.

**NOTICE**

At approximately 12 – 16 weeks of age dangerous animals, such as, tigers, lions, bears, and wolves, become too big, too fast and too strong to be used for public contact. If you encounter a licensee allowing public contact with a dangerous animal over 12 weeks of age, contact your SACS.

4.17.1.3. Miscellaneous

Other items to evaluate include, but are not limited to:

• Animal areas where the public is not allowed

• Cleanliness and sanitation of the enclosures

• Compatibility of the animals in an enclosure

• Condition of the animals

• Enclosure fencing to protect the animals

**NOTICE**

You should recommend that the licensee follow the CDC Guidelines for protecting the public against enteric pathogens, if he/she is not already doing so.

• Method(s) for allowing animals time away from public contact, such as:
  ○ Large enclosures
  ○ Solid walls on the outside of enclosures
  ○ Limited or controlled access to the animals

• Method(s) for allowing animals time away from view of the public, such as:
  ○ Barns
  ○ Burrows or dens
  ○ Curtained off areas

• Inspect public feed dispensers for:
  ○ Appropriateness of food items for the species
  ○ Cleanliness
  ○ Accumulation of old food or feed debris, especially at the bottom of the dispenser
- Security measures if animals left overnight
- Shelter, shade, cooling and heating appropriate for the environmental conditions the animals may experience
- Vehicles used to transport the animals
- Water availability for the environmental conditions

Remember the following housing restrictions:

- Guinea pigs may **not** be housed in outdoor facilities, unless located in the appropriate climate and with prior approval from the AWO Field Office
- Hamsters may **not** be housed in outdoor facilities
- Rabbits, guinea pigs, and hamsters may **not** be housed in the same primary enclosure with any other species

### 4.17.2. Traveling Petting Zoo Itinerary

No fewer than 2 days prior to overnight travel, AWO Field Office must receive a document identifying the information required below. This means, that if USPS is used, the document must be mailed sufficiently far in advance to arrive at the AWO Field Office by the deadline.

Itinerary information is required for all regulated animals that are away from the home site at least overnight for the purpose of exhibition. This does **not** include animals:

- Transported to a veterinary facility for treatment or evaluation
- Relocated for breeding loan
- Relocated during renovations
- Taken home overnight for extensive husbandry care (such as attendants taking very young animals home for overnight feedings and monitoring)

The following information must be included in the itinerary document submitted to the AWO Field Office:

#### Exhibitor Information

1. Name of licensee (person exhibiting and transporting the animals)
   - A. Business name of licensee, if applicable
   - B. USDA AWA license/registration number
2. Name of owner of animal (for leased, borrowed, loaned, etc. animal)

#### Animal Information

1. Name of animal
2. Identification number of animal or identifying characteristics
3. Species of animal (scientific name or common name)
4. Sex and age of animal

**Exhibition and Transport Information:**

1. Name of exhibition location
2. Address of the exhibition location
3. Dates at the exhibition location
4. Name, date, location (address, directions, GPS location, etc.) of all stops and layovers where animals are removed from transport enclosures

If the exhibitor’s travel plans change:

- He/she should contact the AWO Field Office to amend the itinerary
- If the change in itinerary is reported verbally (by telephone for example) and not in writing, such as by email or fax, the change in plans must be followed by written notification as soon as possible
- If there is an emergency change after USDA business hours (weekdays, 8:00am to 5:00pm Central Time), the exhibitor must notify the AWO Field Office by the next business day

**4.17.2.1. No Itinerary Submitted**

If you encounter a traveling petting zoo exhibitor:

1. Check ACIS for a current itinerary
2. If there is not a current itinerary in ACIS, check with Program Support at the Ft. Collins AWO Field Office to determine if there is a current itinerary that has not yet been entered into ACIS
3. If the AWO Field Office confirms that a current itinerary has not been submitted, cite the exhibitor under 2.126(c)
4.18. Photo Shoot Inspection

Anyone providing or using regulated animals for photo shoots may need to be licensed and meet all the applicable Regulations and Standards.

4.18.1. Types of Photo Shoots

4.18.1.1. Regulated Photo Shoots

The following types of animal photo shoots require a license, except as exempted under the DeMinimus rule, including, but not limited to:

• Photos of people petting or sitting with wild/exotic animals such as:
  - Tiger, lion or bear cub, and other baby animals

[NOTICE]

Nondomestic cats 4 weeks (28 days) of age or younger may not be handled by the public.
At approximately 12 - 16 weeks of age dangerous animals, such as, tigers, lions, bears, and wolves, become too big, too fast and too strong to be used for public contact.
If you encounter either of these situations, contact your SACS.

• Marine mammals
• Nonhuman primates
• Camels or reindeer in nonagricultural or nontraditional settings

• Animal actors/movie animals
• Animals released into a natural setting for the photo
• Photos for advertising or calendars and magazines

4.18.1.2. Exempt Photo Shoots

The following types of photo shoots do not require a license:

• Photos of free-living wild animals
• Pictures of people with their pets
• Photo shoots with only domesticated farm animals
• Photos shoots at exhibits of traditional farming and agricultural practices (such as displays of working animals, such as reindeer pulling a sled or working on a farm)
• Photo shoots at exhibits of art portraying traditional farming and agricultural settings (such as nativity scenes with a camel or domesticated farm-type animals displayed in a barn or other traditional farm-type setting)
• Photo shoots at exhibits with eight or fewer of any combination of the following types of animals:
  ○ Pet animals
  ○ Small exotic or wild mammals
  ○ Domesticated farm type animals

4.18.2. Conducting the Inspection

When inspecting a photo shoot, you should observe the photo shoot before introducing yourself. In addition, time how long the animal is displayed with people before being given a rest break.

Recommended items to observe or evaluate include, but are not limited to:

• Observe the animal(s) for behavioral stress, such as:
  ○ Struggling
  ○ Vocalization
  ○ Pulling at leash or straining
  ○ Panting/increased respiration
  ○ Sleeping
  ○ Limpness

• Age of dangerous animals being used for public contact photos
  ○ Minimum age – 4 weeks; maximum age depends on the animal but for dangerous animals generally 12 weeks (See guidance in Chapter 3 Conducting the Inspection)

• Availability of potable water

• Observe food and food storage and check feeding schedule

• Availability of veterinary care, if needed

• Housing of the animal(s) when not being used for the photo shoot including, but not limited to the ability of the animal to exhibit species typical behaviors

• Measures to protect the safety of the public and the animal(s) such as:
  ○ Adequate attendants
  ○ Plexiglas
  ○ Tethering of animals to secure structures
  ○ Leashing of animals
  ○ Handler(s) located between the dangerous animal and public at all times

• Number of employees available to control the animal(s)

• Off-exhibit area, if any
• Procedure in the event of an animal escape or attack
• Public barriers, especially for animals **not** currently being used for photos
• Rest periods for the animals. Observe and time how long rest periods are in addition to **asking** how much rest is provided
• Restraint methods for the age and size of the animal(s)
• Safety measures for the movement of the animal from the enclosure to the photo shoot and back

**NOTICE**

Drugs and alcohol may **not** be used to control the animals.

• Safety measures if **no** perimeter fence
• Training and handling experience of the employees
• Transport of the animal to and from the photo shoot. Inspect:
  ◦ trailer or vehicle used for transport
  ◦ primary container used to house the animal during transport
• Review paperwork such as Program of Veterinary Care, health certificate if required, and acquisition records
4.19. Prelicense Inspection Process

All Prelicense Inspections should be conducted using the Enhanced Prelicense Process (EPLP) based on the guidance provided to all inspectors and the guidelines in this section.

Do **not** conduct a Prelicense Inspection until all of the applicant’s paperwork has been processed by the Program Section and the inspector has been informed that the applicant may be inspected.

There must be regulated animals at the facility at the time of the inspection. If this a problem due to State laws/regulations or local ordinances, contact your SACS.

### 4.19.1. Initial Contact with the Applicant

Prior to conducting the first Prelicense Inspection:

- Contact the applicant within ten days of receiving application notification letter from the AWO Field Office
- Schedule and conduct a Prelicense phone discussion
  - The discussion can be done in person but not at the same time as the Prelicense inspection
  - The discussion should be scheduled since it can take 45-90 minutes, and
  - The applicant will need time to gather paperwork and prepare questions for the discussion
  - In order for this call to be effective, the applicant and the inspector must be focused and prepared for the discussion
- Have a phone discussion with the applicant to determine if the facility is ready for the 1st Prelicense Inspection
- Schedule the 1st Prelicense Inspection
  - Let the applicant know this could take 4-6 hours and will involve discussion and review of the AWA requirements and an inspection
  - Contact a Compliance Specialist or second inspector to accompany you if you feel that you may need assistance

### 4.19.2. First Prelicense Inspection

#### 4.19.2.1. Conducting the Inspection

Prior to starting the physical inspection:

- Go through informational materials with the applicant
- Use the following Commercial Breeder PowerPoint file found on the Center for Animal Welfare (CAW) website as appropriate to the species
Specific Types of Inspections | Prelicense Inspection Process


- Program of Veterinary Care
- Exercise Plan for Dogs
- Additional PowerPoint files and educational material can also be used as needed

- Focus on using informational materials that are applicable to all facilities
- Remind the applicant that they are legally responsible for being familiar with and compliant with the AWA (9 CFR)
- Remind the applicant that interference during the inspection and/or refusal to allow an inspection are serious issues

During the inspection of animals and the facility:

- Be sure to inspect all animals used for regulated purposes
- For dealers with dogs, you must:
  - Have the applicant pull all dogs showing signs of medical issues so that you can evaluate whether veterinary attention is needed and/or is already being provided, and
  - Also select ten percent of the remaining dogs for the applicant to pull so that you can look for medical issues associated with their mouths, teeth, ears, eyes, skin, general condition, etc. Do not just focus on one area; take the opportunity to look at the entire dog for medical issues. Remember, wear a new pair of gloves after touching each dog or after each enclosure.

- If you identify a veterinary care issue that would normally be cited during a Routine Inspection, it must be cited on the Inspection Report for the Prelicense Inspection

- Inspect the entire facility thoroughly:
  - This includes equipment and vehicles intended for use with animals
  - Be certain to verify the locations of all animals on site and off site that are used or intended for regulated use

- Inspect all housing areas thoroughly:
  - This includes all housing for all regulated animals – even if the applicant states it is temporary housing
  - If you have a concern about the primary enclosure, especially for large carnivores, elephants, great apes, and/or marine mammals, you should contact your SACS to discuss
  - NOTE: If the applicant was previously licensed, he/she must re-apply for any variance (e.g., perimeter fence) granted under the cancelled license

- Inspect all storage areas thoroughly:
Specific Types of Inspections | Prelicense Inspection Process

- Including vaccine and medication storage
- All food and bedding storage

4.19.2.2. Handling and Qualifications

For an applicant with large carnivores, elephants, great apes, and/or marine mammals, the applicant’s (and employee’s, if applicable) knowledge and qualifications and handling practices should be evaluated carefully. If the inspector cannot determine if the applicant has adequate experience and knowledge of the species being handled, contact the appropriate AC personnel, i.e., SACS or species specialist.

If the experience and qualifications cannot be determined at the 1st Prelicense Inspection, an appropriate statement similar to the following statement should be included on the Inspection Report:

“The handling practices, and/or applicant/employee qualifications are under review.”

If the handling practices or qualifications require further review, it is the responsibility of the inspector to contact his/her SACS to determine how to proceed.

4.19.2.3. Records

During the inspection of records:

- Discuss the required documents for a compliant Prelicense Inspection:
  - Record of Acquisition of Dogs and Cats on Hand (APHIS Form 7005) or Record of Animals on Hand (APHIS Form 7019 or equivalent):
    - For a new applicant (not Failure To Renew), there should be as much detail as possible, such as name and address, phone number, directions to seller’s facility, some way to contact seller
    - For a previously licensed applicant (Failure To Renew), the records must be complete including all acquisition information
  - Exercise Plan for Dogs:
    - Must be in writing and accurately reflect the conditions at the facility
    - Must be approved by the attending veterinarian
  - Plan for Environmental Enhancement (for nonhuman primates)
    - Must be in writing and accurately reflect the conditions at the facility
    - Must be approved by the attending veterinarian
  - Written Program of Veterinary Care, if a part-time attending veterinarian is used
    - The APHIS Form 7002 is not a required form—other methods/forms
may be used to document the PVC

4.19.2.4. Post Inspection Procedure

After the physical inspection:

• Discuss all NCIs identified with the applicant

• If there are any NCIs – leave the facility and write the Inspection Report
  ◦ This allows you time to write a detailed and thorough report
  ◦ This is the first Inspection Report this applicant has ever received and it
    must help them understand what is expected of them

• Hand deliver the Inspection Report and conduct a thorough exit briefing

• Do not send the Inspection Report by email or certified mail. If you cannot
  hand deliver the Inspection Report, contact your SACS

• Review with the applicant again any areas you believe necessary
  ◦ Use PowerPoint files that apply to the situations seen at the Prelicense
    Inspection
  ◦ Provide the applicant ONLY agency-approved educational materials, such
    as:
    - Dog Breeder Resource Guide
    - Copies of the Power Points
    - Animal Care Aids
  ◦ Tech notes

4.19.3. Second Prelicense Inspection

The 2nd PL Inspection, if required, may be scheduled at the time of the 1st
Prelicense Inspection or you should instruct the applicant to contact you when
he/she is ready (but within 90 days following the 1st PL inspection).

During the 2nd PL Inspection:

• Refer to the 1st Prelicense Inspection criteria for guidance

• Conduct a full and complete inspection. Inspect all records, animals, facilities
  and storage. There are no focused Prelicense Inspections.

• Review with the applicant additional presentations on Husbandry, Housing,
  and Transport as applicable

4.19.4. Third Prelicense Inspection

If a 3rd PL Inspection is needed:

• There must be at least 2 AC personnel on the inspection. This could be the
home inspector and another ACI/VMO, a Compliance Specialist, or a Supervisor.

- Work with the applicant to prepare for the inspection and achieve full compliance
- Be sure the applicant understands this is the last inspection available for compliance and if the applicant does not pass this inspection, he/she must wait 6 months to re-apply for a license

During the 3rd PL Inspection:

- Refer to the 1st Prelicense Inspection criteria for guidance
- Conduct a full and complete inspection. Inspect all records, animals, facilities and storage. There are no focused Prelicense Inspections.
- Review with the applicant additional presentations on Husbandry, Housing, and Transport as applicable

4.19.5. Completing the Inspection Report

4.19.5.1. No NCIs – Applicant Passes PL Process

If the applicant has a no NCI Inspection Report, he/she passes the PL process.

You should:

- Complete an Inspection Report which must include the following statements:
- Exit briefing statement
- “No non-compliant items identified during this inspection.”
- “This (1st/2nd/3rd) Prelicense Inspection for a Class (“A”/ “B”/“C”) license and exit briefing were conducted with the applicant.”
- “Licensing fee must be mailed to: (Add address of Ft. Collins AWO Field Office)”
- “Conducting regulated activities without a valid USDA license is a violation of the Animal Welfare Act.”
- Hand deliver the Inspection Report (required)
- Verify accuracy of application with applicant
- Stress the importance of continued compliance and discuss “Repeat,” “Direct” and “Critical” noncompliances
- Finish with the following CAW Commercial Breeder PowerPoint files:
  - Identifying Animals and Keeping Records
  - Maintaining Your License
  - Discuss optimal hours with the applicant and record the days/times in the comments section of ACIS
4.19.5.2. NCIs Identified – Applicant Does NOT Pass PL Process

If the facility is not in full compliance, cite all noncompliant items using the first three components of the four-part citation description found in New NCIs Cited but do not give correction dates.

NOTICE

Do not designate any noncompliance as a Direct, Critical, or Repeat.

If the applicant does not pass on the 1st or 2nd Prelicense Inspection:

- Make sure that the applicant knows of the 90 day limit and plan accordingly
- Complete an Inspection Report which must include the following statements:
  - Exit briefing statement
  - “This (1st/2nd) Prelicense Inspection for a Class (“A”/ “B” /“C”) license and exit briefing were conducted with the applicant.”
  - “All items must be in compliance within (2 /1) more inspection(s) or by (date-90 days counted from 1st PL Inspection) or the applicant will forfeit the application fee and must wait 6 months to reapply.”
  - “Please contact (Inspector Name) to schedule your next Prelicense Inspection.”
  - “Conducting regulated activities without a valid USDA license is a violation of the Animal Welfare Act.”
- Hand deliver the Inspection Report (required)
- Remind applicant it is his/her responsibility to contact the inspector when ready for the next Prelicense Inspection

If the applicant does not pass on the 3rd Prelicense Inspection:

- Complete the Inspection Report citing all NCIs and cite 2.3(b) to indicate failure to come into compliance on the third Prelicense Inspection
- Include the following statements on the Inspection Report:
  - Exit briefing statement
  - “This 3rd Prelicense Inspection for Class (“A”/ “B” /“C”) license and exit briefing were conducted with the applicant.”
  - “The applicant will forfeit the application fee and must wait 6 months from (insert date of failed 3rd PL Inspection) to reapply.”
  - “Conducting regulated activities without a valid USDA license is a violation of the Animal Welfare Act”
4.19.6. PL Inspection Process Reminders

- All Prelicense Inspections must be thorough and complete. There are no focused Prelicense Inspections.
- All Prelicense Inspections should be completed using the Enhanced Prelicense Process (EPLP) Guidance. If guidance is not available for the specific species being inspected, existing guidance should be adapted and used as needed.
- All Prelicense Inspection Reports must be hand delivered. If hand delivery is not possible, discuss extenuating circumstances with your SACS.
- Prelicense presentations should be done prior to conducting the inspection of facility and whenever deemed appropriate during the prelicense process to help clarify any issues found during the inspection.
- This is where the bar of compliance can be set and future problems can be avoided.
- Discuss optimal hours with the applicant and record the days/times in the comments section of ACIS.
4.20. Search Inspection

A search is an inquiry relating to possible unlicensed activity.

4.20.1. Subjects of Searches

Subjects of searches include, but are not limited to:

- Persons breeding and selling dogs, cats or pet-type animals wholesale or retail sight unseen
- Persons selling wild or exotic animals retail or wholesale
- A non-registered research facility purchasing regulated animals
- Persons exhibiting regulated animals
- Persons using regulated animals for rides
- Involuntarily terminated licensees or registrants (e.g., canceled due to non-renewal, suspended due to consent decisions and orders)

**NOTICE**

If you have reason to suspect that an involuntarily terminated license/registrant is continuing to operate without a license or registration, conduct a search within 60 days of the termination of the license, if possible.

- Previously identified violators

Use good judgment to decide when you have made a reasonable effort to verify unlicensed activities.

Examples of possible ways to verify unlicensed activity are:

- Checking dealer, broker, carrier/handler records
- Checking newspaper advertisements
- Checking the internet
- Communicating with other inspectors
- Making phone calls
- Visiting the facility

4.20.2. Sources of Information

Sources of information include, but are not limited to:

- Advertisements
- Animal protection groups
- Anonymous tips
Specific Types of Inspections

- APHIS personnel
- City, county, or State agency
- Dog or exotic animal auction records
- General public
- Internet sites
- Newspaper/journal articles
- Other Federal agency
- State health certificates
- Whistle blower

Sources may provide information by the following methods:

- Email
- Letters
- Personal contact
- Phone calls

**NOTICE**

The informant does not have to give his/her name. However, if the informant does give his/her name, do not give out the person’s name in order to maintain confidentiality.

### 4.20.3. Information Follow-Up

Decide if the information supplied to the Animal Care program involves a regulated activity or animal.

If the information does **not** involve a regulated activity or animal:

- Discuss with the informant AWA regulated activities/animals
- Thank the informant for his/her interest in the welfare of animals
- Refer the informant to the appropriate office/agency, if known. Possible referral agencies include:
  - U.S. Fish and Wildlife Service
  - NIH-OLAW
  - State wildlife agency
  - Local animal control
  - State or local humane society
  - State animal welfare agency
• Take no further action

If the information does involve a regulated activity or animal:
• Thank the informant for his/her interest in the welfare of animals
• Complete the top portion of a Search sheet. (See USDA, APHIS, Animal Care Search for Unlicensed Activity Worksheet)
• Determine if the information applies to a person in your territory

If the information applies to a person, business, or research facility not in your territory:
• Tell the informant that the facility is not in your area, but that you will forward the information to the AWO Field Office for distribution to the appropriate inspector
• Give the informant the AWO Field Office phone number for follow-up
• Forward the information (e.g., copies of records, invoices, sale bills) to your SACS for referral to the appropriate SACS

If the information applies to a person in your territory, conduct a search.

4.20.4. Preparing for the Search

Confirm whether the individual/business is already entered into ACIS:
• If the person does not already have a customer identification number (CID), request an ILA to assign one. You will need to provide all the relevant information to the ILA.
• If the person already has a CID, review the relevant facility information including: inspection history, previous licenses, prior search results, or other activity (included being sent an application or unlicensed facility letter). Remember to check both inspection history, activity tab, and the files tabs for this information.

4.20.5. Conducting the Search

Searches may be conducted:
• By phone
• By internet
• In person – If you have any concerns, contact the person by another method

Verify the information received by:
• Contacting the authorized representative
• Gathering additional information, such as:
  ◦ Newspaper or journal articles
  ◦ Classified ads
Specific Types of Inspections | Search Inspection

- Information off the internet
- Internet web site addresses

If regulated activities are not being conducted, then complete a Search sheet and submit your findings to your SACS and AWO Field Office.

If regulated activities are being conducted, then:

- Explain to the owner or authorized representative that the activity requires a USDA license or registration
- Discuss with the owner or authorized representative all the pertinent portions of the AWA and Regulations and Standards
- Request a decision about the continuation of the regulated activity
- Give or have the AWO Field Office send an application packet to the authorized representative
- If you give the person an application packet, let the AWO Field Office know
- Take photographs documenting the regulated activity if you can do so safely. This may include supporting documentation, such as, billboards or other public advertising, waybills, or broker records that you obtained from other sources.
- If the owner or authorized representative has not previously been contacted by Animal Care or licensed, offer to conduct a Courtesy Visit (See Courtesy Visits):
  - Go through the facility thoroughly, and
  - Explain all NCIs and potential NCIs to the owner/authorized representative
- If the owner or business has previously been licensed/registered or received a letter or Application/Registration Packet:
  - Advise the owner that he/she will be receiving an Inspection Report citing the conducting of regulated activity
  - Complete an Inspection Report:
    - Classify the inspection as “Routine”
    - In the narrative, cite Section 2.1(a)(1) for conducting regulated activities without a license or Section 2.30(a) for conducting regulated activities without a registration for a research facility or Section 2.25(a) for conducting regulated activities without a registration for a transporter/intermediate handler, and describe the regulated activity
      - State the following at the end of the Inspection Report: “No regulated activities may be conducted until USDA license/registration is obtained.”
      - Send the Inspection Report to him/her by regular and certified return
4.20.5.1. No Courtesy Visit Conducted

If the owner or authorized representative does not want a Courtesy Visit OR you decide not to conduct a Courtesy Visit for safety concerns:

1. Inform the owner or authorized representative that he/she or the business is noncompliant with the Animal Welfare Act by conducting a regulated activity without a license/registration.
2. Take photographs documenting the regulated activity, if you can do so safely.
3. Give or have the AWO Field Office send an application or registration packet, if applicable, to the owner or authorized representative.
4. Discuss how to proceed with your SACS.

4.20.6. Post Search Procedures

After conducting a search, ALWAYS:

1. Complete a Search sheet.
2. Enter the Courtesy Visit into ACIS.
3. Enter the Inspection Report into ACIS, if applicable.
4. Enter any photos taken of the regulated activity or supporting documentation into ACIS.
5. Submit the Search sheet with Inspection Report if applicable to your SACS for review.
6. After approved by your SACS, email a copy of the Search sheet and Inspection Report if applicable to the AWO Field Office.
7. If conducting regulated activity was cited on an Inspection Report, discuss with your SACS if an enforcement action would be appropriate.

4.20.7. Follow-Up Procedure

If an owner/business/research facility you contacted on a search was conducting a regulated activity and the owner or business has not applied for a license/registration within 3-4 months, discuss with your SACS if you should revisit the facility to determine if a regulated activity is still being conducted.

If the person is no longer conducting a regulated activity:

- Complete a Search sheet documenting this fact.
- Submit the Search sheet following the standard procedure.

If the person/business/research facility is still conducting a regulated activity:

- If safe and appropriate, remind the authorized representative that a USDA...
license/registration is required to conduct this activity

- Document the regulated activity by either:
  - Conducting an inspection, if possible, or
  - Completing another Search sheet

- Take photographs, if possible
- Discuss how to proceed with your SACS

4.20.8. On the Road Inspection

If you find an unlicensed exhibitor on-the-road, inform the exhibitor that:

- A USDA license is required for the activity he/she is conducting
- All applicable AWA Regulations and Standards must be met at all sites
- He/she cannot legally exhibit until licensed

Obtain the following information from the exhibitor:

1. Location of the home base or permanent facility which he/she returns to between tours
2. Animals currently housed at the home base or permanent site
3. Name of any other Animal Care inspectors that the exhibitor has been in contact with and the results of that contact
4. Ways to contact the exhibitor while on-the-road
5. An itinerary

If the exhibitor refuses to give you any information:

- Get vehicle license tag number, if possible, to obtain follow-up information
- Try to get contact information and itinerary from the manager, if applicable
- Discuss how to proceed with your SACS

NOTICE

The noncompliance cited for conducting regulated activities without a license/registration, should be designated as a “Repeat” noncompliance.
4.21. Traveling Exhibitor Inspection

Each inspector should develop a consistent method of conducting inspections of traveling exhibitors that ensures a thorough and accurate inspection.

4.21.1. Home Site Inspection

A Traveling Exhibitor must have a home site (001). If animals are housed at the home site, the facility must meet all the applicable AWA Regulations and Standards for a permanent location.

If no one is home and/or available for an inspection at the home site, there is no itinerary showing all animals were traveling and it is during the exhibitor’s optimal hours if applicable, then an Attempted Inspection Report should be written.

If animals are not housed at the home site, i.e., it is a business or mailing address:

- An inspection must still be conducted at this site
- If the licensee is not at the home site, an authorized person should be designated by the licensee and available to conduct an inspection
- At a minimum, records, such as the program of veterinary care and acquisition/disposition/animals on hand, should be available at the home site
- Note on the Inspection Report that no animals are housed at this facility and that it is a business/mailing address. For example: “No animals present at facility. This site serves as a mailing address.”

4.21.2. General Information

Inspections of traveling exhibitors are different from inspections at the home facility. However, all of the applicable AWA Regulations and Standards must be met.

If you become aware that a traveling exhibitor is, or will be, performing in your territory:

- Check ACIS for the date and results of the last TRA inspection.
- Do not conduct an inspection if:
  - An inspection has been conducted within 90 days, and
  - The inspection had no noncompliances, and
  - There is no open complaint on the exhibitor
- If the traveling exhibitor was not inspected within 90 days and/or had a noncompliance on the last TRA inspection, or there is an open complaint on the exhibitor, contact your SACS to determine if an inspection is needed
- Contact the home inspector or home SACS to see if there are any ongoing
Specific Types of Inspections | Traveling Exhibitor Inspection

concerns or active complaints

4.21.3. Admission to the Venue

If the venue, e.g., theme park, State/county fair, Renaissance festival, or craft show has an admission gate:

1. Go to the admission gate/ticket window
2. Identify yourself in a professional manner
3. State the purpose of your visit
4. Show your USDA badge and ID

At most venues, you will not be required to pay admission. However, if an admission fee is requested, ask to speak to someone in management.

If you need to pay admission, contact your SACS for approval, then charge the admission fee on your Purchase MasterCard (preferable), or pay cash/personal credit card (you will be reimbursed).

**NOTICE**

Under certain circumstances, you may want to observe the exhibition, facility, or facility personnel prior to announcing your presence. If necessary, pay the entrance fee and you will be reimbursed. The observation should be done from areas accessible to the general public. Immediately after observing the exhibition/facility/personnel, you must announce yourself to the licensee/registrant or facility representative and arrange to complete the inspection and address any findings that you observed prior to announcing yourself.

Prior to conducting the actual inspection or immediately after your unannounced observation:

1. Contact the licensee/registrant or authorized representative
2. Introduce yourself in a professional manner
3. State the purpose for the visit
4. Show your USDA badge and ID
5. Provide a business card if appropriate

If you do not find anyone at the facility, follow procedures for an Attempted Inspection (see Attempted Inspections in Chapter 4).

4.21.4. Conducting the Inspection

- Prior to conducting the inspection:
- Contact the home inspector or the inspector who conducted the last TRA inspection if you have questions
Specific Types of Inspections | Traveling Exhibitor Inspection

- Review prior inventories
- In ACIS, review past inspections, including photos if available, teachable moments, current enforcement actions, and contact information

**4.21.4.1. General Inspection Requirements**

When inspecting a traveling exhibitor, some recommended items to evaluate/observe include, but are not limited to:

- A performance/act
- Adequate shelter and shade for animals housed outdoors
- Availability and use of exercise areas
- Chained or tethered animals
- Enclosures for adequate space during travel and at the temporary location
- Feeding schedules

**NOTICE**

Food deprivation may not be used for training.

- Food preparation and storage areas
- Fresh meat if required. Ask about:
  - Sources of the meat while on the road
  - Storage
  - Method(s) of thawing
- Handling of the animals – observe:
  - Handling before contacting the authorized representative if needed
  - Any direct contact activity allowed with the public, such as feeding or photos
- Health and well-being of all the animals, such as:
  - Alertness and activity level
  - Behavior
  - Foot and hoof care
  - Normal appearance
  - Presence of wounds
- If you have concerns about an animal, ask to see the animal up close, if you can do so safely
- Loading and unloading of animals
- Qualifications and training of the animal handlers
Specific Types of Inspections | Traveling Exhibitor Inspection

- Records (see Records)
- Security measures to protect the animals and the public, such as:
  - Barrier fences or electric fences
  - Night security
  - Uniformed attendants
- Source and quality of the drinking water to make sure it is potable
- Sufficient number of employees to provide for the animal’s care
- Transport vehicles (see Transport Vehicles)
- Veterinary care and vet records (see Veterinary Care)

For animals in transit, see Animals in Transit.

**CAUTION**

Be alert and cautious around the animals. Remember that big cats spray, nonhuman primates spit and throw feces, and animals may be able to get their legs, paws/feet, trunk, etc. through the bars of their enclosures.

4.21.4.2. Dogs and Cats

If the dogs or cats live loose in the licensee’s traveling home, such as a house trailer or camper:

- Ask how the dogs/cats are transported in the conveyance to ensure that the travel Standards are being met.
- Check the room(s) that the dogs/cats live in to ensure that it meets all primary enclosure Standards.
- Check for required records and ID

4.21.4.3. Wild and Exotic Animals

- When inspecting wild and exotic animals, ensure that:
- All animals in the enclosure are able to make normal postural adjustments (stand in an upright position, turn around, and lie down with limbs extended in a normal manner without obstruction from enclosure sides or having to extend feet through bars or feeder doors)
- Animals that normally engage in occasional vertical postures, such as bears and many felines, have sufficient vertical space available to accommodate these postures
- The primary enclosures for other animals should have adequate space for each animal to express all non-injurious species-typical:
  - Behaviors
Some information to remember when inspecting certain species:

- **Baboons and chimps** have sexual swellings that may resemble tumors.
- **Camels**:
  - When males become excited, they may blow up a sac-like extension of the soft palate into a red “balloon” which hangs out from the corner of their mouth.
  - Males in a “musth/rut” may:
    - Dribble urine
    - Drool, slobber, and froth at the mouth
    - Have rough/scaly hair coats
    - Lose a significant amount of weight
    - Make gurgling sounds
- **Large cats**—females in heat:
  - Become very vocal
  - Roll around
  - Urine spraying behavior (all big cats)
- **Tethered hoof stock** should have tethers of sufficient length and arrangement to be able to comfortably lie down, get up, self-groom, and move about within a reasonable distance.

### 4.21.4.4. Veterinary Care

When inspecting traveling exhibitors, check for the following:

- The exhibitor has an attending veterinarian
- If the attending veterinarian is part-time, there is a formal arrangement
- Environmental enhancement plan for nonhuman primates, which may need to be different than the plan at the home facility
- Exercise plan for dogs while in travel status, which may need to be different than the exercise plan at the home facility
- Health and well-being of the animals
- Health certificates, if required
- Required medical records for marine mammals
4.21.4.5. Records

A traveling exhibitor should have the applicable required records with him/her on the road. However, if the records are at another site or location, it is acceptable for the records to be emailed or faxed to the site of the inspection during the inspection if possible. Otherwise, the exhibitor can email or fax the records to the inspector within 48 hours to be in compliance.

If the required records are not available and not received by the inspector within 48 hours, cite as a noncompliance under the appropriate Section.

A traveling exhibitor must have all the appropriate records for the regulated animals for up to 1 year from the disposal or euthanasia of the animals.

The following records, when applicable, must be available for review during an inspection on the road, as required by the Regulations and Standards:

- Acquisition records or a record of animals on hand for all regulated animals present
- Disposition records for all regulated animals that have left the current tour since it began, or died or been euthanized while on the road
- Exercise plan for dogs
- Health certificates for dogs, cats, nonhuman primates and marine mammals, if required
- Individual medical records for marine mammals
- Necropsy records for marine mammals
- Nonhuman primate environmental enhancement plan
- Program of veterinary care appropriate for the animals being exhibited
- Water quality records for marine mammals

**NOTICE**

Copies of the original records are acceptable.

4.21.4.6. Transport Vehicles

Inspect transport vehicles for:

- Cleanliness
- Condition of the floor, i.e., rotting areas which could give way and/or allow entry of exhaust fumes
- Food storage areas
- Separation of species while in transit
- Space and height for the species transported
• Structural strength, such as:
  o Bent or warped surfaces
  o Loose fittings or grates
  o Protruding edges

• Vehicle safety features, such as:
  o Door latches and locks
  o Good tires
  o Proper hitches
  o Tires rated for the weight load carrying
  o Vehicle rated for the weight load carrying

• Ventilation and temperature when doors are closed
• Working temperature control systems, such as heaters, fans, and air conditioners

• Accessibility to the animals as needed
• Adequate barriers, protection and security of the transport vehicle/trailer to keep the public from getting close to the animals while the vehicle is stopped, such as at a motel or restaurant. This is especially important for trailers with large openings, such as stock trailers.

4.21.5. Animals in Transit

When in transit, all regulated animals must be housed in enclosures that meet the transportation requirements for that species.

An animal is considered “in transit” when it is moving in a conveyance from:

• The home facility to a temporary location
• A temporary location (exhibition venue) to another temporary location
• A temporary location to the home facility

Stopping overnight, such as at a hotel/motel, or stopping for short rest periods and food breaks for the drivers, handlers, and other people accompanying the animals is still considered “in transit.”

4.21.6. Animal Races

Examples of animals used for staged animal races include, but are not limited to:

• Camels
• Gerbils
• Hamsters
While conducting your inspection, areas to pay special attention to include, but are not limited to:

- Individual tolerances of the animals
- Length of race for species being raced
- Methods used to encourage the animals to run
- Number of races per day for each animal
- Rest periods for animals between races
- Species and age of animals being raced

**4.21.7. Animal Rides**

See [Animal Rides](#) in this Chapter.

**4.21.8. Circus and Performing Animal Inspections**

Some areas to pay special attention to include, but are not limited to:

- Amount of time animals perform and are rested
- Handling of the animals
- Housing for animals between shows
- Methods or types of restraints used to control the animals

**NOTICE**

Drugs may **not** be used to control the animals.

- Procedure for moving animals from housing to the performance area
- Procedure in the event of an animal escape or attack
- Public barriers
- Training and handling experience of the handlers and employees
- Transport enclosures and transportation vehicles
- Type and safety of public contact with dangerous animals
Circuses may be:

• Covered under one exhibitor’s license

• Composed completely of individually licensed exhibitors who work for the circus. In this case, a separate Inspection Report must be completed for each licensee.

• Composed of a combination of a licensed circus and individually licensed exhibitors. In this case:
  ○ Complete one Inspection Report for the licensed circus itself and include all the regulated animals covered under the circus’s license, and
  ○ Complete separate Inspection Reports for each individually licensed exhibitor

### NOTICE

If you have questions or are unsure about a situation, use your professional judgment and/or call your SACS.

### NOTICE

It is important to know which exhibitor’s license covers the particular animal you are inspecting. It is common for exhibitors/animal acts to travel with more than one circus in a touring season. If you have questions or are unsure about a situation, call your SACS.

### 4.21.8.1. Observing the Circus or Performing Animal Show

Prior to announcing your presence, you may want to watch an actual performance to observe the handling of the animals and the types of acts/tricks the animals are performing.

Make a notation on the Inspection Report, whether you watched the performance or not.

### NOTICE

Drugs may **not** be used to control the animals.

- Pre-performance activities involving the public
- Procedure for moving animals in and out of the rings
- Space requirements for the animals, i.e., are animals housed in their transport enclosures? If so, do these enclosures meet the space requirements when not in actual transit?
- Vertical space for animals that require it, such as bears, large cats, and nonhuman primates
• Check substrate where animals are housed (dirt, concrete, asphalt) for:
  ◦ Temperature as concrete and asphalt may get very hot
  ◦ Sufficient amount of bedding

**NOTICE**

*Never* enter a pen or enclosure unless absolutely necessary and the animal(s) are secured.

### 4.21.9. Petting Zoos

See [Petting Zoo Inspection](#).

### 4.21.10. Photo Shoots

See [Photo Shoot Inspection](#).

### 4.21.11. Inspection Reports

When entering an Inspection Report for a traveling exhibitor not at his/her home site, ensure that:

• You use the “traveling-on-the-road” (TRA) site designation in ACIS

• If the licensee does **not** have a TRA site already in ACIS or the TRA site is not active, follow the procedures for [Action to Take When a Person, Facility, or Site is Not in the ACIS Database](#)

• If the licensee has more than one TRA site, use the correct TRA site if it is in ACIS, such as the “Blue Unit” or the “Red Unit”

• In the narrative section, include:
  ◦ Name of the venue, e.g., Douglas County Fair, and
  ◦ Location of the inspection, i.e., city and State, and
  ◦ Name of the circus, unit, or group, if applicable, and
  ◦ If there was a show/performance, if you did or did not watch the show/performance
  ◦ Names of the elephants inspected if applicable

• Email a copy of the Inspection Report to the home inspector or inform the home inspector that you conducted a TRA inspection

### 4.21.12. Itinerary

All traveling exhibitors must submit an itinerary. For details, see [Traveling Petting Zoo Itinerary](#).
Check to see if the facility has submitted an itinerary for future exhibitions, especially if there were NCIs on the Inspection Report.
Chapter 5. Record-Keeping for Licensees

Contents

5.1. Records ............................................................................................................. 5-2
  5.1.1. Required Dealer and Exhibitor Records ............................................. 5-2
  5.1.2. Computerized Records for Dogs and Cats ........................................ 5-2
  5.1.3. Health Certificates for Dogs, Cats, and Nonhuman Primates .......... 5-3
  5.1.4. Dealer and Exhibitor Records That Are Not Required .................. 5-4
  5.1.5. Puppy and Kitten Records and Identification ................................. 5-4

DISCLAIMER

The Animal Welfare Inspection Guide is intended to be a reference document to assist the inspector. The Inspection Guide does not supersede the Animal Welfare Act (AWA), the AWA Regulations and Standards, AC policies and other guidance, the Required Inspection Procedures, standard procedures, or the inspector’s professional judgment. All inspection decisions must be justified by applicable sections of the AWA and/or the AWA Regulations and Standards.
5.1. Records

A dealer, exhibitor, or research facility must have all required records for regulated animals purchased or otherwise acquired, owned, held, or in his/her possession or control, transported, or disposed of.

5.1.1. Required Dealer and Exhibitor Records

Dealers and exhibitors must have the following records, when applicable, for review:

- Acquisition and disposition records [2.75(a)(1), 2.75(b)(1), 2.76(a)]
- Program of veterinary care when using a part-time attending veterinarian [2.40]

5.1.1.1. For Dogs and Cats

For dogs and cats, the following information is required:

- Certification for procurement of animals [2.132(d)]
- Exercise plan for dogs [3.8]

5.1.1.2. For Nonhuman Primates (NHP)

For nonhuman primates, the following information is required:

- Environmental enhancement plan for nonhuman primates [3.81]

5.1.1.3. For Marine Mammals

For marine mammals, the following information is required:

- Approved water and power emergency contingency plans for marine mammals [3.101(b)]
- Documentation of training of attendants or employees working with marine mammals [3.108(b)]
- Medical records for marine mammals [3.110(d)]
- Necropsy records for marine mammals [3.110(g)(1-2)]
- Water quality records for marine mammals [3.106(b)(3)]

5.1.2. Computerized Records for Dogs and Cats

A licensee who uses a computerized record-keeping system must request a variance from the requirement to use APHIS Form 7005 – Record of Acquisition of Dogs and Cats on Hand and/or APHIS Form 7006 – Record of Disposition of Dogs and Cats in Appendix A. [2.75(a)(2)]

Each licensee with a computerized record-keeping system must request his/her
own variance.
The variance request must meet the following: [2.75(a)(2)(i)]

- Be in writing
- Be sent to the Fort Collins AWO office
- Contain a description of the computerized record-keeping system to be used
- Explain why the APHIS Form 7005 or 7006 is unsuitable to use

If the variance is denied, the licensee may request a hearing for the purpose of showing why the variance should not be denied. The denial remains in effect until a final legal decision is rendered. [2.75(a)(2)(ii)]

The inspector may do the following:

- Review records on the computer screen, or
- Review a hard copy

**NOTICE**

Unless approved by AW Operations, records must be viewable during the inspection. Providing physical media (e.g., USB drive, CD) without a method to view its content is insufficient.

- If the inspector is unable to review the records for proper inspection, cite it on the Inspection Report under section 2.126(a)(2).

### 5.1.3. Health Certificates for Dogs, Cats and Nonhuman Primates

- A licensed veterinarian must execute and issue health certificates for dogs, cats and nonhuman primates transported by an intermediate handler or carrier in commerce or delivered by [2.78]:
  - A dealer, exhibitor, operator of an auction sale, broker, or
  - Department, agency, or instrumentality of the United States, or
  - Any state or local government
    - This includes interstate and international transportation, as well as other transportation which affects commerce.

**NOTICE**

This health certificate requirement excludes any person who arranges for transportation or transports animals solely for the purpose of breeding, exhibiting in purebred shows, boarding (not in association with commercial transportation), grooming, or medical treatment, and is not otherwise required to obtain a license. [2.1(a)(3)(v)]
5.1.3.1. Responsibility for Health Certificates

The dealer/exhibitor/broker must provide a valid health certificate whenever a registered carrier or intermediate handler picks up a cat, dog, or NHP for transport in commerce whether being transported within or out of state. [2.78(a)]

The transporter may not receive an animal for transport without a valid health certificate whether the animal is being transported within or out of state. The transporter must keep and maintain a copy of the health certificates for one year. [2.77(b), 2.80(b)]

5.1.4. Dealer and Exhibitor Records That Are Not Required

NOTICE

These records are not specifically required by the AWA Regulations and Standards, except where applicable for marine mammals. A lack of any of these records or inadequacy of these records may not be cited as a noncompliance, except for marine mammals.

The following non-required records may be helpful to dealers and exhibitors:

- Documentation of preventive medical treatments
- Documentation of training for all handlers of dangerous animals
- Emergency plan for dealing with animal attacks or escapes
- Noncommercial diet approval for large felids

5.1.5. Puppy and Kitten Records and Identification

Breeders are required to identify and maintain records on all puppies/kittens born at the facility [2.50]. They have the option to maintain these records on the APHIS 7005 form OR on cage cards. [2.75]

Breeders may choose to identify their puppies/kittens less than 16 weeks of age by any of the following methods:

- An official tag, or
- An official tattoo, or
- A plastic type collar, or
- A microchip (see below), or
- A cage card (see below)

If a microchip is used:

- The microchip scanner must be readily available for the inspector, and
- The location of the microchip must be consistent from animal to animal, and
• The microchip number must be listed on the animal identification records

If a cage card is used:
• The puppies/kittens must be maintained as distinct litters at the facility where born, and
• The cage card must be attached to the outside of the enclosure, and
• Cage cards must be completed as soon as possible, preferably one or two days after each animal’s birth, and
• Must include an individual ID number for each puppy or kitten, and
• The cage card may only be used as identification until the puppies/kittens are sold or moved from the facility where they were born or reach 16 weeks of age, whichever comes first, and
• If the cage card is used for both ID and record keeping purposes, it must be retained for one year after use

<table>
<thead>
<tr>
<th>NOTICE</th>
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<tbody>
<tr>
<td>Unweaned puppies/kittens do not require individual ID while they are maintained as a litter with their dam in the same primary enclosure, provided the dam is individually identified.</td>
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</table>

If the breeder uses the APHIS 7005 for puppy records and a cage card to identify puppies/kittens up to 16 weeks of age, the cage card must contain the following:
• Licensee’s USDA certificate number
• The letters “USDA”
• Unique number identifying each puppy/kitten

If a facility uses a cage card to satisfy both the records requirement and the ID requirement (weaning to 16 weeks of age), the cage card must contain the following:
• Licensee’s USDA certificate number
• Unique number identifying each puppy/kitten
• Date of birth of the litter
• Dam’s ID information
• A description of each puppy, which includes the following.
  ○ Breed
  ○ Sex
  ○ Color
  ○ Distinctive markings
• Date of disposition, death or euthanasia
Chapter 6. Veterinary Care Requirements for Licensees

Contents

6.1. Attending Veterinarian 6-2
  6.1.1. Criteria 6-2
  6.1.2. Multiple Attending Veterinarians 6-2
  6.1.3. Veterinary Authority 6-3
  6.1.4. Responsibilities 6-3
  6.1.5. Health Certificates and Other Records that must be Prepared or Issued by Veterinarians 6-5

6.2. Written Program of Veterinary Care 6-7
  6.2.1. Requirements 6-7

6.3. Records 6-8
  6.3.1. Required Records 6-8
  6.3.2. Non-Required Information 6-9
  6.3.3. Traveling Exhibitors 6-10

6.4. Inspection Guidance 6-11
  6.4.1. General Information 6-11
  6.4.2. Adequate Veterinary Care 6-11
  6.4.3. Guidance for Communicating with the Attending Veterinarian 6-13
  6.4.4. Recognition of Pain and/or Distress 6-15
  6.4.5. Medication and Medical Supplies 6-17
  6.4.6. Surgeries and Specialized Surgical Procedures 6-20
  6.4.7. Euthanasia Guidance for Inspections 6-21
  6.4.8. Additional Requirements for Inspecting Dogs 6-23

6.5. Documentation of Veterinary Care NCIs 6-25
  6.5.1. Citing Section 2.40(b)(2) or 2.40(b)(3) 6-25

This Chapter applies to licensees only. For veterinary care requirements for Research Facilities, see Chapter 7.

DISCLAIMER

The Animal Welfare Inspection Guide is intended to be a reference document to assist the inspector. The Inspection Guide does not supersede the Animal Welfare Act (AWA), the AWA Regulations and Standards, AC policies and other guidance, the Required Inspection Procedures, standard procedures, or the inspector’s professional judgment. All inspection decisions must be justified by applicable sections of the AWA and/or the AWA Regulations and Standards.
6.1. Attending Veterinarian

A licensee **must** have an attending veterinarian (AV) to provide adequate veterinary care to his/her animals [2.40(a)].

An attending veterinarian is defined as a person who has:

- Graduated from an AVMA-accredited veterinary school, has a certification from the AVMA if a foreign veterinary graduate, or has equivalent formal education as determined by the Administrator
- Received training and/or experience in the care and management of the species being attended, and
- Has direct or delegated authority for activities involving animals

6.1.1. Criteria

A licensee must:

- Employ an attending veterinarian under formal arrangements [2.40(a)(1)]
- If the attending veterinarian is part-time or has a consultant arrangement, the formal arrangement must include [2.40(a)(1)]:
  - A written program of veterinary care (PVC) and
  - Regularly scheduled visits to the premises
- If a licensee enters into a formal arrangement with a **new** part-time attending veterinarian or consultant, the attending veterinarian or consultant must:
  - Prepare a PVC, or
  - Adopt the licensee's existing PVC
- Assure the attending veterinarian has appropriate authority [2.40(a)(2)]
- Communicate to the attending veterinarian timely and accurate information on the health, behavior and well-being of the animals [2.40(b)(3)]

6.1.2. Multiple Attending Veterinarians

In some circumstances a facility may use more than one veterinarian, or more than one attending veterinarian. For example, a facility may use one veterinarian with specialized knowledge and experience for all nonhuman primates and another veterinarian for all other species present at the facility.

At least one veterinarian must be employed as the attending veterinarian under formal arrangements.
6.1.3. Veterinary Authority

The AWA Regulations require the licensee to assure the attending veterinarian has the appropriate authority to [2.40(a)(2)]:

- Ensure adequate veterinary care
- Oversee the adequacy of other aspects of animal care and use

The duties performed by the attending veterinarian to ensure compliance with the Regulations are ultimately the responsibility of the licensee, and the licensee must provide the attending veterinarian with adequate authority to carry out his/her functions.

6.1.4. Responsibilities

The attending veterinarian under the authority given to him/her by the licensee must:

- Ensure the provisions of adequate veterinary care to the licensee’s animals [2.40(a)]
- Conduct regular visits to the premises, if the attending veterinarian is part-time or a consultant who is the attending veterinarian [2.40(a)(1)]
- Approve the facility’s practices as required by the Standards listed below

6.1.4.1. Dogs and Cats

Approval of the attending veterinarian is required for the following:

- Housing of dogs and cats in indoor facilities or the sheltered part of sheltered facilities where the ambient temperature falls below 50 °F for those animals who are not acclimated to or cannot tolerate lower temperatures, such as [3.2(a) and 3.3(a)]:
  - Short haired
  - Sick
  - Young or aged
  - Infirm
- Outdoor housing of dogs and cats in the following categories [3.4(a)(1)]:
  - Dogs/cats not acclimated to temperatures prevalent in the area/region
  - Breeds that cannot tolerate the prevalent temperature extremes
  - Sick, infirm, aged or young dogs/cats
- Exercise plan for dogs [3.8]
- Exercise for dogs – Non-group housing of a dog(s) over 12 weeks of age if in the opinion of the attending veterinarian, group housing would adversely affect the health or well-being of the dog(s) [3.8(b)(2)]
6.1.4.2. Nonhuman Primates (NHPs)

Approval of the attending veterinarian is required for the following:

- Ambient temperature of the sheltered portion of sheltered housing facilities for NHPs [3.77(a)]
- Outdoor housing of NHPs [3.78(a)]
- Outdoor housing of NHPs with shelters that do not provide heat to prevent the ambient temperature from falling below 45°F [3.78(b)]
- Singly housed NHPs that are not able to see/hear other NHPs [3.81(a)(3)]
- Maintenance of NHPs in restraint devices for health reasons [3.81(d)]
- Statements of exemptions from participation in the environmental enhancement plan for individual NHPs [3.81(e)(1)]
- Restriction of water for NHPs [3.83]
- Approval of no food or water for NHPs during transport by a carrier or intermediate handler [3.86(c)]

In addition, facilities must follow any direction of the attending veterinarian concerning:

- Ambient temperature of indoor housing facilities for NHPs [3.76(a)]
- Relative humidity level of indoor housing and the sheltered portion of sheltered housing facilities for NHPs [3.76(b) and 3.77(b)]
- Ambient temperature in mobile or traveling housing facilities for NHP [3.79(a)].
- Environmental enhancement plan for NHPs. The plan must also be in accordance with currently accepted professional standards and address as appropriate [3.81]:
  - Social grouping [3.81(a)]
  - Isolation of NHPs that have or are suspected of having a contagious disease [3.81(a)(2)]
  - Determination of compatibility of NHPs for social housing [3.81(a)(3)]
  - Special considerations for NHPs requiring special attention, including [3.81(c)]:
    - Infants and young juveniles
    - NHPs showing signs of psychological distress
    - Individually housed NHPs that cannot see/hear their own or compatible species
    - Great apes weighing over 110 lbs.
6.1.4.3. Marine Mammals (MM)

Approval of the attending veterinarian is required for the following:

- Statement of exemptions to MM housing requirements, including [3.104(a)]:
  - Housing in smaller than required enclosures for nonmedical training, breeding or holding for more than 2 weeks
  - Housing in smaller than required enclosures for transfer for more than 1 week
- Feeding MM less than once per day [3.105(a)]
- Application of insecticides and other such chemical agents in primary enclosures housing MM [3.107(d)]
- Approval for the single housing of social MM [3.109]
- Approval to house newly acquired MM with resident animals [3.110(a)]
- Holding of MM in a medical treatment or medical training enclosure that does not meet the minimum space requirements for more than 2 weeks [3.110(b)]
- Procedure for cleaning and/or sanitizing an enclosure which has housed a MM with an infectious or contagious disease [3.110(c)]
- Transport plan for transport of a MM lasting more than 2 hours in duration [3.116(a)]

In addition, the frequency of feeding for a MM in transit must be as often as necessary and appropriate for the species involved or as determined by the attending veterinarian [3.115(b)].

6.1.4.4. Other Animals

Procedures for sanitizing pens or runs using gravel, sand or dirt which had housed a Subpart F animal with an infectious or transmissible disease when necessary as directed by the attending veterinarian [3.131(b)]

**NOTICE**

If you, the inspector, have a concern with the directions, instructions, or guidance the licensee has received from the attending veterinarian, discuss your concerns with your SACS.

6.1.5. Health Certificates and Other Records that must be Prepared or Issued by Veterinarians

A licensed veterinarian must execute and issue health certificates for dogs, cats and nonhuman primates transported by an intermediate handler or carrier in commerce or delivered by [2.78]:

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**Animal Welfare Inspection Guide**

6-5
• A dealer, exhibitor, operator of an auction sale, broker, or
• Department, agency, or instrumentality of the United States, or
• Any state or local government
  ◦ This includes interstate and international transportation, as well as other transportation which affects commerce.

**NOTICE**

This health certificate requirement excludes any person who arranges for transportation or transports animals solely for the purpose of breeding, exhibiting in purebred shows, boarding (not in association with commercial transportation), grooming, or medical treatment, and is not otherwise required to obtain a license. [2.1(a)(3)(v)]

• The attending veterinarian must prepare marine mammal necropsy reports [3.110(g)(1)]
• The attending veterinarian must sign health certificates for transport of marine mammals [3.112(a)]
• The attending veterinarian must execute temperature acclimation certificates for transport of marine mammals [3.112(c)]
6.2. Written Program of Veterinary Care

A licensee that has a part-time or consultant attending veterinarian **must** have a written program of veterinary care [2.40(a)(1)].

### 6.2.1. Requirements

The written program of veterinary care **must**: [2.40(a)(1)]

- Describe the facility's veterinary care plan

**NOTICE**

The following are **not** required by the Regulations:

- Use of the [APHIS Form 7002 – Program of Veterinary Care](#) (see Appendix A)
- The information listed in the APHIS Form 7002
- A signature of the attending veterinarian on the program of veterinary care

Topics for the **written** program of veterinary care that may be helpful in maintaining compliance (but are not regulatory requirements for a written PVC) include but are not limited to:

- Vaccinations (species, juveniles vs. adults, list of vaccines, route, schedule of when they are to be given, and whether they are to be given by the licensee or the attending veterinarian)
- Parasite control (ectoparasites, blood parasites, intestinal parasites – including required testing intervals, drugs to be used for prevention and treatment with ages of animals, dosages, route and frequency)
- Detailed description of emergency care availability and contact information
- Detailed description of appropriate euthanasia to be used (including any personnel authorized to perform euthanasia and the method)
- Detailed description of capture and restraint methods. If the PVC includes more than one method, it is helpful to include a detailed description of all capture and restraint methods a facility might use.
- Treatment protocols that the attending veterinarian has pre-approved for the licensee or registrant to follow for common conditions
- Other topics pertinent to each licensee

The licensee and veterinarian should consider reviewing and updating the written program of veterinary care as needed for situations such as:

- Change in the preventive medical program
- Addition of a new species of animal
- New location or site
6.3. Records

6.3.1. Required Records

A licensee must maintain the required records relating to the veterinary care of his/her animals and medical records for marine mammals [3.110(d)]. Required veterinary care records must be readily available to APHIS officials for review [2.126(a)(2)]. Records can be maintained at the veterinary clinic as long as they are available to the inspector on request.

6.3.1.1. Dogs and Cats

The following records requiring veterinary approval are required for dogs and cats, when applicable:

- Exercise plan for dogs [3.8]
- Attending veterinarian approved exercise exemption [3.8(d)(1)]
- Health certificate for transport [2.78(a)]

6.3.1.2. Nonhuman Primates

The following records requiring veterinary approval are required for nonhuman primates, when applicable:

- Attending veterinarian approved EEP exemption [3.81(e)(1) and (3)]
- Health certificates signed by a licensed veterinarian for transport [2.78(a)]

6.3.1.3. Marine Mammals

The following record requiring veterinary approval is required for marine mammals, when applicable:

- Health certificates signed by the attending veterinarian for transport [3.112(a)]

Individual marine mammal medical records must be kept, and include the following information, at a minimum [3.110(d)]:

- Animal identification/name
- A physical description, such as:
  - Identifying markings
  - Scars
- Age
- Sex
- Physical examination information including, but not limited to [3.110(d)(2)]:
Veterinary Care Requirements for Licensees | Records

- All diagnostic test results
- Documentation of treatment
- Identification of all medical and physical problems
- Length
- Physical examination results by body system
- Proposed plan of action for medical/physical problems
- Weight

Individual animal medical records must be kept and available for APHIS inspection [3.110(d)].

A copy of the individual marine mammal’s medical/health record must accompany the animal if it is transferred to another facility, including contract and satellite facilities [3.110(e)].

6.3.1.3.1 Marine Mammal Necropsy Reports

The preliminary necropsy report must [3.110(g)(1)]:
- Be prepared by the veterinarian conducting or supervising the necropsy
- List all pathological lesions observed

The final necropsy report must include [3.110(g)(1)]:
- All gross findings
- All histopathology findings
- A pathological diagnosis
- Results of all laboratory tests performed

Necropsy reports must be [3.110(g)(2)]:
- Available for APHIS inspection
- Kept for 3 years
- Maintained at the home facility of the marine mammal, AND
- Maintained at the facility where the marine mammal died, if different than the home facility

6.3.2. Non-Required Information

The following information is not required but may be helpful for the licensee to gain and maintain compliance:

- Animal observation and treatment logs which could include:
  - Documentation of an acute or chronic medical issue
  - Documentation of contact with the attending veterinarian
  - Treatment prescribed by the attending veterinarian
○ Treatment records, i.e., dates and times of treatment if applicable
  ○ Results of treatment
    • Attending veterinarian approval of noncommercial diet for large felids
    • Enrichment logs for NHPs
    • Feeding of young animals, such as bottle feeding
    • Vaccination and preventive health records (individual animal or group/litter)
    • Necropsy records (for animals other than marine mammals)
    • Surgery records
    • Euthanasia records
    • Cage wash validation sheets
    • Room maintenance logs
    • Standard operating procedures, if available

6.3.3. Traveling Exhibitors

Traveling exhibitors should have the appropriate records with them on the road, as detailed in this section. See Traveling Exhibitor Inspection in Chapter 4 for more information.
6.4. Inspection Guidance

6.4.1. General Information

All of the covered animals and the facility’s program of veterinary care and veterinary care practices and records should be thoroughly reviewed during the inspection. The information in this section is provided for your guidance but all citations must be based on the Regulations and Standards. If you are unsure, you should contact your SACS.

6.4.2. Adequate Veterinary Care

Sections 2.33 and 2.40 require regulated facilities to establish and maintain “programs” of adequate veterinary care. The purpose in requiring a program of adequate veterinary care is to ensure that facilities attend to the health needs of animals. The program of adequate veterinary care must include having appropriate facilities, personnel, equipment, and services to comply with the Regulations; appropriate methods to prevent, control, diagnose, and treat diseases and injuries, including emergency and weekend care; daily observation of all animals to assess their health and well-being; guidance by the attending veterinarian to personnel in animal care and use techniques, including the use of pain-relieving drugs and euthanasia; and adequate pre-procedural and post-procedural care. Upon inspection, you should evaluate the appearance and condition of the animals as well as the facility, to determine whether the overall veterinary care program is adequate to ensure that proper care is being rendered, and whether the facility is following its written program of veterinary care.

An animal is considered to have received adequate veterinary care if it has been:

- Discussed with or examined and evaluated by a qualified veterinarian (either the attending or a consulting) in a timely manner, and
- Prescribed a treatment plan which is appropriate for the animal’s condition, potentially including further observation without treatment if appropriate, and
- Treatments have been administered as prescribed

The outcome of the treatment is not the determining factor for the adequacy of veterinary care, provided that the care is in keeping with appropriate standards of veterinary care.

If the treatment plan provided was not adequate, appropriate or timely, the inspector may contact his/her SACS for additional guidance if needed.

6.4.2.1. Determining Adequate Veterinary Care

If there are minor veterinary issues (e.g., nails, teeth, minor injuries, and eyes) with little or no discernible impact on an animal’s overall health and that are
observed in only a small number of the facility’s animals, and the issues can be rapidly addressed, a facility is maintaining adequate veterinary care because, overall, the facility has demonstrated it has an ongoing program that provides adequate care to animals and is, therefore, in compliance.

If an inspector identifies one or more animals with serious veterinary issues that require medical attention, or more than a small number of animals experiencing minor veterinary conditions (as described above), the inspector should determine if the facility is in compliance for adequate veterinary care.

Facility is in compliance if:

1. The veterinary care issue was identified by the facility prior to your inspection and the facility is authorized (for example, in the PVC or an SOP) to provide treatment for the condition without contacting the attending veterinarian, and the treatment plan is being followed, and the animal appears to be responsive to the treatment, or

2. The veterinary care issue was identified by the facility prior to your inspection, and the facility contacted the attending veterinarian (verified by the inspector through records, receipts and/or treatment logs or by contact the AV), and the treatment plan is being followed, and the animal appears to be responsive to the treatment, or

3. The veterinary care issue was identified by the facility prior to your inspection, and the facility is following the authorized treatment plan or has contacted the attending veterinarian, and the treatment plan is being followed but does not appear to be effective (i.e., the animal’s condition is clearly declining or worsening), and the licensee has re-contacted the attending veterinarian for additional instructions and is following those instructions (verified by the inspector through records, receipts and/or treatment logs, or by contacting the AV), or

4. The veterinary care issue occurred after the last daily observation on that day, or

5. The veterinary care issue could not have been observed by the facility and the facility did not have a 2.40(b)(2) or (b)(3) citation within the last 3 years

Facility is not in compliance if:

1. The veterinary care issue was not identified by the facility prior to your inspection, and veterinary care issue occurred prior to the daily observation for that day, and the facility is authorized to provide treatment but the attending veterinarian’s treatment is not being followed, and you have contacted the attending veterinarian and the attending veterinarian is not comfortable with the facility’s treatment or management of the issue, or

2. The veterinary care issue was not identified by the facility prior to your inspection, and veterinary care issue occurred prior to the daily observation for that day, and the facility did contact the attending veterinarian but the treatment is not being followed, and you have contacted the attending
veterinarian and the attending veterinarian is not comfortable with the facility’s treatment or management of the issue, or

3. The veterinary care issue was not identified by the facility prior to your inspection, and veterinary care issue occurred prior to the daily observation for that day, and the facility did not contact the attending veterinarian, and the facility had a 2.40(b)(2) or (b)(3) citation within the last 3 years, or

4. The veterinary care issue was not identified by the facility prior to your inspection, and the veterinary care issue occurred prior to the daily observation for that day, and the facility did not contact the attending veterinarian, and the facility did not have a 2.40(b)(2) or (b)(3) citation within the last 3 years, and the veterinary care issue should have been observed by the facility

6.4.3. Guidance for Communicating with the Attending Veterinarian

If the inspector cannot determine from facility records, receipts, and/or treatment logs if the attending veterinarian was contacted, the next step is to contact the attending veterinarian. In most situations, a telephone call with the attending veterinarian is sufficient to confirm communication with the licensee, whether or not the attending veterinarian was consulted, and what if any instructions were given to the licensee.

If the attending veterinarian confirms that he/she was contacted by the licensee about the animal, and the licensee is following the instructions, then the licensee is in full compliance with the provision to provide adequate veterinary care

If the attending veterinarian has not been contacted, and/or instructions are not being followed, cite the NCI under the appropriate paragraph in 2.40 for failure to provide adequate veterinary care

If the inspector needs to contact the attending veterinarian, the following guidance should be followed:

• The inspector should make two attempts to contact the attending veterinarian using the number provided by the licensee, leaving messages after each attempt. The first call should be made after the animals have been observed, and a second call should be attempted during the exit interview.

• If the attending veterinarian doesn’t return the calls, the inspector should ask the licensee for assistance with communicating with the attending veterinarian

• If the contact with the attending veterinarian cannot be made while on site, explain to the licensee that if the attending veterinarian does not respond within the following two business days, then an NCI will be cited under 2.40 for failure to provide adequate veterinary care

• During the exit interview, explain that although not required, it would be helpful in the future for the licensee to keep a record of visits or other
communications with the attending veterinarian that includes the date, time, animal ID, and treatment and/or observation/follow up instructions

- If by the morning of the second business day the inspector has not heard from the attending veterinarian, notify the licensee that morning that the attending veterinarian has not communicated with you. And advise the licensee that if you don’t hear from the attending veterinarian by COB, you will be issuing a report with a citation.

- If an inspector believes it would be best to meet with the attending veterinarian in person, he/she should contact the attending veterinarian ahead of time, to make sure a time convenient for the attending veterinarian is arranged:
  - Note: if the licensee prefers, he/she should initially contact the attending veterinarian to help set up a call or meeting
  - If ACIs do not have an established relationship with the attending veterinarian, it will often help to involve a VMO or SACS in the first meeting

- When communicating with the attending veterinarian, you must always:
  - Be respectful
  - Be professional
  - Be cognizant of his/her time
  - Inform him/her of Attending Veterinarian module on our website
  - Provide our AV-related tech notes and extension pamphlets (as available)
  - Thank them for their time

- When communicating with the attending veterinarian:
  - Introduce yourself and that you are conducting an inspection of the USDA licensed/registered facility, and provide the name of the licensee
  - Explain that the purpose of the call is to simply confirm whether or not they have examined and/or communicated instructions for the veterinary medical condition of the specific animal of concern. Provide the species, breed, color, age, gender, ID number, and location of the animal.
  - Conclude the conversation by thanking them for their time, and offer your phone number in case they would like to contact you in the future for any reason
  - Do not challenge the attending veterinarian’s diagnosis or instructions
  - If the attending veterinarian states that communication or treatment took place, we accept that fact
  - We do not pay consulting fees for attending veterinarians (should that come up in conversation)
• If you have not had the opportunity to meet with the attending veterinarian at a facility, consider reaching out to introduce yourself and see if they have any questions about attending veterinarian responsibilities under the AWA proactively, before the need arises. Building a relationship and open line of communication with attending veterinarians will help ensure animal welfare and facilitate discussions regarding specific animals and treatments in the future as needed.

6.4.4. Recognition of Pain and/or Distress

It is often difficult to assess pain and/or distress in animals because of a lack of methods to validate and objectively measure the pain or distress. Additionally, not all animals demonstrate pain or stress in a similar manner. Basic biology, natural history, and individual variation all have a significant impact on the demonstration of clinical signs associated with pain. Listed in Table 6-1 are some possible signs of pain or distress.

However, presence of these signs does not necessarily mean the animal is in pain or distress. Or a lack of these signs also does not mean that the animal is not in pain or distress. If you see conditions that are likely painful and animals are not showing clear signs, or if you are seeing signs that are suggestive of pain/distress and are unsure of why, you should contact your SACS or the appropriate Species Specialist for help with interpreting the situation.

Table 6-1. Signs of Pain and/or Distress

<table>
<thead>
<tr>
<th>Species</th>
<th>Species-Typical Signs of Pain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dogs</td>
<td>Quiet, reluctant or unwilling to move, abnormal posture, lameness, lack of alertness, whimpering, groaning, howling, shivering, loss of appetite, increased respiration, growl or exhibit apprehension when approached, looking at, licking at, rubbing, or chewing a wound or potentially painful area, response elicited when touching or manipulating an area (withdrawal, whine, snap, etc.)</td>
</tr>
<tr>
<td>Cats</td>
<td>Ungroomed/unkempt appearance, greasy hair coat, quiet/withdrawn, apprehensive facial expression, loss of appetite, crying, hissing, hiding (often in litter box), crouching, or hunching, purring, tail flicking, response to handling (often aggressive but individuals may also purr in combination with other signs)</td>
</tr>
<tr>
<td>Guinea Pigs</td>
<td>Quiet, lethargy, decreased activity, decreased food and water consumption, anorexia, rough hair coat, reluctance to move, sunken eyes</td>
</tr>
<tr>
<td>Hamsters and Gerbils</td>
<td>Decreased activity, piloerection, ungroomed appearance</td>
</tr>
<tr>
<td>Species</td>
<td>Species-Typical Signs of Pain</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Rabbits</td>
<td>Inactivity, appear apprehensive or anxious, hunched appearance, hide, squeal or cry, possible aggressive behavior with excessive scratching and licking, facial expression (tightening of eye, cheek flattening, nostril tightening, pulling back whiskers, tightening ears)</td>
</tr>
<tr>
<td>Nonhuman Primates</td>
<td>May mask signs of pain, appearance of misery and/or dejection, huddling or crouching, stops eating/drinking, sad expression, moaning, screaming, stops grooming, clenching of teeth, self-directed injuries, licking / chewing at injury, impaired use of limb, guarding behavior, dilated pupils</td>
</tr>
<tr>
<td>Marine Mammals</td>
<td>Tend to mask illness/pain, arching/hunching, squinting, one or both eyes closed, regurgitation, inappetence, changes in behavior, unusual posture in pool, floating at surface or sinking to the bottom, reduced activity, animal isolating itself from others in pool, dull or excessive sloughing of skin</td>
</tr>
<tr>
<td>Cetaceans: dolphins, porpoises, and whales</td>
<td>Typically stoic, laying with flippers tucked to sides, decreased activity, reduced alert behavior, rubbing / biting affected areas, blinking, squinting / one or both eyes closed, decreased time in pool, social isolation, decreased appetite, excessive vocalization (especially walrus)</td>
</tr>
<tr>
<td>Bears</td>
<td>Typically stoic, may show decreased foraging / appetite, decreased locomotion, slow / reluctant to move, development of stereotypic behaviors</td>
</tr>
<tr>
<td>Big Cats</td>
<td>Typically stoic, may show slow / weak / abnormal gait, obvious lameness, reluctance to rise / ambulate, hair pulling, chewing / biting, quiet depressed attitude / lethargic, eyes frequently squinting or closed. Note: young cubs that are excessively handled may be too weak, cold, or exhausted to show overt signs of distress or pain.</td>
</tr>
<tr>
<td>Elephants</td>
<td>Often subtle and hard to detect. Lameness, shifting weight, “bucket stance”, localized heat / swelling, reluctance or slow response to perform trained behaviors, movement away from touch (by trainers), head pressing, trunk pressing, restlessness / touching abdomen / kicking abdomen (similar to colic in a horse), excessive blinking (eye pain), changes in ear flapping frequency, decreased appetite (though chewing hay may also be a soothing behavior)</td>
</tr>
<tr>
<td>Cattle</td>
<td>Dull, depressed appearance, heads bowed, lack of alertness, loss of appetite, rapid/shallow breathing, rigid posture</td>
</tr>
</tbody>
</table>
### 6.4.4.1. Signs of Distress

Possible signs of distress in an animal include, but are not limited to:

- Change in the animal's behavior
- Abnormal behavior, such as stereotypies
- Abnormal respiration (shallow, rapid, panting, etc.)
- Reduced grooming
- Runny, glassy or unfocused eyes
- Hunching or cowering in a corner of the cage
- Changes in body weight
- Absence of alertness or inattention to ongoing stimuli
- Vomiting
- Decrease in appetite and water intake
- Intense or frequent vocalizations
- Hair plucking and self-trauma
- Young animals dispersing from nests/dens (such as seen with heat stress)

It is important to remember that signs of distress such as the presence of stereotypic behaviors may outlast the cause for the development of those behaviors. If you observe abnormal behavior such as stereotypic behavior it is important to discuss the behavior with the facility to determine when the behavior began and what is being done (if anything) to address the behavior. If you are unsure if an animal is exhibiting signs of either pain or distress, or whether the facility's response is adequate you should discuss with your SACS.

### 6.4.5. Medication and Medical Supplies

The inspector must ensure that all medications and medical supplies at licensed...
facilities are being used in a manner that is consistent with providing adequate veterinary care to prevent, control, diagnose and treat disease and injuries. [2.40(b)]

Methods to assess the use of medications and medical supplies to provide adequate veterinary care include, but are not limited to:

- The licensee has directions for appropriate use of all medications and medical supplies prescribed by a licensed veterinarian. The licensee should be able to demonstrate knowledge of the:
  - Name and concentration of the medication and appropriate use, dose, frequency, and route of administration
  - Instructions for use of the medication which may be located on a prescription label directly on the product or documented in writing from a veterinarian, as long as the information is readily accessible, understandable, and available for use at the facility

- All medications and medical supplies are:
  - Stored within manufacturers recommended humidity and temperature range
  - Protected from light (if required)
  - Labeled appropriately, including the drug name, concentration, and expiration date if transferred out of the original container
  - Stored in a manner that prevents contamination

- Expired medications or medical supplies are NOT being used for covered animals

- If expired medications or medical supplies are present at the facility, to avoid misuse the inspector may recommend that they be:
  - Clearly labeled “expired”
  - Separated from other medications and medical supplies

6.4.5.1. Medications of Special Welfare Concern

The licensee must establish and maintain programs of adequate veterinary care that include:

- Adequate guidance to personnel involved in the care and use of animals regarding handling, immobilization, anesthesia, analgesia, tranquilization and euthanasia [2.40(b)(4)]

Certain medications used for these procedures present special animal welfare concerns, particularly when used by non-veterinarians without the direct supervision of a veterinarian. Listed below are some methods to assess the proper use medications for these purposes.
6.4.5.1.1 Paralytics or Neuromuscular Blocking Drugs

The use of paralytic or neuromuscular-blocking drugs without direct veterinary administration, oversight and care (including the use of general anesthesia and respiratory support) is not consistent with providing adequate veterinary care [2.40(b)(2), 2.40(b)(4)].

6.4.5.1.2 Anesthetics and Controlled Drugs

The use of anesthetics, including certain controlled drugs, by non-veterinarians without the direct supervision of a veterinarian, may not be consistent with providing adequate veterinary care.

If you identify anesthetics during an inspection, you should visit with the licensee and review available records of use and determine how the facility uses the drugs, including but not limited to:

• Species
• Purpose
• Administration practices, including dosing, route of administration, and names/doses of any drugs given with it
• Monitoring practices during and after administration
• Supportive care provided
• Procedures or handling occurring after administration
• Training and qualifications of individuals giving the drug(s)

Anesthetics, including certain controlled drugs, should:

• Be used in accordance with any local, state or federal laws
• Be used according to the written instructions for use by the veterinarian, including dose, frequency, and route of administration
• Only be used by personnel with appropriate training to ensure the anesthetics are used in a method that is consistent with providing appropriate veterinary care (see below)
• Be stored within manufacturers recommended humidity and temperature range and protected from light (if required)
• Be stored in a manner that prevents contamination

If the individual(s) administering the anesthetics is not a veterinarian or is not directly supervised by a veterinarian, then you should assess the training and qualifications of the individual by inquiring about his/her ability to:

• Monitor vital signs such as respiration, heart rate, and hydration status
• Recognize the effects of the drug, including signs of overdose or underdose
• Recognize when medical intervention is necessary and what steps to take
6.4.6. Surgeries and Specialized Surgical Procedures

The licensee must establish and maintain programs of adequate veterinary care that include, but are not limited to:

- The availability of appropriate facilities, personnel, equipment, and services to comply with the Regulations and Standards
- The use of appropriate methods to prevent, control, diagnose, and treat diseases and injuries
- Adequate guidance to personnel involved in the care and use of animals regarding handling, immobilization, anesthesia, analgesia, tranquilization, and euthanasia
- Adequate pre-procedural and post-procedural care in accordance with established veterinary medical and nursing procedure [2.40(b)(5)]

If surgeries and/or specialized surgical procedures are being performed at a licensed facility, the inspector should ensure that:

- The attending veterinarian has been consulted by the licensee
- The licensee is following all of the attending veterinarian's guidance
- All animals are receiving adequate veterinary care
- All procedures are being conducted consistent with standard veterinary practice

The inspector should evaluate the qualifications and assess the adequacy of training of non-veterinarians conducting surgeries. Sample questions that you could ask the personnel about the procedures they are performing include but are not limited to:

- What are the signs of pain and distress and related-questions, such as:
  - Describe the drug regimen that will be used
  - Describe anticipated effect of the drug
  - Describe the signs of pain relief
  - Describe when further intervention may be necessary
  - What is the plan if the pain is not relieved
  - When will the veterinarian be called
- Describe the aseptic technique used, including use of gloves, masks, tools, and steps taken to appropriate clean the area and equipment between animals
- Describe the steps of the procedure to ensure they are following guidance from the attending veterinarian and verify appropriate veterinary care
- Which vital signs are being monitored and related questions such as:
  - Describe the operation of the monitoring equipment
○ Describe the interpretation of the results of the monitoring

• Describe the length and interval of monitoring and when it will be discontinued

• Describe ability to recognize and respond to potential veterinary medical emergencies that could occur, including excessive bleeding, cessation of breathing, or other potential complications and related questions, such as:
  ○ When is medical intervention necessary
  ○ What medical intervention will be used
  ○ What equipment available for medical intervention and how is it operated
  ○ When will the veterinarian be called

### 6.4.7. Euthanasia Guidance for Inspections

The Animal Welfare Act Regulations (AWAR) define “euthanasia” (9 C.F.R. § 1.1) as:

• The humane destruction of an animal accomplished by a method that produces rapid unconsciousness and subsequent death without evidence of pain or distress, OR

• A method that utilizes anesthesia produced by an agent that causes painless loss of consciousness and subsequent death

This is the regulatory standard inspectors must apply when determining whether a method of euthanasia is compliant with the AWA. Facilities, in consultation with their attending veterinarian, may determine the humane method of euthanasia they wish to use provided it meets the regulatory standard.

**AVMA Guidelines on Euthanasia**

• The methods of euthanasia listed as “Acceptable” or “Acceptable with Conditions” (when conditions are met) in the American Veterinary Medical Association’s (AVMA) Guidelines on Euthanasia meet the regulatory definition of euthanasia, and facilities may consider the AVMA guidelines as a source that describes humane methods of euthanasia that are compliant.

• The AVMA Guidelines themselves cannot be enforced because they are not part of the Regulations. This means an inspector **cannot cite a facility** for the failure to provide adequate veterinary care because the facility’s method of euthanasia is not listed as an “acceptable” or “conditionally acceptable” (with conditions met) method of euthanasia in the AVMA Guidelines. Instead, the inspector must assess whether the facility’s method of euthanasia meets the regulatory definition above, and, if not, explain in the citation how the method does not meet the definition.
6.4.7.1. Methods of Euthanasia Listed as “Acceptable with Conditions” in the AVMA Guidelines

If the method of euthanasia is “acceptable with conditions,” the inspector must confirm the facility is following the specified conditions by:

- Reviewing the program of veterinary care (PVC), and
- Asking the licensee/registrant questions and/or visiting with the attending veterinarian (AV)

6.4.7.2. Methods of Euthanasia Not Listed as Acceptable or Acceptable with Conditions in AVMA Guidelines

To assess whether a method meets the regulatory definition, the inspector must discuss the method with the licensee and the attending veterinarian and review:

- The method of euthanasia the attending veterinarian approved for use at the facility
- How the method of euthanasia is administered
- The factors the licensee and attending veterinarian considered when adopting the method
- What equipment is required to carry out the method
- The observation of the animal and its behavior/appearance before, during, and after applying the method
- How the animal’s death is confirmed
- The timeframe between administering the method and the animal’s death
- Any other questions the inspector thinks are relevant to assessing compliance with the regulatory standard

6.4.7.3. Method of Euthanasia Not on the PVC or as Described by the AV

If the facility is using a method of euthanasia that is not the same method listed in the PVC or described by the attending veterinarian, and the facility is performing the euthanasia, the inspector should include a citation on the Inspection Report under 2.40(b)(4) for using a method of euthanasia not consistent with the attending veterinarian’s guidance.

6.4.7.4. Facility Conducting Euthanasia

If a facility is conducting euthanasia, the inspector should determine whether:

1. The person the attending veterinarian approved to perform the specific method of euthanasia is performing the euthanasia, and
2. The attending veterinarian provided the person(s) with adequate training and guidance for properly conducting the euthanasia, and
3. The facility maintains appropriate facilities, equipment and/or supplies

4. If any of these conditions are not met, the inspector should include a citation on the Inspection Report under 2.40(b)(4) for lack of adequate guidance and/or 2.40(b)(1) for lack of appropriate facilities, equipment, or supplies

6.4.7.5. Other Important Notes

- Euthanasia conducted under emergency conditions may require extreme measures, and inspectors who encounter situations like this should discuss them with their SACS

- Assessing compliance involves applying the regulatory definition of euthanasia. Any noncompliance involving euthanasia should describe why the method does not meet the regulatory definition. A method of euthanasia not found in the AVMA Guidelines is not necessarily a noncompliance with the Regulations. Citations in Inspection Reports and justifications in inspection appeals must focus on the regulatory definition of euthanasia, and must not rely upon (or reference) the AVMA Guidelines.

- If needed, the SACS and inspector can request guidance from the AWO on whether the method meets or does not meet the regulatory definition of euthanasia. If the AWO determines the method of euthanasia does not meet the regulatory definition, AWO will issue a written correspondence to the facility to convey the determination to the facility and the attending veterinarian, and will list available resources pertaining to the humane euthanasia of animals (including the AVMA Guidelines, the Canadian Council on Animal Care Guidelines on: Euthanasia of Animals Used in Science (which can be found at http://www.ccac.ca/Documents/Standards/Guidelines/Euthanasia.pdf), and guidelines in the European Food Safety Authority Journal, pp 25-42 (which can be found at http://onlinelibrary.wiley.com/doi/10.2903/j.efsa.2005.292/epdf)

6.4.8. Additional Requirements for Inspecting Dogs

For all **Routine Inspections**, you, the inspector, should:

- Examine dogs according to the following criteria:
  - Ask the licensee to pull from the enclosure any dog showing signs of a medical issue if you need have a closer look and take photos and/or a video to document any veterinary care noncompliance, **and**
  - Ask the licensee to pull any dogs that were previously identified as having a medical issue to recheck the dog if you need a closer look, **and**
  - Select 10 percent of the remaining dogs (up to maximum of 10 dogs) for the licensee to pull and check for medical issues associated with their mouths, ears, eyes, skin, general condition, etc.
Veterinary Care Requirements for Licensees  |  Inspection Guidance

• Inspect the entire dog for medical issues; do not just focus on a single specific area

• Check for proper identification

For all **Prelicense Inspections**, you, the inspector, should:

• Examine dogs according to the following criteria:
  ○ Ask the applicant to pull from the enclosure any dog showing signs of a medical issue if you need to have a closer look, **and**
  ○ Ask the applicant to pull any dogs that were previously identified as having a medical issue to recheck the dog if you need a closer look, **and**
  ○ Select 10 percent of the remaining dogs (up to maximum of 10 dogs) for the applicant to pull and check for medical issues associated with their mouths, ears, eyes, skin, general condition, etc. If you identify a veterinary care issue that would normally be cited during a Routine Inspection, then it must be cited on the Inspection Report for the Prelicense Inspection.

• Inspect the entire dog for medical issues; do not just focus on a single specific area

**NOTICE**

Remember to use proper biosecurity measures.
6.5. Documentation of Veterinary Care NCIs

6.5.1. Citing Section 2.40(b)(2) or 2.40(b)(3)

6.5.1.1. Section 2.40(b)(2)

Section 2.40(b)(2) is cited whenever a sick or injured animal:

- Has not been evaluated by the veterinarian either via a physical examination or consultation, or
- Lacks a post-treatment re-evaluation if the veterinary care issue is not resolved, or
- Is not being treated according to the treatment plan in the written program of veterinary care or as instructed by a veterinarian

Correction of this NCI usually involves a consult or examination by a veterinarian, whichever is more appropriate.

6.5.1.2. Section 2.40(b)(3)

Section 2.40(b)(3) is cited when the facility has a problem where sick or injured animals are not receiving appropriate veterinary care due to:

- Inadequate or no daily observation to identify sick/injured animals, and/or
- Lack of timely communication with the veterinarian on issues of animal health

Correction of this NCI involves either adequate daily observation and/or timely communication with the veterinarian about issues of animal health.

**NOTICE**

Section 2.40(b)(2) and (b)(3) should not both be cited for the same animal(s). The inspector should cite the most appropriate Regulation.
# Chapter 7. Research Facility Inspection

## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>7.1. IACUC Review Information</td>
<td>7-3</td>
</tr>
<tr>
<td>7.1.1. General Information</td>
<td>7-3</td>
</tr>
<tr>
<td>7.1.2. Review of the Program of Humane Care and Use and Facility Inspection</td>
<td>7-5</td>
</tr>
<tr>
<td>7.1.3. Reports to the Institutional Official</td>
<td>7-6</td>
</tr>
<tr>
<td>7.1.4. Protocol Activity Suspension</td>
<td>7-7</td>
</tr>
<tr>
<td>7.1.5. Complaints or Concerns</td>
<td>7-8</td>
</tr>
<tr>
<td>7.1.6. Records</td>
<td>7-8</td>
</tr>
<tr>
<td>7.1.7. Significant Changes to Animal Activities</td>
<td>7-8</td>
</tr>
<tr>
<td>7.1.8. Telecommunications for IACUC Meetings</td>
<td>7-9</td>
</tr>
<tr>
<td>7.1.9. Information to Review</td>
<td>7-10</td>
</tr>
<tr>
<td>7.2. Protocol Review Information</td>
<td>7-11</td>
</tr>
<tr>
<td>7.2.1. Inspection Protocol Review Guidance</td>
<td>7-11</td>
</tr>
<tr>
<td>7.2.2. Protocol Approval Process</td>
<td>7-13</td>
</tr>
<tr>
<td>7.2.3. Protocol Review</td>
<td>7-13</td>
</tr>
<tr>
<td>7.2.4. Specific Types of Protocols</td>
<td>7-16</td>
</tr>
<tr>
<td>7.2.5. Inspection Procedures</td>
<td>7-20</td>
</tr>
<tr>
<td>7.3. Contracted Research or Projects that Involve Multiple Registrants</td>
<td>7-23</td>
</tr>
<tr>
<td>7.3.1. No Delegation of Responsibilities</td>
<td>7-23</td>
</tr>
<tr>
<td>7.3.2. Specific Responsibilities</td>
<td>7-23</td>
</tr>
<tr>
<td>7.3.3. All Responsibilities Designated</td>
<td>7-24</td>
</tr>
<tr>
<td>7.4. Records</td>
<td>7-25</td>
</tr>
<tr>
<td>7.4.1. Required Research Facility Records</td>
<td>7-25</td>
</tr>
<tr>
<td>7.4.2. Animal Records</td>
<td>7-25</td>
</tr>
<tr>
<td>7.4.3. Annual Report</td>
<td>7-26</td>
</tr>
<tr>
<td>7.4.4. Retention</td>
<td>7-29</td>
</tr>
<tr>
<td>7.4.5. Availability</td>
<td>7-30</td>
</tr>
<tr>
<td>7.4.6. Confidentiality and Removal of Records</td>
<td>7-30</td>
</tr>
<tr>
<td>7.5. Guidance for Veterinary Schools and Veterinary Technician Programs (VTP) for the Inspector</td>
<td>7-32</td>
</tr>
<tr>
<td>7.5.1. Teaching versus Research</td>
<td>7-32</td>
</tr>
<tr>
<td>7.5.2. Inspection Procedures</td>
<td>7-32</td>
</tr>
<tr>
<td>7.5.3. Special Considerations</td>
<td>7-33</td>
</tr>
<tr>
<td>7.6. Inactive Research Facility or Research Facility with No Activity for Two Years Inspection</td>
<td>7-34</td>
</tr>
<tr>
<td>7.6.1. Inactive Research Facility</td>
<td>7-34</td>
</tr>
<tr>
<td>7.6.2. Research Facilities with No Regulated Activity for Two Years</td>
<td>7-34</td>
</tr>
<tr>
<td>7.7. Holding Period</td>
<td>7-36</td>
</tr>
<tr>
<td>7.8. Research Facility Protocol Selection Worksheet</td>
<td>7-37</td>
</tr>
</tbody>
</table>
DISCLAIMER

The Animal Welfare Inspection Guide is intended to be a reference document to assist the inspector. The Inspection Guide does not supersede the Animal Welfare Act (AWA), the AWA Regulations and Standards, AC policies and other guidance, the Required Inspection Procedures, standard procedures, or the inspector’s professional judgment. All inspection decisions must be justified by applicable sections of the AWA and/or the AWA Regulations and Standards.
7.1. IACUC Review Information

NOTICE

The AWA specifically prohibits Animal Care from stopping research at any research facility (registered or unregistered but requiring registration). Therefore, you (the inspector) may NOT instruct a research facility to stop conducting research under any circumstances. [AWA 2143(a)(6)(A)]

7.1.1. General Information

All IACUC responsibilities, functions, and activities must be completely and thoroughly reviewed.

7.1.1.1. Criteria

The IACUC must be qualified through the experience and expertise of its members to assess the research facility’s [2.31(a)]:

- Animal program
- Facilities
- Procedures

Except as specifically authorized by law or the Animal Welfare Act Regulations, the Animal Welfare Act and its Regulations do not authorize a research facility’s IACUC to dictate to a researcher how to conduct his/her research by [2.31(a)]:

- Prescribing methods for the design or performance of research or experimentation
- Setting standards for the design or performance of research or experimentation

7.1.1.2. Membership

The Chief Executive Officer (CEO) of the research facility must appoint an Institutional Animal Care and Use Committee (IACUC) [2.31]. If the CEO delegates authority to appoint the IACUC, the delegation must be specific and in writing. (Note: This requirement is consistent with OLAW Policy)

The IACUC must be composed of [2.31(b)(2) and (3)]:

- A Chairperson
- At least one Doctor of Veterinary Medicine (DVM)
- At least one nonaffiliated member

Although not specifically prohibited by the AWA, APHIS strongly discourages one person from filling more than one of those positions.
In assessing IACUC membership, you should evaluate whether:

- All of the required positions are filled

**NOTICE**

If a required position(s) is unfilled, there is not a properly constituted IACUC. An improperly constituted IACUC cannot perform the required official AWA functions.

- The DVM has training or experience in laboratory animal science and medicine, who has direct or delegated responsibility for activities involving animals at the research facility
- The nonaffiliated member represents the general public, i.e., has no conflict of interest either personally or financially, and is not a laboratory animal user at any research facility
- There are no more than three members from one administrative unit of the research facility, unless the facility only has one administrative unit
- IACUC members are qualified to assess the research facility’s animal program, facilities, and procedures

**7.1.1.3. Alternate Members**

There may be alternate members appointed to the IACUC by the Institutional Official (IO).

Alternates may only serve as an alternate in the membership category(s) for which they are qualified. For example, the alternate for a non-affiliated IACUC member would need to also meet the non-affiliated member requirements.

If the regular member fulfills a specific membership requirement(s), his or her alternate must also fulfill that requirement(s).

One alternate may be appointed to serve for multiple regular members provided the alternate fulfills the specific membership requirement of the members for whom he or she is substituting. However, an alternate may not represent more than one member at any one time.

Note: This guidance is consistent with the OLAW Policy.

**7.1.1.4. IACUC Meetings**

In assessing IACUC meetings, you should evaluate whether:

- All members are informed of all meetings
- Meetings are held at a time when all members, especially the nonaffiliated member, can attend
- Required members (committee chair, nonaffiliated member, and attending veterinarian) are in attendance at most meetings. (There is no requirement
that all required members must be in attendance at all meetings.)

**NOTICE**

If any required member is absent from a substantial number of meetings, the research facility may need to find a different person to fill the position.

- All members have access to information distributed, e.g., if sent only over email, all members must have email
- All members are sent information for an IACUC meeting in sufficient time prior to the meeting to be able to review the information
- All members receive a list of protocols, or the actual protocols to be reviewed, in sufficient time to participate in the review or request a full committee review
- There is a mechanism for a member to request a full IACUC review of a protocol or participation in the appointed subcommittee review
- If a member requests a full IACUC review of a protocol, a full IACUC review is conducted

### 7.1.1.5. Minutes

The IACUC meeting minutes should include:

- A record of attendance
- All the activities conducted by the IACUC at the meeting
- Committee deliberations including the decisions reached

**NOTICE**

For requirements for conducting meetings using telecommunications, see Telecommunications for IACUC Meetings.

### 7.1.2. Review of the Program of Humane Care and Use and Facility Inspection

The IACUC is responsible for determining the best method for conducting the review of the humane care and use program and conducting the facility inspection [2.31(c)(3)].

In assessing the program review, you should evaluate whether:

- The program review and facility inspection are being conducted at least once every 6 months
• If the IACUC adopted the AAALAC International Program Assessment report as its semiannual program review or facility inspection, the following requirements were met:
  ○ The report complied with sections 2.31(c)(1) and 2.31(c)(2) and 2.31(c)(3)
  ○ At least two members of the IACUC assisted in conducting the inspection
  ○ No IACUC member wishing to participate in any evaluation was excluded
  ○ The report was signed by a majority of the IACUC members (individual digital signatures are acceptable)

• All members are informed of the program review to be conducted by the appointed subcommittee in sufficient time to request participation

• No IACUC member wishing to participate in the review is excluded

• The program of humane care and use and facility inspection address all of the required areas

• Any identified departure from the AWA Regulations and Standards includes a description of and reason for the departure

### 7.1.3. Reports to the Institutional Official

In assessing the reports to the IO, you should evaluate whether:

• A report(s) is submitted at least every 6 months, after each program review and facility inspection

• There is a description of how and to what extent the research facility meets the AWA Regulations and Standards, such as:
  ○ Facility is in total compliance and description, or
  ○ Describes each item not in compliance (deficiency)

• Any identified departure from the AWA Regulations and Standards includes a description and reason for the departure

• If a departure occurred due to a program or facility deficiency, then there is a:
  ○ Classification of the deficiency as a significant deficiency or a minor deficiency

### NOTICE

The USDA is in agreement with OLAW that the timing of the program review can include flexibility of within 30 days of the 6 month interval from the last review, as long as there is not forward drift of the date from year to year. To avoid forward drift, the IACUC should consider scheduling program reviews during the same calendar month from year to year.
NOTICE

A significant deficiency is one which is, or may be, a threat to the health or safety of the animal.

- Description of a reasonable and specific plan for correcting the deficiency
- Schedule with dates for correcting the deficiency

- The report is signed by a majority of the members (individual digital signatures are acceptable)
- The report contains any minority views

Other reports that should be sent to the IO include:
- Notice of suspension of a protocol
- Uncorrected significant deficiencies

You should review how the reports are sent to the IO.

NOTICE

If you have a concern that the Institutional Official is not receiving the required reports/information or acting on the required reports/information, you should visit with the IO.

7.1.4. Protocol Activity Suspension

In assessing the IACUC’s suspension of protocol activities, you should evaluate whether:

- The activity was reviewed and suspended at a convened meeting with a quorum of the IACUC present

NOTICE

A quorum means a majority of the Committee members.

- The suspension was approved by majority vote of the quorum present
- The IO, in conjunction with the IACUC:
  - Reviewed the reason for the suspension
  - Took appropriate corrective action
  - Informed the appropriate Animal Welfare Operations Office of the suspension, including a full explanation
  - Informed other appropriate Federal funding agencies of the suspension
7.1.5. Complaints or Concerns

In assessing the IACUC’s responsibility for addressing complaints or concerns, you should evaluate whether [2.31(c)(4)]:

• The IACUC has a method for reviewing and, if warranted, investigating concerns involving the care and use of animals at the research facility resulting from:
  ○ Public complaints
  ○ Reports of noncompliance received from laboratory or research facility personnel or employees

7.1.6. Records

In addition to the reports listed above, the following IACUC records must be available for review and in compliance with the AWA Regulations: [2.35(a)(2); 2.35(f)]

• Protocols
• Proposed significant changes to protocols
• IACUC approval or non-approval of protocols or proposed significant changes to protocols

7.1.7. Significant Changes to Animal Activities

In support of the use of performance standards and professional judgment and to reduce regulatory burden, IACUC-reviewed and -approved policies (e.g., guidance documents, standard operating procedures, drug formularies) for the conduct of animal activities may be used for the administrative handling of some significant changes as outlined below.

The following significant changes must be approved by either full Committee review or designated member review:

• From nonsurvival to survival surgery
• Resulting in greater pain, distress, or degree of invasiveness
• In housing and or use of animals in a location that is not part of the animal program overseen by the IACUC
• In species
• In study objectives
• In Principal Investigator (PI)

The following significant changes may be handled administratively according to IACUC-reviewed and -approved policies in consultation with a veterinarian authorized by the IACUC:
• Anesthesia, analgesia, sedation, or experimental substances
• Euthanasia to any method approved in the AVMA Guidelines for the Euthanasia of Animals
• Duration, frequency, type, or number of procedures performed on an animal

The following significant change that may be handled administratively according to an existing IACUC-reviewed and -approved policy without additional consultation or notification is:
• An increase in previously approved animal numbers

The following changes may be handled administratively without IACUC-approved policies, consultations, or notifications:
• Correction of typographical errors
• Correction of grammar
• Contact information updates
• Change in personnel, other than the PI. (There must be an administrative review to ensure that all such personnel are appropriately identified, adequately trained and qualified and meet other criteria as required by the IACUC.)
• Investigators may use fewer animals than approved. This does not require IACUC approval, notification, consultation, or administrative handling

Note: This guidance is consistent with the OLAW Policy.

7.1.8. Telecommunications for IACUC Meetings

Methods of telecommunications (e.g., telephone or video conferencing) are acceptable for the conduct of official IACUC business requiring a quorum, provided the following criteria are met:
• All members are given notice of the meeting
• Documents normally provided to members during a physically-convened meeting are provided to all members in advance of the meeting
• All members have access to the documents and the technology necessary to fully participate
• A quorum of Committee members is convened when required
• The communication system allows for real time verbal interaction equivalent to that occurring in a physically-convened meeting (i.e., members can actively and equally participate and there is simultaneous communication)
• If a vote is called for, the vote occurs during the meeting and is taken in a manner that ensures an accurate count of the vote. A mail ballot or individual telephone polling cannot substitute for a convened meeting.
• Opinions of absent members that are transmitted by mail, telephone, fax, or
email may be considered by the convening IACUC members, but may not be counted as votes or considered as part of the quorum

- Written minutes of the meeting are maintained as required

All activities conducted via electronic communication must be documented in writing and original or electronic signatures obtained, when required.

Examples of electronic communication systems include, but are not limited to:

- Audio-visual conferencing, including webinar-based forums
- Conference calls

Fax, email, and one-on-one communication via telephone are not acceptable methods for conducting IACUC functions that require a convened meeting, such as:

- Full committee review
- Suspension of an approved activity

The use of email or one-on-one communication via telephone for these activities is not considered to constitute a meeting.

7.1.9. Information to Review

The information below represents supplemental information and materials that the facility can provide that may help the inspector verify or assess IACUC function, but are not required by the AWR.

Documents that may be reviewed to assess IACUC function may include, but are not limited to:

- Audio tapes provided by the research facility
- Cage wash water temperature certification records
- Emails and email records
- IACUC facility Inspection Reports
- IACUC-related correspondence
- Interviews with IACUC members
- Maintenance records
- Medical/surgical records
- Memos and notes
- Program of humane care and use
- Room temperature logs
- Standard operating procedures
7.2. Protocol Review Information

7.2.1. Inspection Protocol Review Guidance

Protocols and the IACUC approval and monitoring of protocols should be completely and thoroughly reviewed during an inspection.

**NOTICE**

For large facilities, if you think that following these requirements will result in the expenditure of an inordinate amount of time, seek guidance from your SACS before the inspection.

7.2.1.1. Sampling Guidance

The inspector is responsible for conducting a thorough review of:

- The protocol approval process
- The IACUC’s monitoring of protocol activity
- IACUC-approved protocols and changes to protocols

Detailed below is guidance to assist you in evaluating the IACUC protocol review. However, you must use the Regulations and your professional judgment to determine if an IACUC or protocol is in compliance.

**NOTICE**

If a protocol has been reviewed by an AC VMO within the last year, then the protocol does not need to be re-reviewed unless the VMO noticed a concern with an animal being used for that protocol.

7.2.1.2. Prepare

- Write down the necessary ID information for any animals about which you have a concern, and
- Review the most recent Annual Report to identify species and numbers of animals used in columns E and D and all protocols with reported exceptions
- Determine whether you know of and have access to all protocols subject to AWA Regulations, including but not limited to:
  - Active protocols
  - Inactive protocols from the past 1 year, and
  - Protocols where no regulated species are currently present at the facility
7.2.1.3. Review

Always review the following protocols:

- All protocols of concern identified during the inspection
- All column E protocols (if not reviewed during the last year)
- All protocols with IACUC-approved exemptions/exceptions (if not reviewed during the last year)
- Protocols cited as noncompliant during the last inspection

7.2.1.4. Review Additionally

- If the facility has five or fewer remaining protocols, review all remaining protocols
- If the facility has greater than five remaining protocols, select five additional protocols, including at least one protocol from each of the following categories, if applicable:
  
  - Select one protocol for each regulated species present
  - For the following high risk procedures, select one from each of the categories below, if applicable:
    - Potentially painful/distressful procedures (Column D)
    - Antibody production
    - Food/water restriction
    - Neuromuscular blockers
    - Surgical procedures
    - Teaching or trauma training protocols
    - Toxicity studies
    - Infectious disease studies
    - Vaccine potency/efficacy studies

7.2.1.5. Research Facility Protocol Selection Worksheet

You must complete the Protocol Selection Worksheet for every inspection, even
if no protocols are reviewed. See Research Facility Protocol Selection Worksheet.

Instructions for completing the Protocol Selection Worksheet are as follows:

• Complete the section on Routine or Focused Inspection
• A protocol should only be counted once, even if it falls into more than one selection criteria
• All Column E protocols should be counted in the Column E row (Row #2) even if they also fit into another selection criteria
• For all other protocols, use your professional judgment for deciding which selection criteria is most appropriate for a protocol to be counted in
• Total Protocols Selected and Reviewed should equal the sum of Rows 1-5

After completing the Research Facility Protocol Selection Worksheet, you should:

• Scan the Worksheet into ACIS with the Inspection Report
• Leave a copy with the research facility, if requested by the facility

7.2.2. Protocol Approval Process

The inspector should conduct a thorough review of the IACUC’s protocol approval process to ensure that the IACUC is following the Regulations.

7.2.2.1. Evaluation of IACUC Activities

Ways to evaluate IACUC activities include, but are not limited to:

• Audio meeting minutes
• Compliance Office/Officer activities, if the facility has a Compliance Office
• Correspondence
• Email correspondence and email records
• Interviews with IACUC members
• Memos/notes
• Protocols
• Protocol submission forms
• Written meeting minutes

7.2.3. Protocol Review

7.2.3.1. General Protocol Requirements

A protocol to conduct an activity involving animals must contain and comply with the requirements/assurances detailed below.
Protocols must meet the following requirements:

- Identify the species of animals to be used [2.31(e)(1)]
- Provide the approximate number of animals to be used [2.31(e)(1)]
- Provide the rationale for using animals [2.31(e)(2)]
- Provide a rationale for the appropriateness of the species [2.31(e)(2)]
- Provide a rationale for the number of animals to be used [2.31(e)(2)].

Examples of rationale that may be used include, but is not limited to:
  - Required for statistically significant results (tests used or statisticians consulted should be included)
  - Based on scientific literature or past experience
  - Based on results of pilot study
  - Required by the Food and Drug Administration (FDA) or other Federal agency (Federal code, Regulation, or Standard, etc., should be cited)
  - Required by international testing requirements (code, Regulation, Standards, etc., should be cited)
  - Number of students/animal and procedures needed to learn

- Provide a complete description of the proposed use of the animals [2.31(e)(3)]
- Describe the procedures designed to assure the pain and discomfort are minimized [2.31(e)(4)]

**NOTICE**

The description should be clear enough to be easily understood by the IACUC’s outside member.

- Describe the method(s) of euthanasia to be used [2.31(e)(5)]

In addition, the IACUC must determine that any proposed activities meet the following requirements:

- Procedures involving animals will avoid or minimize discomfort, distress or pain to the animal [2.31(d)(1)(i)]
- The Principal Investigator (PI) considered alternatives to procedures that cause more than momentary or slight pain or distress, and
- The PI has provided a written narrative description of the methods and sources used to determine that alternatives were not available [2.31(d)(1)(ii)]
- There is a written assurance from the principal investigator that the proposed activities do not unnecessarily duplicate previous experiments [2.31(d)(1)(iii)]
- Procedures that cause more than momentary or slight pain or distress will
[2.31(d)(1)(iv)]:

- Be performed with appropriate sedatives, analgesics or anesthetics, unless justified for scientific reasons, in writing, by the PI and will continue for only the necessary period of time
- Involve, in their planning, consultation with the attending veterinarian or his or her designee
- Not include the use of paralytics without anesthesia

- Animals that would otherwise experience severe or chronic pain or distress that cannot be relieved will be painlessly euthanized at the end of the procedure or, if appropriate, during the procedure [2.31(d)(1)(v)]

- The animals’ living conditions are appropriate for their species in accordance with part 3 [2.31(d)(1)(vi)]

- The animals’ housing, feeding, and nonmedical care will be directed by the attending veterinarian or other qualified scientist trained and experienced in the proper care, handling, and use of the species being maintained or studied [2.31(d)(1)(vi)]:
  - Medical care for animals will be available and provided as necessary by a qualified veterinarian [2.31(d)(1)(vii)]
  - All personnel who will be conducting the proposed activities on the animals are qualified and trained [2.31(d)(1)(viii)]

- Activities that involve surgery [2.31(d)(1)(ix)]:
  - Include appropriate provision for pre-operative and post-operative care of the animals in accordance with established veterinary medical and nursing practices
  - All survival surgery will be performed using aseptic procedures, including surgical gloves, masks, sterile instruments, and aseptic techniques
  - Major operative procedures on non-rodents will be conducted only in facilities intended for that purpose which shall be operated and maintained under aseptic conditions
  - Non-major operative procedures and all surgery on rodents do not require a dedicated facility, but must be performed using aseptic procedures
  - Operative procedures conducted at field sites need not be performed in dedicated facilities, but must be performed using aseptic procedures

- No animal will be used in more than one major operative procedure from which it is allowed to recover, unless: [2.31(d)(1)(x)]
  - Justified for scientific reasons by the principal investigator in writing
  - Required as routine veterinary procedure or to protect the health or well-being of the animal as determined by the attending veterinarian, or
• In other special circumstances as determined by the Administrator on an individual basis

• Methods of euthanasia used must be in accordance with the definition of the term in this subchapter, unless a deviation is justified for scientific reasons, in writing, by the investigator [2.31(d)(1)(xi)]

7.2.4. Specific Types of Protocols

7.2.4.1. Painful/Distressful Procedures

When reviewing protocols involving procedures that may cause more than momentary or slight pain/distress/discomfort (protocols in Categories D and E), some areas to pay special attention to include:

• The principal investigator has considered alternatives to the painful/distressful procedure

• There is a detailed narrative describing the methods and sources used to determine that no alternatives to the painful/distressful procedure are available

• Measures used to alleviate the pain/distress are clearly stated, including:
  ○ Drugs, dosages, routes, and frequency of administration
  ○ Other methods may include:
    - Acupuncture
    - Hydrotherapy
    - Hot/cold packs
  ○ A PRN (pro re nata) or "as needed" frequency of administration is **not** acceptable unless there are detailed instructions and criteria for determining administration of the drug

• Availability of experienced personnel, especially at night and on weekends and holidays, to assess and administer pain relief

• If pain/distress relief is not to be used, there is an adequate justification and endpoints are described that will be used to terminate the study and/or used as the basis for when treatment or euthanasia will be performed

• The principal investigator has consulted and involved the attending veterinarian or his/her designee in the planning of the procedure and pain/distress relief

• There is not the use of paralytics without anesthesia

• Animals experiencing severe or chronic pain/distress that cannot be relieved will be humanely euthanized during the procedure or at the end of the procedure as appropriate
7.2.4.2. Antibody Production Protocols

When reviewing protocols involving antibody production, some areas to pay special attention to include:

- The principal investigator has considered alternatives for painful/distressful procedures
- An alternative search, if done, was conducted and includes a narrative that describes the methods and resources considered when determining alternatives were not available
- The justification for the number of animals to be used was appropriate, such as the amount of antibody needed and the amount which can be produced by an animal
- There is a complete description of the procedure to induce antibody production and the collection of blood/serum and minimize pain and distress

7.2.4.3. Food and/or Water Deprivation or Restriction

When reviewing protocols involving food and/or water deprivation or restriction, some areas to pay special attention to include:

- The food/water deprivation or restriction is adequately justified
- If the animals are likely to experience distress, the principal investigator has considered alternatives to the distressful procedures
- Procedures used to restrict food/water are adequately described and easily understood
- Procedures for selection of animals and training and monitoring the animals are described
- Baseline physiological data are being collected as needed
- Physiological parameters are being monitored during the study, such as:
  - Body weight
  - Hydration status
  - Behavioral changes
- Plasma osmolality
  - Supportive care is provided to any animal showing signs of dehydration or stress
  - If supportive care cannot be provided, there is an appropriate scientific justification for not doing so
  - How the animals’ daily food and water intake was determined
  - The protocol addresses how the animal is to receive its required daily food or water intake, such as:
    - During its working sessions
    - Supplementation to the amount consumed during working sessions
    - Whether small amounts of food or water provided as rewards are, or are not, considered part of the animal’s daily food or water requirement
  - If the animal is not to receive its daily food and water requirement, procedures and parameters for monitoring the animal are detailed in the protocol
  - The endpoint has been determined and identified

### 7.2.4.4. Neuromuscular Blockers

When reviewing protocols involving the use of neuromuscular blockers (NMB), some areas to pay special attention to include:

- The use of the NMB is appropriate
- The use of the NMB is adequately described in the protocol
- The NMB is being used with general anesthesia
- All personnel working with the animal and NMB are properly trained in its use and possible adverse reactions
- The animal is being properly monitored, such as:
  - Heart rate and blood pressure
  - Not using the pain withdrawal response as it is not an appropriate measure of the level of anesthesia since this response would be prevented by the NMB
- Appropriate supportive care, such as ventilator support, is being provided during anesthesia
- Surgical and anesthesia records contain the appropriate information
- Recovery procedures are appropriate, i.e.:
  - The animals are reversed from the NMB when reversal agents are available before being allowed to recover from the anesthesia
  - Recovery is being monitored
7.2.4.5. Surgical Procedures

When reviewing protocols involving surgical procedures, some areas to pay special attention to include:

- The pre-procedural care and surgical preparation of the animals are clearly stated, drugs given prior to and during the procedures, such as analgesics, tranquilizers, and anesthetics, are appropriate and at the correct dosage for the species
- The surgical procedure is stated clearly and in detail
- All survival surgeries are performed using aseptic technique
- Major operative survival surgeries on non-rodents are performed in a dedicated surgical facility
- No animal is being used in more than one major operative survival surgery unless appropriately approved
- Post-surgical procedures are stated clearly
- Pain/discomfort relief measures are stated clearly

7.2.4.6. Teaching Protocols

When reviewing teaching protocols, some areas to pay special attention to include:

- The rationale for the number of animals to be used was appropriate, such as the number of students per animal
- The principal investigator has considered alternatives to procedures that may cause more than momentary or slight pain or distress to the animals, and has provided a written narrative description of the methods and sources, e.g., the Animal Welfare Information Center, used to determine that alternatives were not available. Examples of alternatives to using live animal for teaching include:
  - Veterinary mannequins
  - Live tissue alternatives
  - Surgical simulators
  - Virtual reality simulators
- There is a complete description of the procedures to be used
- The number of procedures to be performed on each animal is clearly stated, such as injections per animal
- The personnel doing the teaching are qualified and properly trained
- If the teaching procedures cause more than momentary or slight pain or distress, proper methods are used to alleviate the pain/distress
7.2.4.7. Toxicity and Vaccine Potency/Efficacy Studies

When reviewing protocols involving toxicity and vaccine potency/efficacy studies, some areas to pay special attention to include:

- The principal investigator has considered alternatives to procedures that may cause more than momentary or slight pain or distress to the animals, and has provided a written narrative description of the methods and sources, e.g., the Animal Welfare Information Center, used to determine that alternatives were not available. Examples of alternative methods for these procedures include:
  - Revised up-and-down procedure (UDP) as a refinement to LD50 studies (refinement, reduction)
  - Use of cell cultures and tissue assays, such as for dermal and ocular safety testing
  - Use of sequential testing and fewer animals to identify dermal and ocular chemical hazards (reduction)

**TIP**

The Interagency Coordinating Committee on the Validation of Alternative Methods provides a list of some alternative tests.

- The rationale for the number of animals to be used was appropriate
- Appropriate methods are being used to relieve any pain or distress, unless scientifically justified
- Animal technicians and caretakers are properly trained in identifying problems and procedures to follow
- Humane end points for when the study can be terminated or that can be used as the basis for euthanasia or treatment have been determined and identified

7.2.5. Inspection Procedures

Listed below are some additional aids to assist you in determining if the procedures outlined in the protocols are being followed:

**NOTICE**

Animals may be held, but cannot be used, without being on a protocol.

- Ask how the research facility keeps track of the number of animals approved by the IACUC and the number of animals used by the principal investigator,
such as:
- Computer records
- Acquisition and disposition records
- Dead animal records
- Inventory cards

- Ask how the facility checks the accuracy of its methods for tracking the number of animals

- Ask for exemption/exceptions to the Regulations or Standards, then check the protocol to determine that the exemption/exception was approved

- Determine if the animal care staff is familiar with the protocol procedures, especially pre- and post-painful/distressful procedure care, such as:
  - Asking the staff
  - Checking the availability of protocols
  - Checking the availability of standard operating procedures
  - Looking in medical records

- Watch the animal care staff, principal investigators, or laboratory personnel handle the animals (or ask them to handle the animals, if appropriate)

- Review medical records/investigator’s logs to determine that animals with painful/distressful procedures received the proper pain/distress relieving drugs, if applicable

- Observe animals for signs of pain

- Ask about weekend staffing, animal observation, and medical care

- Determine if the medical or emergency contact numbers are current and readily available, such as:
  - On bulletin boards
  - In the animal rooms
  - In medical records/charts
  - In protocols

- Observe surgeries to determine that they are being conducted using aseptic technique and in dedicated surgical facilities, if required

- Ask how the research facility tracks animals to ensure that they are not used for another survival surgery (unless approved by the IACUC or APHIS), such as:
  - Health records
  - Individual animal records
  - Cage cards
- Surgery records
- Investigator’s logs
- For APHIS-approved multiple major survival surgeries, verify that the stipulations in the approval letter are being met

Table 7-1 Species-Typical Signs of Pain

<table>
<thead>
<tr>
<th>Species</th>
<th>Possible Signs of Pain¹, ²</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dogs</td>
<td>Quiet, unwilling to move, abnormal posture, lack of alertness, whimpering, groaning, howling, shivering, loss of appetite, increased respiration, growl or exhibit apprehension when approached</td>
</tr>
<tr>
<td>Cats</td>
<td>Ungroomed appearance, quiet, apprehensive facial expression, loss of appetite, crying, hissing, hiding, crouching or hunching</td>
</tr>
<tr>
<td>Guinea Pigs</td>
<td>Quiet, decreased food and water consumption, anorexia</td>
</tr>
<tr>
<td>Hamsters and Gerbils</td>
<td>Decreased activity, piloerection, ungroomed appearance</td>
</tr>
<tr>
<td>Rabbits</td>
<td>Inactivity, appear apprehensive or anxious, hunched appearance, hide, squeal or cry, possible aggressive behavior with excessive scratching and licking</td>
</tr>
<tr>
<td>Nonhuman Primates</td>
<td>Stops eating and/or drinking, stops grooming</td>
</tr>
<tr>
<td>Cattle</td>
<td>Dull, depressed appearance, heads bowed, lack of alertness, loss of appetite, rapid/ shallow breathing, rigid posture</td>
</tr>
<tr>
<td>Sheep and Goats</td>
<td>Similar to cattle, also vocalization, teeth grinding, increased lip curling</td>
</tr>
<tr>
<td>Pigs</td>
<td>Changes in overall demeanor, social behavior, gait and posture, unwilling to move, hiding, excessive squealing when handled</td>
</tr>
</tbody>
</table>


² These are possible signs of pain and do not necessarily mean the animal is in pain. A lack of these signs also does not mean that the animal is not in pain.
7.3. Contracted Research or Projects that Involve Multiple Registrants

When registered research facilities (RF) contract research out to be conducted at another facility, it is the responsibility of the registrants to determine which party is responsible for the functions of the IACUC, animal care and handling, and reporting of the animals on the Annual Report.

7.3.1. No Delegation of Responsibilities

If the research facilities have not delegated responsibilities or projects involving multiple registrants where there are no clearly designated areas of responsibility for each research facility, then:

• Both registered parties are responsible, and
• Both IACUCs should perform all required functions, and
• Only one of the RFs should report the animals on the Annual Report
• The inspector should cite both RFs for any noncompliances identified

7.3.2. Specific Responsibilities

If the contract designates specific responsibilities to each partner, the facility is a site of both registrants.

The inspector should inspect only the designated institution for the specific responsibility agreed upon in the contract.

For example:

• RF A is designated to perform the semiannual program review and facility inspection, while both RF A and RF B are designated to review the protocol, then:
  ○ Both RF A and RF B are responsible for the protocol and both IACUC’s must approve the protocol, but
  ○ Only RF A is responsible for the semiannual review
  ○ The inspector inspects:
    - The protocol review and approval at both RF A and RF B, and
    - The semiannual review only at RF A

• The contract specifies that both RF A and RF B are responsible for the IACUC functions, but only RF B is responsible for the animal care and handling, and reporting on the Annual Report, then:
  ○ The inspector inspects:
    - The IACUC functions at RF A, and
    - The IACUC functions, animal care and handling, and the AR reporting of the animals under the contract at RF B
7.3.3. All Responsibilities Designated

- If RF A contracts the entire project and all responsibilities to RF B, then:
  - The location of RF B is not a site of RF A
  - RF A does not have any responsibility for the IACUC functions, animal care and handling or Annual Reporting
  - The inspector inspects only RF B for the IACUC functions, animal care and handling, and Annual Reporting.

Individual researchers or staff frequently partner with multiple institutions. The IACUC reviewing the protocol must assure that all personnel have appropriate training and qualifications. [2.32(a)] But this does not confer any responsibility on the other RFs with which that particular individual is associated.
7.4. Records

The research facility must maintain records of the IACUC’s activities in accordance with the regulations [2.35].

7.4.1. Required Research Facility Records

7.4.1.1. IACUC Records

A research facility must have the following records, if applicable, for review during inspection [2.35]:

- Minutes of the IACUC meetings, including:
  - Records of attendance
  - Activities conducted by the IACUC at the meeting
  - Committee deliberations
- Records relating to animal activities, including:
  - Proposed activities involving animals
  - Proposed significant changes in activities
  - Whether IACUC approval was given or withheld
- Semi-annual reports of the review of humane care and use program and the facility inspection which must:
  - Be reviewed and signed by a majority of the IACUC members
  - Include minority views
  - Contain a description of the nature and extent of the research facility’s adherence to the AWA Regulations and Standards
  - Identify specifically any departures from the Regulations and Standards
  - State the reason for each departure
  - Distinguish significant deficiencies from minor deficiencies
  - Contain a reasonable and specific plan and schedule with dates for correcting each deficiency
- Record of the semi-annual reports being forwarded to the Institutional Official

7.4.2. Animal Records

A research facility must have the following records, if applicable, available for review during an inspection:

- Written program of veterinary care, if using part-time or consulting attending veterinarian
• Dogs and Cats:
  ○ Acquisition and disposition records for dogs and cats [2.35(b) and (c)]
  ○ Record of animals on hand for dogs and cats. (Use of APHIS Form 7005 is not required.) [2.35(b)]
  ○ Exercise plan for dogs [3.8]
• Nonhuman Primates:
  ○ Environmental enhancement plan for nonhuman primates [3.81]
• Marine Mammals:
  ○ Documentation of training of attendants or employees [3.108(b)]
  ○ Medical records [3.110(d)]
  ○ Necropsy records [3.110(g)]

7.4.3. Annual Report

Both you and the RF should have a copy of the Annual Report.
The inspector should verify that the RF’s Annual Report is accurate, that is:
• All animal facilities are reported
• Only regulated species are reported
• Animals are reported in the correct column
• IACUC-approved exceptions not provided for in AWA Regulations and Standards are reported
• IACUC-approved exemptions provided for in the AWA Regulations and Standards are not reported
• The number of animals reported is correct
• There are appropriate explanations for all Column E animals

The inspector should verify that the RF’s Annual Report does not report any animals used for the following:
• Laboratory rats and mice (genera Rattus and Mus) bred for use in research
• Reptiles, fish or other mammals exempt from regulation under the AWA
• Animal patients participating in clinical trials in the context of medical care under a veterinary client relationship
• Any birds
• Field studies which meet the following criteria and are therefore exempt from the Regulations and do not require a written, approved exemption. The study does not [1.1, 2.31(d)(1)]:
  ○ Harm the animals under study
○ Involve an invasive procedure
○ Materially alter the behavior of the animals under study

• Animals euthanized, killed, or trapped, and collected, such as for study or museum samples, from their natural habitat via humane euthanasia
• Agricultural research
• Food or fiber
• Wildlife management projects

Methods of verifying the animal numbers include, but are not limited to:

• Asking the research facility representative to demonstrate how the number of animals was determined for:
  ○ A particular species, or
  ○ A column from the annual report

• Asking for verification of animals used by site to obtain the total number of animals used, for example:
  ○ Review a particular species used by site, or
  ○ Review a column from the annual report by site

• Counting the animals, if appropriate or feasible

• Review of:
  ○ Acquisition records
  ○ Animal ordering information, such as invoices or computer animal tracking systems
  ○ Animals ordered in comparison to number of animals approved for a particular protocol
  ○ Facility animal census records
  ○ Internal billing records to PIs for animal housing/care

Animals reported in Column B of APHIS Form 7023-Annual Report, should be those animals being bred, conditioned, or held for use in teaching, experiments, research, or surgery, but not yet used for such purposes.

All animals contained on the facility’s inventory on September 30 of the reporting year that were not used in a research project that year should be reported in Column B as being held for research purposes. Animals that were held but died during the year without being used for research purposes should also be reported in this column. Other animals held during the reporting year but not present at the facility on September 30 should not be reported in this column. They should be reported by the facility which possesses them on September 30.

If a research facility is licensed as a dealer:
• Breeding animals and any offspring intended for research purposes within the research facility should be reported in Column B.

• Animals intended for sale only should not be reported in Column B but should be included on the dealer license renewal.

• If the research facility is unsure of the status of an animal (research or sale only), the animal should be reported in Column B.

Animals actually used for research purposes during the reporting year must be reported in Column C, D, or E, as appropriate. [2.36(b)(5-7)]

The use of anesthesia does not always mean that the animal should be reported in Column D:

• If an animal being housed, held, or bred (Column B) was anesthetized for a non-invasive procedure, a blood draw, or other veterinary care procedure, the animal could still be reported in Column B.

• If a Column C research animal was anesthetized for a non-invasive procedure, a blood draw, or other veterinary care procedure, the animal could still be reported in Column C.

• The research facility should determine the appropriate reporting Column.

**NOTICE**

If methods other than anesthetics, analgesics, or tranquilizing drugs are used to relieve pain or distress, animals can still be reported in Column D if the methods are appropriate and effective.

If an animal was moved to another RF during the reporting year, the animal should only be reported once by either:

• The RF with the highest pain category for the animal, or

• If the pain categories are the same, then by the last RF to possess the animal.

Refer to the following documents for additional information about the annual report:

• APHIS Form 7023–Annual Report of Research Facility

• Instructions for Completion of APHIS Form 7023

**7.4.3.1. Exceptions or Exemptions**

Exceptions or exemptions to a particular AWA Regulation or Standard approved by the IACUC must be [2.36(b)(3)]:

• Specified, and

• Explained by the principal investigator.

If a Regulation or Standard provides specific parameters for an exemption, those parameters must be followed.
Exceptions that **should** be reported on the Annual Report:

- Exceptions approved by the IACUC under 2.38(k) that are not provided for under the Regulations and Standards, including but not limited to:
  - Removal of resting platforms from cat enclosures
  - Extension of interval for cleaning/sanitization of enclosures
  - Keeping animals in 24 hour dark cycle
  - Keeping animals in temperatures outside range described in Part 3—Standards for species

The following should **not** be reported as exceptions on the Annual Report:

- Exceptions approved by the IACUC that are provided for under the Regulations and Standards, including but not limited to:
  - Approval for use of an animal in more than one major operative procedure from which it is allowed to recover on one protocol [2.31(d)(1)]
  - Short term withholding of food and water from animals [2.38(f)(2)]
  - Exemption of an individual NHP from some or all of the environmental enhancement plan [3.81(e)(2)]
  - Any deviation from euthanasia, as defined in the AWA Regulations, which was justified for scientific reasons, in writing, by the investigator [2.31(d)(1)(xi)]
  - Withholding of water from a NHP if required by the research protocol approved by the IACUC [3.83]

- Procedures required as part of the provision of veterinary care, including but not limited to:
  - Animal is fasted for surgery
  - Animal is housed in an enclosure that does not meet space requirements for medical reasons while recovering from husbandry or veterinary care related surgery
  - Animal develops vomiting/diarrhea (not study related) and veterinarian prescribes IV fluids and severely restricts food and water intake by mouth for several days

**7.4.4. Retention**

All records and required reports must be maintained [2.35(f)]:

- At least 3 years, or
- Longer if:
  - Necessary to comply with any applicable Federal, State, or local law
The APHIS Administrator notifies the research facility, in writing, that specified records must be retained pending completion of an investigation or proceeding and held until their disposition is authorized.

Records must be held for at least 3 years from the date of completion of the IACUC-approved protocol [2.35(f)].

**7.4.5. Availability**

Records must be available for inspection and copying by any APHIS official [2.35(f), 2.38(a), 2.38(b)(1)(ii) and (iii)]

Also, records retained under 2.35 must be made available for inspection and copying by any funding Federal agency representative.

**7.4.6. Confidentiality and Removal of Records**

APHIS inspectors must [2.35(f)]:

- Maintain the confidentiality of the information
- Not remove the records from the research facility’s premises unless:
  - There has been an alleged violation
  - The records are needed to investigate a possible violation
  - The records are needed for other enforcement actions

**NOTICE**

Release of any materials removed from the facility that contain trade secrets, or commercial or financial information that is privileged or confidential, will be governed by applicable sections of the Freedom of Information Act.

The inspector should follow the guidelines below when removing records from a research facility:

- Only take photos or copies of records off-site if needed to support a Direct, Critical or Repeat citation, or when there is a disagreement between you and the research facility over an NCI and the research facility has indicated that it is likely to appeal the citation. Do NOT remove original records.
- Make copies or scan records, instead of photographing, if possible
- Be sure the research facility knows what records were copied, scanned, and/or photographed before leaving the facility
- Give the research facility the opportunity to redact names, locations, and other PII before taking photos, scanning, or making copies of the record. You should allow the facility 24 to 48 hours for this redaction.
- Provide the research facility the opportunity to view your photos. Delete or retake any photos that the facility states may contain potential PII, or
confidential or proprietary information to remove or block the sensitive information. If the noncompliance cannot be documented without the inclusion of potentially confidential or proprietary information, ensure that the photograph label states: “May contain confidential or proprietary information.”

SACS may have inspectors take additional photographs, in addition to the required photos listed above.
7.5. Guidance for Veterinary Schools and Veterinary Technician Programs (VTP) for the Inspector

7.5.1. Teaching versus Research

The definition of activity in Part 1 of the AWA means, those elements of research, testing, or teaching procedures that involve the care and use of animals.

For the purposes of the AWR, teaching is equivalent to research. Using farm animals for teaching related to food or fiber, or breeding, management or production efficiency is not regulated. Using farm animals for teaching related to basic science or biomedical research is regulated.

7.5.2. Inspection Procedures

The inspector should only inspect the animals and animal facilities for animals owned by the facility.

Do not inspect animals or housing areas for animals owned by other entities such as vet clinics, hospitals, or shelters.

For Veterinary School Spay/Neuter Programs, IACUC oversight is not required if the Veterinary School has a written agreement with a pound/shelter, which is acting as the owner of the animals, soliciting the service of the Veterinary School to perform spaying/neutering.

If the facility asks you to inspect or look at non-regulated animals or facilities, you may go through these areas with the facility representative but do not document any findings on an Inspection Report. Consult your SACS if further guidance is necessary.

7.5.2.1. Records Requirements

For regulated animals used in regulated teaching activities, the records requirements are the same as for any other research facility.

The following records must be available for review during the inspection, if applicable:

- Acquisition/disposition records must be kept for any dogs or cats acquired by the facility that do not fall under a veterinary client patient relationship. The use of APHIS Forms 7005 and 7006 are not required but may be used by the facility to keep and maintain the required information. [2.35(b)]

Acquisition/disposition records are not required for:

- Dogs/cats who are patients of the Veterinary or Veterinary Technician school
- All regulated animals other than dogs and cats

All regulated species of animals used for regulated purposes must be included on
The following animals should not be included on the Annual Report:

- Client, staff, or student-owned animals
- Animals utilized for teaching purposes at working farms, ranches, veterinary hospitals or shelters

Records must be held for at least three years (beyond the final disposition of the animal) [2.35(f)].

### 7.5.2.2. Identification Requirements

For regulated animals used in regulated teaching activities, the animal identification requirements are the same as for any other research facility. Research facilities are only required to individually identify dogs and cats. [2.38(g)].

There are no individual identification requirements for other regulated species.

### 7.5.2.3. Protocols

For protocols involving regulated animals used in regulated teaching activities, protocol and IACUC oversight requirements are the same as for any other research facility.

For animals that are not regulated by the AWA (i.e., pets or patients) no protocols or IACUC oversight is required.

### 7.5.3. Special Considerations

Contact your SACS if any of these circumstances come to your attention via inspection or another method:

- Complaints are received regarding the welfare of the animals
- Inspector becomes aware of animal injury or death as the result of non-regulated teaching procedures
- The owner of an animal expresses concern about its care or use
7.6. Inactive Research Facility or Research Facility with No Activity for Two Years Inspection

7.6.1. Inactive Research Facility

A research facility may request to be placed in an inactive status if the research facility has:

- Made a written request to the Animal Welfare Operations Director, and
- Not used, handled, or transported regulated animals for a period of at least two years

An inactive research facility must [2.30(c)(2)]:

- File an annual report of its status
- Notify the Animal Welfare Operations Director, in writing, at least ten days prior to using, handling, or transporting regulated animals again

7.6.2. Research Facilities with No Regulated Activity for Two Years

Inspect an active research facility which has not conducted any regulated activity for at least two years the same as an inactive research facility even though the research facility has not requested inactive status.

7.6.2.1. Inspection Frequency

Inactive research facilities and research facilities with no activity for two years are inspected at least annually.

Contact your SACS if you are unable to inspect a facility during the required period.

7.6.2.2. Inspection Procedures

The inspector should inspect records and facilities to confirm that the research facility has not used, handled or transported any regulated species and has not conducted any regulated activity since your last inspection, then:

- Categorize the Inspection Report as a "Routine"
- Encourage the research facility to cancel its registration
- Ensure that the research facility has an IACUC in place and has filed an Annual Report
NOTICE

Remind the inactive research facility that it must notify the Animal Welfare Operations Director, in writing, at least 10 days prior to using, handling, or transporting regulated animals again. [2.30(c)(2)]
7.7. Holding Period

Research facilities that acquire dogs or cats from sources other than dealers, exhibitors, and exempt sources must hold the animals for a full 5 days after acquiring the animals, not including the day of acquisition and time in transit, before the facility may use the animals. [2.38(j)]
# 7.8. Research Facility Protocol Selection Worksheet

## Research Facility Protocol Selection Worksheet

<table>
<thead>
<tr>
<th>Legal Name:</th>
</tr>
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<tbody>
<tr>
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<table>
<thead>
<tr>
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<th>Site Number:</th>
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<tr>
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<table>
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<tr>
<th>Inspection Date:</th>
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<table>
<thead>
<tr>
<th>Inspection Type:</th>
<th>Routine</th>
<th>Focused (list areas inspected)</th>
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<tbody>
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<th>Inspector:</th>
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<table>
<thead>
<tr>
<th>Reasons Protocols Were Selected for Review</th>
<th>How Many Protocols Were Selected</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Protocols identified during inspection of concern (select all)</td>
<td></td>
</tr>
<tr>
<td>2. Column E protocols (select all)</td>
<td></td>
</tr>
<tr>
<td>3. Protocols with IACUC-approved exemptions/exceptions (select all)</td>
<td></td>
</tr>
<tr>
<td>4. Protocols cited as noncompliant and not corrected during the last inspection (select all)</td>
<td></td>
</tr>
<tr>
<td>5. Additional Protocols Selected:</td>
<td></td>
</tr>
<tr>
<td>a. If &lt;5 remaining protocols, select all remaining:</td>
<td></td>
</tr>
<tr>
<td>b. If &gt;5 remaining protocols, select 5 additional protocols:</td>
<td></td>
</tr>
<tr>
<td>1) Protocol for each regulated species and/or:</td>
<td></td>
</tr>
<tr>
<td>2) Protocols involving high risk procedures [see Chapter 7, Animal Welfare Inspection Guide for guidance]:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Protocols Selected and Reviewed</th>
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</tbody>
</table>

*Note: Protocol selection guidance applies to protocols which have been initially approved, or have had significant changes approved, since the last inspection. For protocols reviewed by an Animal Care Veterinary Medical Officer within the last year, professional judgment should be used in determining whether another review is necessary.*
Appendices

Tip: Depending on your application settings, you may have to use CTRL-click to use hyperlinks.

Appendix A. Forms and Worksheets

- APHIS Form 7002 – Program of Veterinary Care A-1
- APHIS Form 7003A – Application for New License A-5
- APHIS Form 7003 – Application for License Renewal – A/B A-6
- APHIS Form 7003 – Application for License Renewal – C A-7
- APHIS Form 7005 – Record of Acquisition of Dogs and Cats on Hand A-8
- APHIS Form 7006 – Record of Disposition of Dogs and Cats A-10
- APHIS Form 7006A – Continuation Sheet for Record of Disposition of Dogs and Cats A-12
- APHIS Form 7011A – Application for Registration A-14
- APHIS Form 7011 – Application for Registration – Registration Update A-15
- APHIS Form 7019 – Record of Animals on Hand (Other than Dogs and Cats) A-16
- APHIS Form 7020 – Record of Acquisition, Disposition or Transport of Animals (Other Than Dogs and Cats) A-17
- APHIS Form 7020A – Continuation Sheet for Record of Acquisition, Disposition, or Transport (Other Than Dogs and Cats) A-18
- APHIS Form 7023 – Annual Report of Research Facility A-19
- APHIS Form 7023A – Continuation Sheet for Annual Report of Research Facility A-20
- APHIS Form 7023 – Instructions A-21
- Amended Inspection Report Letter A-22
- Attempted Inspection Checklist A-23
- Attempted Inspection Leave Behind Flyer A-24
- Attempted Inspection Letter and Enclosure A-25
- Complaint Worksheet A-27
- Environmental Enrichment Plan Inspection Checklist A-28
- Facility Contact Worksheet A-30
- Inspection Report Review Checklist A-31
- New License Fee Schedule Class A A-33
- New License Fee Schedule Class B A-34
- New License Fee Schedule Class C A-35
- Options for Identification of Dogs and Cats A-36
- Personally Identifiable Information (PII) Examples A-37
- Script Following Attempted Inspection A-39
- Search for Unlicensed Activity Worksheet A-43
- State and Territory Identification Codes A-44
- Teachable Moments Review Checklist A-45
- Unsatisfactory Optimal Hours Response Letter A-47

Appendix B. Direct Noncompliance Item (NCI) Guidance

- Direct NCI Guidance B-48

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Appendix Contents

Appendix C. Equipment and Supplies ................................................................. C-1

Appendix D. Body Condition Charts ................................................................. D-1

  Body Condition Assessment Charts ................................................................. D-2
  Cat ....................................................................................................................... D-3
  Cougar ............................................................................................................... D-4
  Dog ..................................................................................................................... D-5
  Elephant .......................................................................................................... D-7
  Leopard ........................................................................................................... D-8
  Lion .................................................................................................................. D-9
  Tiger ................................................................................................................. D-10
  Tiger cub size information ............................................................................... D-11

Appendix E. Acronyms ....................................................................................... E-1

Appendix F. Index .............................................................................................. F-1
Appendix A. Forms and Worksheets

Contents

APHIS Form 7002 – Program of Veterinary Care ......................................................... A-1
APHIS Form 7003A–Application for New License ................................................... A-5
APHIS Form 7003 – Application for License Renewal – A/B ................................... A-6
APHIS Form 7003 – Application for License Renewal – C ....................................... A-7
APHIS Form 7005–Record of Acquisition of Dogs and Cats on Hand ................ A-8
APHIS Form 7006–Record of Disposition of Dogs and Cats .................................. A-10
APHIS Form 7006A–Continuation Sheet for Record of Disposition of Dogs and Cats . A-12
APHIS Form 7011A–Application for Registration ................................................... A-14
APHIS Form 7011 – Application for Registration - Registration Update ............... A-15
APHIS Form 7019–Record of Animals on Hand (Other than Dogs and Cats) ........ A-16
APHIS Form 7020–Record of Acquisition, Disposition or Transport of Animals (Other Than Dogs and Cats) ................................................ A-17
APHIS Form 7020A–Continuation Sheet for Record of Acquisition, Disposition, or Transport (Other Than Dogs and Cats) ........................................ A-18
APHIS Form 7023–Annual Report of Research Facility ......................................... A-19
APHIS Form 7023A - Continuation Sheet for Annual Report of Research Facility .... A-20
APHIS Form 7023 - Instructions ................................................................................. A-21
Amended Inspection Report Letter ......................................................................... A-22
Attempted Inspection Checklist ............................................................................. A-23
Attempted Inspection Leave Behind Flyer .............................................................. A-24
Attempted Inspection Letter and Enclosure ............................................................ A-25
Complaint Worksheet ............................................................................................. A-27
Environmental Enrichment Plan Inspection Checklist .......................................... A-28
Facility Contact Worksheet .................................................................................... A-29
Inspection Report Review Checklist ...................................................................... A-30
New License Fee Schedule Class A ......................................................................... A-31
New License Fee Schedule Class B ......................................................................... A-32
New License Fee Schedule Class C ......................................................................... A-33
Options for Identification of Dogs and Cats ........................................................... A-34
Personally Identifiable Information (PII) Examples ............................................. A-35
Script Following Attempted Inspection ................................................................ A-36
Search for Unlicensed Activity Worksheet ............................................................. A-37
State and Territory Identification Codes ................................................................ A-38
Teachable Moments Review Checklist ................................................................ A-39

The USDA APHIS forms in this Appendix are only to be used as examples. Do not reproduce and use these forms in an official capacity. Use only the official approved Office of Management and Budget (OMB) form or the USDA APHIS Animal Care program worksheets.
**APHIS Form 7002 – Program of Veterinary Care**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0006. The time required to complete this information collection is estimated to average 1 hour 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.

United States Department of Agriculture
Animal and Plant Health Inspection Service
Animal Care

**Program of Veterinary Care**

**INSTRUCTIONS**

For use of this form, see 9 CFR 2.40 (Animal Welfare Regulations, Title 9, Subchapter A, Part 3, Subpart D, Section 2.40).

The attending veterinarian shall establish, maintain, and supervise programs of disease control and prevention, pest and parasite control, pre-procedural and post-procedural care, nutrition, euthanasia, and adequate veterinary care for all animals on the premises of the licensee/registrant. A written program of adequate veterinary care between the licensee/registrant and the doctor of veterinary medicine shall be established. By law, such programs must include regularly scheduled visits to the premises by the veterinarian. Scheduled visits are required to monitor animal health and husbandry.

This optional form or an equivalent format may be used to meet the requirement for a written Program of Veterinary Care. This form may be used as a guideline for developing and writing the veterinary care plan for your animals.

Pages or blocks which do not apply to the facility should be marked N/A. If the space provided is not adequate for a specific topic, additional sheets may be added. Ensure the additional sheets include Section and Item Numbers.

---

**SECTION I. PROGRAM ESTABLISHMENT**

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<th>B. VETERINARIAN</th>
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<td>1. NAME</td>
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<td>2. BUSINESS NAME</td>
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<td>3. USDA LICENSE/REGISTRATION NUMBER</td>
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<tr>
<td>4. STREET MAILING ADDRESS</td>
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<td>5. CITY, STATE, AND ZIP CODE</td>
<td>5. CITY, STATE, AND ZIP CODE</td>
</tr>
<tr>
<td>6. HOME TELEPHONE</td>
<td>7. BUSINESS TELEPHONE</td>
</tr>
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<td></td>
<td>6. BUSINESS TELEPHONE</td>
</tr>
</tbody>
</table>

We have read and completed this Program of Veterinary Care and understand our responsibilities.

Regularly scheduled visits by the veterinarian will occur at the following frequency: ____________________________

C. NOTES:

APHIS FORM 7002
APR. 2019
### Forms and Worksheets

#### APHIS Form 7002 – Program of Veterinary Care

**SECTION II. DOGS AND CATS**

<table>
<thead>
<tr>
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<tr>
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<tr>
<td>DISTEMPER</td>
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</tr>
<tr>
<td>LEPTOSPIROSIS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RABIES</td>
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<td></td>
</tr>
<tr>
<td>BORDETELLA</td>
<td></td>
<td></td>
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<tr>
<td>OTHER (specify)</td>
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<table>
<thead>
<tr>
<th>FELINE</th>
<th>JUVENILE</th>
<th>ADULT</th>
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<tbody>
<tr>
<td>PANLEUK</td>
<td></td>
<td></td>
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<tr>
<td>RESP. VIRUSES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RABIES</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### B. PARASITE CONTROL PROGRAM – DESCRIBE THE FREQUENCY OF SAMPLING OR TREATMENT FOR THE FOLLOWING

1. **ECTOPARASITES** (flea, lice, ticks, mite, etc.)

2. **BLOOD PARASITES** (plasmodium, babesia, ehrlichia, etc.)

3. **INTESTINAL PARASITES** (roundworm, hookworm, cestodes, etc.)

#### C. EMERGENCY CARE – DESCRIBE PROVISIONS FOR EMERGENCY, WEEKEND, AND HOLIDAY CARE

#### D. EUTHANASIA

1. **SICK, DISEASED, INJURED, OR LAME ANIMALS** shall be provided with veterinary care or euthanized. **LICENSEES AND REGISTRANTS** in consultation with their attending veterinarians, can use methods of euthanasia that meet the definition of euthanasia in the animal welfare regulations, which allows for the use of humane methods that either:
   - Produce rapid unconsciousness and subsequent death without evidence of pain or distress, or
   - Utilize anesthesia produced by an agent that causes painless loss of consciousness and subsequent death.

   Appropriate methods may include, but are not limited to, those described in the "AVMA Guidelines for Euthanasia of Animals".

   **EUTHANASIA WILL BE CARRIED OUT BY THE:**
   - [ ] VETERINARIAN
   - [ ] LICENSEE/REGISTRANT

2. **METHODS OF EUTHANASIA**

#### E. ADDITIONAL PROGRAM TOPICS – THE FOLLOWING TOPICS HAVE BEEN DISCUSSED IN THE FORMULATION OF THE PROGRAM OF VETERINARY CARE:

- [ ] CONGENITAL CONDITIONS
- [ ] QUARANTINE CONDITIONS
- [ ] NUTRITION
- [ ] ANTHelmNCT ALTERATION
- [ ] OTHER (specify)

- [ ] EXERCISE PLAN (dogs)
- [ ] PROPER HANDLING OF BIOLOGICS
- [ ] VENEREAL DISEASES
- [ ] PEST CONTROL AND PRODUCT SAFETY
- [ ] PROPER USE OF ANALGESICS AND SEDATIVES

**APHIS FORM 7002**

**APR 2016**
SECTION III. WILD AND EXOTIC ANIMALS

A. VACCINATIONS – LIST THE DISEASES FOR WHICH VACCINATIONS ARE PERFORMED AND THE FREQUENCY OF THE VACCINATIONS (enter N/A if not applicable)

CARNIVORES

HOOFED STOCK

PRIMATES

ELEPHANTS

MARINE MAMMALS

OTHER (specify)

B. PARASITE CONTROL PROGRAM – DESCRIBE THE FREQUENCY OF SAMPLING OR TREATMENT FOR THE FOLLOWING

1. ECTOPARASITES (flies, lice, mites, ticks, fleas)

2. BLOOD PARASITES

3. INTESTINAL PARASITES

C. EMERGENCY CARE

1. DESCRIBE PROVISIONS FOR EMERGENCY, WEEKEND, AND HOLIDAY CARE

2. DESCRIBE CAPTURE AND RESTRAINT METHOD(S)

D. EUTHANASIA

1. SICK, DISEASED, INJURED, OR LAME ANIMALS SHALL BE PROVIDED WITH VETERINARY CARE OR EUTHANIZED. LICENSEES AND REGISTRANTS, IN CONSULTATION WITH THEIR ATTENDING VETERINARIANS, CAN USE METHODS OF EUTHANASIA THAT MEET THE DEFINITION OF EUTHANASIA IN THE ANIMAL WELFARE REGULATIONS, WHICH ALLOWS FOR THE USE OF HUMANE METHODS THAT EITHER:
   o PRODUCE RAPID UNCONSCIOUSNESS AND SUBSEQUENT DEATH WITHOUT EVIDENCE OF PAIN OR DISTRESS OR
   o UTILIZE ANESTHESIA PRODUCED BY AN AGENT THAT CAUSES PAINLESS LOSS OF CONSCIOUSNESS AND SUBSEQUENT DEATH.

APPROPRIATE METHODS MAY INCLUDE, BUT ARE NOT LIMITED TO, THOSE DESCRIBED IN THE “AVMA GUIDELINES FOR EUTHANASIA OF ANIMALS”.

EUTHANASIA WILL BE CARRIED OUT BY THE: □ VETERINARIAN □ LICENSEE/REGISTRANT

2. METHOD(S) OF EUTHANASIA

E. ADDITIONAL PROGRAM TOPICS – THE FOLLOWING TOPICS HAVE BEEN DISCUSSED IN THE FORMULATION OF THE PROGRAM OF VETERINARY CARE:

□ PEST CONTROL AND PRODUCT SAFETY □ ENVIRONMENT ENHANCEMENT (primates)

□ QUARANTINE PROCEDURES □ WATER QUALITY (marine mammals)

□ ZOONOSSES □ SPECIES-SPECIFIC BEHAVIORS

□ OTHER (specify) □ PROPER STORAGE AND HANDLING OF DRUGS AND BIOLOGICS

□ PROPER USE OF ANALGESICS AND SEDATIVES

F. LIST THE SPECIES SUBJECTED TO TUBERCULOSIS TESTING AND THE FREQUENCY OF SUCH TESTS
SECTION IV. OTHER WARMBLOODED ANIMALS

A. INDICATE SPECIES

B. VACCINATIONS – LIST THE DISEASES FOR WHICH VACCINATIONS ARE PERFORMED AND THE FREQUENCY (enter NA if not applicable)

C. PARASITE CONTROL PROGRAM – DESCRIBE THE FREQUENCY OF SAMPLING OR TREATMENT FOR THE FOLLOWING
   1. ECTOPARASITES (lice, ticks, mite, flea, etc.)
   2. INTERNAL PARASITES (cestode, coccidia, others)

D. EMERGENCY CARE – DESCRIBE PROVISIONS FOR EMERGENCY, WEEKEND, AND HOLIDAY CARE

E. EUTHANASIA
   1. SICK, DISEASED, INJURED, OR LAME ANIMALS SHALL BE PROVIDED WITH VETERINARY CARE OR EUTHANIZED. LICENSEES AND REGISTRANTS, IN CONSULTATION WITH THEIR ATTENDING VETERINARIANS, CAN USE METHODS OF EUTHANASIA THAT MEET THE DEFINITION OF EUTHANASIA IN THE ANIMAL WELFARE REGULATIONS, WHICH ALLOWS FOR THE USE OF HUMANE METHODS THAT EITHER:
      - PRODUCE RAPID UNCONSCIOUSNESS AND SUBSEQUENT DEATH WITHOUT EVIDENCE OF PAIN OR DISTRESS, OR
      - UTILIZE ANESTHESIA PRODUCED BY AN AGENT THAT CAUSES PAINLESS LOSS OF CONSCIOUSNESS AND SUBSEQUENT DEATH.
   Appropriate methods may include, but are not limited to, those described in the “AVMA GUIDELINES FOR EUTHANASIA OF ANIMALS”.
   Euthanasia will be carried out by the: ☐ Veterinarian ☐ Licensee/Registrant
   2. Method(s) of Euthanasia

F. ADDITIONAL PROGRAM TOPICS – THE FOLLOWING TOPICS HAVE BEEN DISCUSSED IN THE FORMULATION OF THE PROGRAM OF VETERINARY CARE:
   ☐ Pasteurellosis ☐ Species Separation
   ☐ Pododermatitis ☐ Malocclusion/Overgrown Incisors
   ☐ Cannibalism ☐ Pest Control and Product Safety
   ☐ Wet Tail ☐ Handling
   ☐ Other (specify) ________________________________

APHIS FORM 7002
APR 2018
APHIS Form 7003A–Application for New License

1. NAME OF APPLICANT AND MAILING ADDRESS: (See instructions)

2. ALL BUSINESS NAMES AND LOCATION ADDRESSES HOUSING ANIMALS:
   INCLUDE DIRECTIONS TO EACH LOCATION (P.O. Box not acceptable)
   Use additional sheet, if necessary

3. IF THE APPLICANT IS A CORPORATION, PARTNERSHIP OR OTHER BUSINESS ENTITY, LIST THE ENTITY'S PARTNERS OR OFFICERS AND AGENT FOR SERVICE OF PROCESS.

   NAME
   TITLE

4. (A) PREVIOUS USDA LICENSE NUMBER: (If any)
   (B) ACTIVE USDA LICENSE NUMBER IN WHICH YOU HAVE AN INTEREST:

5. TYPE OF LICENSE:
   - Class A – Breeder
   - Class B – Dealer
   - Class C – Exhibitor

6. LIST YOUR 12 MONTH BUSINESS YEAR: (Calendar or Fiscal)

   FROM
   TO

7. TYPE OF ORGANIZATION:
   - Individual
   - Corporation
   - Partnership
   - Other

8. DEALERS ONLY – CLASS A OR CLASS B LICENSES MUST COMPLETE THIS BLOCK. (Class B license is in Block 8)

   CLASS A (BREEDER) – LINE "D" = 1/4 OF LINE "C"
   CLASS B (DEALER) – LINE "D" = 1/4 OF LINE C
   ESTIMATE THE PURCHASE COST OF THE ANIMALS SOLD. (CFR Sections 2.6 and 2.7)

   DOGS
   NONHUMAN PRIMATES
   WILDLIFE/EXOTIC HOOFSTOCK

   CATS
   MARINE MAMMALS
   WILDLIFE/EXOTIC MAMMALS (Not fitted elsewhere)

   QUINEA PIGS
   FARM ANIMALS
   BEARS

   HAMSTERS
   WILDLIFE/EXOTIC CANNIES
   TOTAL
   (All animals listed in Block 8)

9. EVENT ORGANIZERS ONLY– LIST THE LARGEST NUMBER OF ANIMALS THAT YOU HAVE HELD, OWNED,
   OR EXHIBITED AT ANY ONE TIME DURING THE PREVIOUS BUSINESS YEAR
   (CFR Sections 2.6 and 2.7)

   A. ESTIMATE TOTAL NUMBER OF ANIMALS TO BE PURCHASED IN THE NEXT BUSINESS YEAR

   B. ESTIMATE TOTAL NUMBER OF ANIMALS TO BE SOLD IN THE NEXT BUSINESS YEAR

   C. ESTIMATE GROSS DOLLAR AMOUNT DERIVED FROM REGULATED ACTIVITIES (SALES, COMMISSIONS, ETC.)

   D. ESTIMATE DOLLAR AMOUNT ON WHICH FEE IS BASED

   TOTAL

CERTIFICATION

I hereby make application for a license under the Animal Welfare Act 7 U.S.C. 2131 et seq. I certify that the information provided herein is true and correct to the best of my knowledge. I hereby acknowledge receipt of and agree to comply with all the regulations and standards in 9 CFR, Subpart A, Parts 1, 2, and 3. I certify that the applicant is 10 years of age or older.

10. SIGNATURE:

11. PRINT NAME AND TITLE:

12. DATE:

APHIS FORM 7003A

AUG 2011

(Previous editions are obsolete)
# APHIS Form 7003–Application for License Renewal – A/B

**APPLICATION FOR LICENSE**  
**TYPE OR PRINT**

**RENEWAL**

1. **NAME(S) OF OWNER(S) AND MAILING ADDRESS**

2. **ALL BUSINESS NAME, LOCATIONS, AND ALL SITES HOUSING ANIMALS (P.O. Box not acceptable)**

   **TELEPHONE**

3. **IF PREVIOUSLY LICENSED – NAME AND ADDRESS**

4. **NAME AND ADDRESS OF OTHER BUSINESS(S) HANDLING ANIMALS IN WHICH APPLICANT OR LICENSEE HAS AN INTEREST**

5. **TYPE OF LICENSE**  
   - A - Dealer (Bredder)
   - B - Dealer
   - C - Exhibitor

6. **DATE OF LAST BUSINESS YEAR**

7. **NATURE OF BUSINESS**

   - A - Zoo
   - B - Aquariums
   - C - Auction
   - D - Breeder
   - E - Pets
   - F - Roadside Zoo
   - G - Circus
   - H - Animal Acts
   - I - Carnival
   - J - Drive Thru
   - K - Pet Store
   - L - Broker
   - Zoo

8. **TYPE OF ORGANIZATION**  
   - Partnership
   - Corporation
   - Individual
   - Other (Specify)

9. **LIST OWNERS, PARTNERS, AND OFFICERS**

10. **DEALER ONLY**

11. **EXHIBITOR ONLY**

12. **CLASS A (BREEDER) – LINE ‘D’ = % OF LINE ‘C’
    CLASS B (DEALER) – LINE ‘D’ = LINE ‘C’ LESS THE AMOUNT PAID FOR THE ANIMAL(S)
    (Sections 2.4 and 7.9)

13. **SIGNATURE**

14. **DATE**

---

**Certification**

I hereby make application for a license under the Animal Welfare Act 7 U.S.C. 2131 et seq. I certify that the information provided herein is true and correct to the best of my knowledge. I hereby acknowledge receipt of and certify to the best of my knowledge I am in compliance with all regulations and standards in 9 CFR, Subpart A, Parts 1, 2, and 3. I certify that I am over 18 years of age.

---

**Additional Information**

- Animal Welfare Inspection Guide
- Savedate: 3/11/2020 1:19 PM
- Form Approved UMB No. 0279-A002
APPLICATION FOR LICENSE

(RENEWAL)

1. NAME(S) OF OWNER(S) AND MAILING ADDRESS

COUNTY: ________ TELEPHONE: ________

2. ALL BUSINESS NAME, LOCATIONS, AND ALL SITES HOUSING ANIMALS (P. O. Box not accepted)

3. IF PREVIOUSLY LICENSED - NAME AND ADDRESS

4. NAME AND ADDRESS OF OTHER BUSINESS(S) HANDLING ANIMALS IN WHICH APPLICANT/LICENSEE HAS AN INTEREST

5. DATE OF LAST BUSINESS YEAR

FROM ________ TO ________

6. TYPE OF ORGANIZATION

- Partnership
- Corporation
- Individual
- Other (Specify)

7. NATURE OF BUSINESS (check those that describe nature of your business):

- A - Zoo
- B - Aquariums
- C - Auction
- D - Breeder
- E - Pets
- F - Roadside Zoo
- G - Circus
- H - Animal Acts
- I - Carnival
- J - Drive Thru
- K - Pet Store
- L - Broker
- Zoo

8. LIST OWNERS, PARTNERS, AND OFFICERS

<table>
<thead>
<tr>
<th>NAME AND TITLE</th>
<th>ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. DEALER ONLY

<table>
<thead>
<tr>
<th>TOTAL NO. OF ANIMALS PURCHASED IN THE LAST BUSINESS YEAR</th>
<th>DOGS</th>
<th>RABBITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL NO. OF ANIMALS SOLD IN THE LAST BUSINESS YEAR</td>
<td>CATS</td>
<td>NONHUMAN PRIMATES</td>
</tr>
<tr>
<td>TOTAL GROSS AMOUNT DERIVED FROM THE SALE OF ANIMALS</td>
<td>GUINEA PIGS</td>
<td>MARINE MAMMALS</td>
</tr>
<tr>
<td>DOLLAR AMOUNT OF WHICH FEE IS BASED (Sections 26 and 27)</td>
<td>HAMSTERS</td>
<td>WILD OR EXOTIC MAMMALS</td>
</tr>
<tr>
<td>OTHER (i.e., farm animals) (List Species and No.)</td>
<td>TOTAL</td>
<td></td>
</tr>
</tbody>
</table>

CERTIFICATION

I hereby make application for a license under the Animal Welfare Act, 7 U.S.C. 2131 et seq. I certify that the information provided herein is true and correct to the best of my knowledge. I hereby acknowledge receipt of and certify to the best of my knowledge I am in compliance with all regulations and standards in 9 CFR, Subpart A, Parts 1, 2, and 3. I certify that I am over 18 years of age.

APRIL 1995

(Printed editions are obsolete)
### APHIS Form 7005—Record of Acquisition of Dogs and Cats on Hand

**Extension with dog and cat创作者填写**

<table>
<thead>
<tr>
<th>Number of Dogs</th>
<th>Number of Cats</th>
<th>Date of Last Arrival (Date of Birth)</th>
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</thead>
<tbody>
<tr>
<td>5</td>
<td>10</td>
<td>03/11/2020</td>
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**Description of Animals**

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<tr>
<th>ID</th>
<th>Sex</th>
<th>Birth Date</th>
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<tbody>
<tr>
<td>1</td>
<td>M</td>
<td>03/11/2020</td>
</tr>
<tr>
<td>2</td>
<td>F</td>
<td>03/11/2020</td>
</tr>
<tr>
<td>3</td>
<td>M</td>
<td>03/11/2020</td>
</tr>
</tbody>
</table>

**Registration Number**

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<tr>
<th>Registration Number</th>
<th>Code</th>
<th>Name of Facility</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>M</td>
<td>Animal Shelter</td>
</tr>
</tbody>
</table>

**Transport Details**

<table>
<thead>
<tr>
<th>Mode of Transport</th>
<th>Date of Arrival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truck</td>
<td>03/11/2020</td>
</tr>
</tbody>
</table>

**Exhibitor Information**

<table>
<thead>
<tr>
<th>Name of Exhibitor</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Doe</td>
<td>123 Main St.</td>
<td>555-1234</td>
</tr>
</tbody>
</table>

**Supervisory Authority**

<table>
<thead>
<tr>
<th>Name of Supervisor</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Smith</td>
<td>555-1234</td>
</tr>
</tbody>
</table>

**Other Information**

- **Handling**: All dogs and cats are in good health and properly handled.
- **Food**: Fresh food is provided daily.
- **Water**: Access to clean water is available at all times.
- **Medical Care**: Regular veterinary check-ups are scheduled.

**Additional Notes**

- **Comments**: Additional comments on animal welfare and care practices.

---

**Signature**: John Doe, Supervisor.

**Date**: 03/11/2020.
## BREED ABBREVIATIONS - DOGS (Column F)

<table>
<thead>
<tr>
<th>Breed Abbreviation</th>
<th>Breed Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghan Hound</td>
<td>AH</td>
</tr>
<tr>
<td>Akita</td>
<td>AK</td>
</tr>
<tr>
<td>Alaskan Malamute</td>
<td>KM</td>
</tr>
<tr>
<td>American Bull Terrier</td>
<td>AB</td>
</tr>
<tr>
<td>Australian Cattle Dog</td>
<td>BC</td>
</tr>
<tr>
<td>Basset Hound</td>
<td>BH</td>
</tr>
<tr>
<td>Beagle</td>
<td>BE</td>
</tr>
<tr>
<td>Bedlington Terrier</td>
<td>BD</td>
</tr>
<tr>
<td>Black and Tan</td>
<td>BT</td>
</tr>
<tr>
<td>Bloodhound</td>
<td>BL</td>
</tr>
<tr>
<td>Boxer</td>
<td>BX</td>
</tr>
<tr>
<td>Bulldog</td>
<td>BU</td>
</tr>
<tr>
<td>Bullmastiff</td>
<td>BM</td>
</tr>
<tr>
<td>Cairn Terrier</td>
<td>CT</td>
</tr>
<tr>
<td>Cattle Dog</td>
<td>CD</td>
</tr>
<tr>
<td>Chow Chow</td>
<td>CC</td>
</tr>
<tr>
<td>Coonhound (Specify)</td>
<td>CH</td>
</tr>
<tr>
<td>German Shepherd</td>
<td>GS</td>
</tr>
<tr>
<td>German Shorthaired</td>
<td>SH</td>
</tr>
<tr>
<td>Greyhound</td>
<td>GH</td>
</tr>
<tr>
<td>Husky</td>
<td>HK</td>
</tr>
<tr>
<td>Irish Setter</td>
<td>IS</td>
</tr>
<tr>
<td>Jack Russell Terrier</td>
<td>JR</td>
</tr>
<tr>
<td>Keeshond</td>
<td>KL</td>
</tr>
<tr>
<td>King Charles Spaniel</td>
<td>KC</td>
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<tr>
<td>Komondor</td>
<td>KM</td>
</tr>
<tr>
<td>Labrador Retriever</td>
<td>DL</td>
</tr>
<tr>
<td>Lhasa Apso</td>
<td>LA</td>
</tr>
<tr>
<td>Maltese</td>
<td>ES</td>
</tr>
<tr>
<td>Miniature Pinscher</td>
<td>MP</td>
</tr>
<tr>
<td>Newf Hund</td>
<td>NF</td>
</tr>
<tr>
<td>Old English Sheepdog</td>
<td>OF</td>
</tr>
<tr>
<td>Pekingese</td>
<td>PE</td>
</tr>
<tr>
<td>Pomeranian</td>
<td>PM</td>
</tr>
<tr>
<td>Poodle</td>
<td>PD</td>
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<tr>
<td>Pug</td>
<td>PU</td>
</tr>
<tr>
<td>Redtick</td>
<td>RK</td>
</tr>
<tr>
<td>Rhodesian Ridgeback</td>
<td>RR</td>
</tr>
<tr>
<td>Rottweiler</td>
<td>RW</td>
</tr>
<tr>
<td>Saint Bernard</td>
<td>SB</td>
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<tr>
<td>Samoyed</td>
<td>SM</td>
</tr>
<tr>
<td>Schipperke</td>
<td>SK</td>
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<tr>
<td>Schnauzer</td>
<td>SN</td>
</tr>
<tr>
<td>Scottie</td>
<td>SC</td>
</tr>
<tr>
<td>Shar-pei</td>
<td>SP</td>
</tr>
<tr>
<td>Shetland Sheepdog</td>
<td>SS</td>
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</table>

## BREED ABBREVIATIONS - CATS (Column F)

<table>
<thead>
<tr>
<th>Breed Abbreviation</th>
<th>Breed Name</th>
<th>TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abyssinian</td>
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</tr>
<tr>
<td>Siamese</td>
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<td></td>
</tr>
<tr>
<td>Domestic Long Hair</td>
<td>DL</td>
<td></td>
</tr>
<tr>
<td>Domestic Short Hair</td>
<td>US</td>
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</tr>
<tr>
<td>Himalayan</td>
<td>HM</td>
<td></td>
</tr>
<tr>
<td>Maine Coon</td>
<td>MC</td>
<td></td>
</tr>
<tr>
<td>Manx</td>
<td>MK</td>
<td></td>
</tr>
<tr>
<td>Persian</td>
<td>PM</td>
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<tr>
<td>Russian Blue</td>
<td>RB</td>
<td></td>
</tr>
<tr>
<td>Rex</td>
<td>RE</td>
<td></td>
</tr>
<tr>
<td>Siamese</td>
<td>SI</td>
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</tr>
<tr>
<td>Other (Specify)</td>
<td>Other (Specify)</td>
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</tr>
</tbody>
</table>

*APHIS 7005 (Revised)*

*July 2009*
APHIS Form 7006–Record of Disposition of Dogs and Cats
<table>
<thead>
<tr>
<th>Breed Abbreviations - Dogs (Column F)</th>
<th>Breed Abbreviations - Cats (Column F)</th>
<th>Type (Column F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Afghan Hound</td>
<td>AH</td>
<td>English Setter</td>
</tr>
<tr>
<td>Airedale Terrier</td>
<td>AO</td>
<td>Eskimo Dog</td>
</tr>
<tr>
<td>Akita</td>
<td>AK</td>
<td>Foxhound</td>
</tr>
<tr>
<td>American Bull Terrier</td>
<td>AB</td>
<td>Fox Terrier</td>
</tr>
<tr>
<td>Basenji</td>
<td>BS</td>
<td>French Bulldog</td>
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<tr>
<td>Bassett Hound</td>
<td>BH</td>
<td>German Shepherd</td>
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<td>BE</td>
<td>German Shorthaired</td>
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<tr>
<td>Bedlington Terrier</td>
<td>BL</td>
<td>Pointer</td>
</tr>
<tr>
<td>Bichon Frise</td>
<td>BF</td>
<td>Golden Retriever</td>
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<tr>
<td>Black and Tan</td>
<td>BT</td>
<td>Gordon Setter</td>
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<tr>
<td>Cockapoo</td>
<td>CO</td>
<td>Great Dane</td>
</tr>
<tr>
<td>Bluetick</td>
<td>BK</td>
<td>Great Pyrenees</td>
</tr>
<tr>
<td>Boston Terrier</td>
<td>BO</td>
<td>Greyhound</td>
</tr>
<tr>
<td>Boxer</td>
<td>BX</td>
<td>Husky</td>
</tr>
<tr>
<td>Bullmastiff</td>
<td>BM</td>
<td>Irish Setter</td>
</tr>
<tr>
<td>Cairn Terrier</td>
<td>CT</td>
<td>Jack Russell Terrier</td>
</tr>
<tr>
<td>Collie</td>
<td>CU</td>
<td>Keeshond</td>
</tr>
<tr>
<td>Chihuahua</td>
<td>CA</td>
<td>King Charles Spaniel</td>
</tr>
<tr>
<td>Chinese Crested Dog</td>
<td>CD</td>
<td>Komondor</td>
</tr>
<tr>
<td>Chow-Chow</td>
<td>CC</td>
<td>Labrador Retriever</td>
</tr>
<tr>
<td>Cocker Spaniel</td>
<td>CK</td>
<td>Lhasa Apso</td>
</tr>
<tr>
<td>Collie</td>
<td>CL</td>
<td>Malamute</td>
</tr>
<tr>
<td>Coonhound (Specify)</td>
<td>CH</td>
<td>Mastiff</td>
</tr>
<tr>
<td>Dachshund</td>
<td>DH</td>
<td>Maltese</td>
</tr>
<tr>
<td>Dalmatian</td>
<td>DL</td>
<td>Miniature Pinscher</td>
</tr>
<tr>
<td>Doberman</td>
<td>DB</td>
<td>Newfoundlond</td>
</tr>
<tr>
<td>Elkhound</td>
<td>EH</td>
<td>Old English Sheepdog</td>
</tr>
<tr>
<td>English Bulldog</td>
<td>EG</td>
<td>Pekingese</td>
</tr>
</tbody>
</table>

APHIS 7006 (REV)  JUL 2000
# APHIS Form 7006A—Continuation Sheet for Record of Disposition of Dogs and Cats

This record is required by law (7 USC 2131-2135). Failure to maintain this record can result in a suspension or revocation of license and/or imprisonment for not more than 1 year, or a fine of not more than $1,000, or both.

### APHIS Form 7006A—Continuation Sheet for Record of Disposition of Dogs and Cats

<table>
<thead>
<tr>
<th>1. DATE OF DISPOSITION</th>
<th>2. PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SALE** □ | **EXCHANGE OR TRANSFER** □ | **DONATION** □

**3. SELLER OR DONOR (Name & Address)**

**4. BUYER OR RECEIVER (Name)**

**5. IDENTIFICATION OF ANIMALS BEING DELIVERED**

<table>
<thead>
<tr>
<th>IDENTIFICATION NUMBER</th>
<th>DOG</th>
<th>CAT</th>
<th>AGE OR DATE OF BIRTH</th>
<th>WT</th>
<th>BREED OR TYPE</th>
<th>DESCRIPTION OF ANIMAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>M</td>
<td>M</td>
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</tr>
</tbody>
</table>

**APHIS FORM 7006A**

(JUN 96) (Previous edition may be used.)

**ORIGINAL – SELLER’S RECORD**
According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0065. The time required to complete this information collection is estimated to average 2 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.
APHIS Form 7011A–Application for Registration

According to the Paperwork Reduction Act of 1995, an agency may not create or sponsor a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0036. The time required to complete the information collection is estimated to average 2.9 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.

United States Department of Agriculture
Animal and Plant Health Inspection Service
APPLICATION FOR
REGISTRATION
(TYPE OR PRINT)

NEW REGISTRATION

1. REGISTRANT (Name and permanent mailing address, including ZIP Code):

2. ALL BUSINESS NAMES AND SITE LOCATIONS:

   Use additional sheets, if necessary

3. PREVIOUS USE A REGISTRATION NUMBER (If any):

4. ACTING USDA CERTIFICATE NUMBER(S) IN WHICH YOU HAVE AN INTEREST:

5. ARE YOU USING FEDERAL FUNDS TO CARRY OUT RESEARCH, TESTS, OR EXPERIMENTS?
   □ Yes  □ No

6. TYPE OF REGISTRATION:
   □ Class H—Intermediate Handler  □ Class T—Carrier
   □ Class R—Research Facility

7. TYPE OF ORGANIZATION:
   □ Individual  □ Corporation  □ Partnership  □ Other

8. IF INDIVIDUAL, IDENTIFY THE OWNER; IF PARTNERSHIP, IDENTIFY EACH PARTNER OR OFFICER; IF CORPORATION OR OTHERS, IDENTIFY PRINCIPAL OFFICERS. FOR RESEARCH FACILITIES INCLUDE THE NAME OF THE INSTITUTIONAL OFFICIAL (Use separate sheet, if needed)

   NAME

   TITLE

   GROSS

   NON-HUMAN
   PRIMATES

   RODENTS
   (Does not include mice or rats)

   CATS

   MARINE MAMMALS

   WILDLIFE
   HOUDSTOCK

   GUINEA PIGS

   FARM ANIMALS

   SEALS

   HAMSTERS

   WILDLIFE
   CANINES

   WILDLIFE
   FELINES

   RABBITS

   WILDLIFE
   OTHER

CERTIFICATION

In entering as a Research Facility, Handler, or Intermediate Handler under the Animal Welfare Act, 7 U.S.C. 5133 as set forth, I certify that the information provided herein is true and correct to the best of my knowledge. I hereby acknowledge having read and agree to comply with all the regulations and standards contained in 9 CFR, Parts 1, 2, and 3. I certify that all personnel are 18 years of age or older.

9. SIGNATURE

10. NAME AND TITLE (Type or Print)

11. DATE SIGNED

APHIS FORM 7011A
MAR 2018

ACKNOWLEDGMENT OF RECEIPT OF REGULATIONS AND STANDARDS
### APHIS Form 7011 – Application for Registration - Registration Update

<table>
<thead>
<tr>
<th>U.S. Department of Agriculture</th>
<th>OMB No. 0579-0038</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal and Plant Health Inspection Service</td>
<td>FORM APPROVED</td>
</tr>
</tbody>
</table>

**APPLICATION FOR REGISTRATION**

**TYPE OR PRINT**

**REGISTRATION UPDATE**

1. **Registrant** (Name and permanent mailing address, including Zip Code)
   - **County:** Telephone

2. **Location(s) of business, exhibition site(s), or research facilities**
   - Use additional sheets if necessary

3. **Previous USDA registration number (if any)**

4. **Active USDA certificate number(s) in which you have an interest**

5. **Are you using federal funds to carry out research, tests, or experiments?**
   - Yes
   - No

6. **Type of registration:**
   - Class E – Exhibitor
   - Class H – Intermediate Handler
   - Class R – Research Facility
   - Class T – Carrier

7. **Federal fund types:**
   - Award
   - Contract
   - Grant
   - Loan

8. **Type of organization:**
   - Partnership
   - Corporation
   - Individual

   **Other (Specify)**

9. **Individual identify each other, if partnership identify each partner or officer, if corporation identify principal officers for research facilities include the institutional official (use separate sheet if needed)**

<table>
<thead>
<tr>
<th>A. NAME</th>
<th>B. TITLE</th>
<th>C. ADDRESS (all address, excluding ZIP Code)</th>
</tr>
</thead>
</table>

**Certification**

I hereby register as a Research Facility, Exhibitor, Carrier, or Intermediate Handler under the Animal Welfare Act, 7 U.S.C. 2131 et seq., and certify that the information provided herein is true and correct to the best of my knowledge. I hereby acknowledge receipt and agree to comply with all the regulations and standards contained in CFR, Part 1, 2, and 3. I certify that all listed persons are 18 years of age or older.

10. **Signature**

11. **Name and Title** (Type or Print)

12. **Date Signed**

**Acknowledgment of receipt of regulations and standards**

*APHIS Form 7011 (FEB 2009)*
# APHIS Form 7019–Record of Animals on Hand (Other than Dogs and Cats)

- **Form Name:** APHIS Form 7019–Record of Animals on Hand (Other than Dogs and Cats)
- **Date Saved:** 3/11/2020 1:19 PM

The form includes a table with columns for:
- **Animal Species:**
- **I.D. No.:**
- **Date of Birth:**
- **Not Kept by:**
- **Date Sold/Exchanged:**
- **Form No.**

## Table Example

<table>
<thead>
<tr>
<th>Animal Species</th>
<th>I.D. No.</th>
<th>Date of Birth (Month/Day/Year)</th>
<th>Not Kept by</th>
<th>Date Sold/Exchanged (Month/Day/Year)</th>
<th>Form No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dog</td>
<td>A123</td>
<td>01/01/2020</td>
<td>B</td>
<td>02/01/2020</td>
<td>123</td>
</tr>
<tr>
<td>Cat</td>
<td>B456</td>
<td>02/02/2020</td>
<td>C</td>
<td>03/03/2020</td>
<td>456</td>
</tr>
</tbody>
</table>

### Instructions

- Fill in the table with the appropriate details for each animal.
- Ensure all fields are accurately completed.

---

**Office of Research and Regulation**

**Office of Veterinary Services**

**U.S. Department of Agriculture**

**Animal and Plant Health Inspection Service**

---

**Form 7019–Record of Animals on Hand (Other than Dogs and Cats)**

- **Purpose:** To document the status and movement of animals in the possession of the facility.
- **Instructions:** Complete all fields for each animal.

---

**Contact Information**

- Phone: 1-800-804-2778
- Email: APHISInfo@aphis.usda.gov
- Website: APHIS at https://www.aphis.usda.gov
### APHIS Form 7020–Record of Acquisition, Disposition or Transport of Animals (Other Than Dogs and Cats)

- **Invoice Number**: 1
- **Date of Disposition**: 2
- **Dealer’s License Number**: 4
- **Identification of Animals Being Delivered**:
  - **Total Number Delivered**: 15
  - **Number Rejected**: 0
  - **Number Alive**: 15
- **Bill of Lading Number**: 11
- **Truck License Number**: 14
- **Name and Address of Company or Firm (Include ZIP Code)**: 12
- **Name and Address of Truck Driver (Include ZIP Code)**: 13

#### Delivery by Commercial Carrier
- **Buyer’s Truck**: 0
- **Dealer’s Truck**: 0

#### Delivery Receipt
- **Animal Condition**:
  - Apparent Good Condition: 0
  - Poor Condition: 0
  - Rejected: 0

- **Total Number Received**: 15
- **Number Dead**: 0
- **Number Alive**: 15
- **Date**: 28

---

**APHIS Form 7020**

**JUL 2017**
### APHIS Form 7020A-Continuation Sheet for Record of Acquisition, Disposition, or Transport (Other Than Dogs and Cats)

<table>
<thead>
<tr>
<th>A.</th>
<th>B.</th>
<th>C.</th>
<th>D.</th>
<th>E.</th>
<th>F.</th>
<th>G.</th>
<th>H.</th>
<th>I.</th>
<th>J.</th>
<th>K.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO. ANIMALS</td>
<td>PREVIOUS INVOICE NO.</td>
<td>INVOICE NO.</td>
<td>SPECIES</td>
<td>AGE</td>
<td>SEX</td>
<td>NO. YOUTH</td>
<td>NO. ADULT</td>
<td>EST. WEIGHT (LB)</td>
<td>REMARKS</td>
<td>RECEIVER'S NAME</td>
</tr>
<tr>
<td>NO.</td>
<td>NO.</td>
<td>NO.</td>
<td>NO.</td>
<td>NO.</td>
<td>NO.</td>
<td>NO.</td>
<td>NO.</td>
<td>NO.</td>
<td>NO.</td>
<td>NO.</td>
</tr>
</tbody>
</table>

This form is used for the Record of Acquisition, Disposition, or Transport of Animals (Other Than Dogs and Cats). It is approved by the U.S. Department of Agriculture, Animal and Plant Health Inspection Service. The form is designed to record detailed information about the animals being transported, including their species, age, sex, and weight. It is important to fill out this form accurately to ensure compliance with regulations.
# APHIS Form 7023–Annual Report of Research Facility

According to the Peptide Reduction Act of 1985, an agent with authority to sign and complete the form, and the person who will sign the report, shall ensure that all information contained in this report is accurate, complete, and relevant. The information contained in this report is subject to review and inspection by the appropriate authorities. The information contained in this report is subject to review and inspection by the appropriate authorities.

## UNITED STATES DEPARTMENT OF AGRICULTURE

### ANIMAL HEALTH AND PLANT INSPECTION SERVICE

#### ANNUAL REPORT OF RESEARCH FACILITY

**TYPE OR PRINT**

### FACILITY LOCATIONS (Indicate facilities where animals were housed or used in research, teaching, testing, or experimentation. A list of additional sheets, if necessary)

**REPORT OF ANIMALS USED BY OR UNDER CONTROL OF RESEARCH FACILITY**

<table>
<thead>
<tr>
<th>Number of animals</th>
<th>Number of animals</th>
<th>Number of animals</th>
<th>Number of animals</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Type 1)</td>
<td>(Type 2)</td>
<td>(Type 3)</td>
<td>(Type 4)</td>
</tr>
<tr>
<td>(Type 5)</td>
<td>(Type 6)</td>
<td>(Type 7)</td>
<td>(Type 8)</td>
</tr>
<tr>
<td>(Type 9)</td>
<td>(Type 10)</td>
<td>(Type 11)</td>
<td>(Type 12)</td>
</tr>
</tbody>
</table>

### ASSURANCE STATEMENTS

1. The animal research facility has been inspected by the appropriate authority and is in compliance with all applicable regulations and guidelines.
2. The animal research facility has implemented procedures to ensure the humane treatment of all animals.
3. The animal research facility has implemented procedures to ensure the welfare of all animals.
4. The animal research facility has implemented procedures to ensure the safety of all animals.

### CERTIFICATION BY HEADQUARTERS RESEARCH FACILITY OFFICIAL

Signature of C.E.O. or C.O.:

Name and Title of C.E.O. or C.O.:

Date signed:

---

[Form Image]

The APHIS Form 7023 is available as an electronic fillable form from the Animal Welfare website.
**Instructions for Completion of APHIS Form 7023**

*(Refer to 9 CFR, Part 2, Subpart C, Section 2.33 and 2.36)*

Item 1: Enter registration number as assigned to the Research Facility by the United States Department of Agriculture (USDA).

Item 2: Enter the complete name and mailing address of the Headquarters Research Facility as registered with the USDA. If the name or business information has changed, please notify the appropriate Operations Office in Raleigh NC, or Ft. Collins, CO in writing as soon as possible. Correcting the information on your annual report packet is not sufficient.

Item 3: List location of each site where the animals are housed and used in actual research, teaching, experimentation, or held for these purposes. (Attach additional sheets if necessary). Provide site information, but do not include specific buildings or room numbers.

Item 4-13: DO NOT enter numbers in Column A. DO NOT add numbers entered in Column B into the totals in Column F. Column F is to show only the total numbers entered in Columns C + D + E. Entries in Column E must be explained on attached sheet(s).

Item 12: List by common name all other farm animal species.

Item 13: Other: List by common name, all other warm-blooded animal species covered by the Regulations. (This will include all wild or exotic species). Use additional sheets if necessary or use APHIS Form 7023A. Report wild rodents. Please do NOT report the use of laboratory rats and mice (genere ratus and mus) bred for use in research, birds, reptiles, fish or other animals which are exempt from the regulation under the AWA. Do NOT include animals used in clinical trials in the context of a veterinary client relationship and do NOT include animals used in a field study as defined under the Animal Welfare Act. If you have questions about a particular activity, please contact the appropriate Operations Office in Raleigh NC, or Ft. Collins, CO for guidance.

**Return Completed Form with an Original Signature of C.E.O., President, or Institutional Official to the Appropriate Office. ***
United States Department of Agriculture
Marketing and Regulatory Programs
Animal and Plant Health Inspection Service
Animal Care
920 Main Campus Drive Suite 200 Raleigh, NC 27606
Tel No. 919-586-7100 Fax No. 919-586-7123

Dear [Name],

This amended inspection report, dated xx/xx/xx by the signature block, replaces the previous inspection report dated xx/xx/xx by the signature block. The previous inspection report is no longer valid.

Respectfully,

[Signature]

Animal Care is a part of the Department of Agriculture’s Animal and Plant Health Inspection Service.
An Equal Opportunity Provider and Employer.
# Attempted Inspection Checklist

**Inspector Name:**

**Licensee/Registrant name:**

**Customer #:**

**License/Registration #:**

## Pre-Inspection Prep:
- Review ACTS for optimal hours, contact info, facility representatives and Facility Contact Worksheet (if applicable)

### Attempted Inspection:
- **First**
- **Second**
- **Other**

**Date:**

- Attempt to make contact - call all contact numbers, honk, knock on doors, ring doorbell, etc.
  - Licensee/Registrant
  - Facility Representative
  - Other

- Message left (state name, purpose, phone number, and request return call)

- Contact made
  - Available within 60 minutes
  - Not available within 60 minutes (after contact is made)
  - No contact made within 30 minutes of arrival
  - Leave-behind flyer

## Inspection Outcome:
- Inspection completed - Licensee/Registrant
- Attempted inspection report written
- No Attempted written, enter reason:

## Post-Attempted Procedures (attempt to contact licensee - three tries – document date and time)

1st try: ____________________________ 2nd try: ____________________________ 3rd try: ____________________________

- No contact made after three tries
  - Send appropriate “Attempted Inspection” letter and “Benefits of Inspection and Optimal Hours” enclosure
  - Licensee made contact after receiving letter (See below for when contact is made)
  - No contact made after letter sent (wait at least two weeks before attempting next inspection)

- Contact made with licensee/registrant - Date
  - Discuss optimal hours (if eligible), facility rep, etc. as outlined in the Attempted Inspection Script
  - Complete “Facility Contact Worksheet”
  - **If eligible (2nd consecutive attempted/three attempted in two years), set up Courtesy Visit (within two weeks of call/contact) – Date of planned Courtesy Visit**
  - Licensee/registrant declined Courtesy Visit (state reason in notes section)

## Courtesy Visit (after 2nd consecutive attempted or three attempted inspections in two years):

**Date:**

- “Attempted Inspection” PowerPoint
- Facility Walkthrough
- Facility Contact Worksheet completed/updated
- Notify licensee/registrant that an unannounced inspection will follow
- Leave contact info/business card
- Ask licensee to notify you of schedule/optimal hour changes, etc.

## Unannounced follow-up Inspection (within 2 months of Courtesy Visit):

**Date:**

- Inspection completed - Licensee/Registrant
- Attempted inspection report written
- No Attempted written, enter reason:

**Notes:**

---

**Updated October 3, 2019**
Attempted Inspection Leave Behind Flyer

Sorry We Missed You!

Date: _____________________  Time: _____________________

Please contact your inspector to discuss your availability for inspection:

Inspector: _____________________  Phone: _____________________

Thanks!
DATE

Name
Address

Dear Mr. & Ms. (Name):

I was at your facility on [DATE] to conduct an inspection. I tried to contact you at the time and, unfortunately, I was not able to complete an inspection. I left a flyer with my contact information at your location. Your availability or contact information may have changed and our records may not reflect your new schedule. My efforts to make contact since the attempted inspection have been unsuccessful, so I am hoping to reach you with this letter.

Please contact me at your earliest convenience to discuss your availability or so I can assist you with finding an alternative arrangement for completing your unannounced inspection, such as identifying a facility representative. Enclosed is a list of benefits of inspection and explanation of optimal hours for inspection.

If you have any questions or concerns regarding compliance at your facility, I am happy to discuss those over the phone as well. In addition, we could talk over and clarify how to address any prior non-compliances that might remain at your facility.

I can be reached at (your cell phone number). If I am unavailable, please leave a message that includes your name, phone number, and the best time to return your call. I will call you back as soon as I can. I look forward to speaking with you and working together to achieve a successful inspection.

Sincerely,

Inspector Name Here
Inspector Title Here
USDA, APHIS, Animal Care

Enclosure

Cc: file

Benefits of Inspection and Optimal Hours

Benefits of Inspection

- Our inspections provide you with an accurate picture of your compliance with the requirements of the Animal Welfare Act (AWA).
- They allow you the opportunity to ask questions and find out more information about the AWA requirements directly from your inspector.
- If you are experiencing any compliance challenges, our inspectors can work with you to identify potential options for addressing them.

Optimal Hours for Inspection

Facilities that are not open to the public can define optimal hours for inspection. The benefit of providing optimal hours is that the inspector would know when the licensee/registrant is available and they would not be cited for an attempted inspection if the inspector came outside of those hours. If optimal hours are not provided, the inspector will continue to inspect during regular business hours (7 a.m. to 7 p.m. Monday through Friday).

Optimal hours should be at least four hour blocks of time, 3 days per week, during daylight hours, and between 7 a.m. and 7 p.m. Monday through Friday.

In some cases, it may be difficult to consistently be available during optimal hours. Below are ways to address this concern:

- Contact the inspector by phone, email, or text if your schedule has changed for the week or when you know you will not be available (vacation, medical appointment, wedding, etc.).
- Designate a facility representative that is 18 years or older. They would walk the inspector through the facility to inspect in the event you are not available. If you choose to use a facility representative, your inspector would wait to discuss any inspection related questions or concerns with you prior to issuing the inspection report.
# Complaint Worksheet

(For internal use only)

## ANIMAL WELFARE COMPLAINT

<table>
<thead>
<tr>
<th>Complaint No.</th>
<th>Date Entered:</th>
<th>Processed By:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Referred To:</th>
<th>Reply Due:</th>
</tr>
</thead>
</table>

### Facility or Person Complaint Filed Against

<table>
<thead>
<tr>
<th>Name:</th>
<th>Customer No.:</th>
<th>License No.:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
<td>Phone No.:</td>
</tr>
</tbody>
</table>

### Complainant Information

<table>
<thead>
<tr>
<th>Name:</th>
<th>Organization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Email Address:</td>
</tr>
<tr>
<td>City:</td>
<td>State:</td>
</tr>
</tbody>
</table>

### How was the Complaint received?

- **Email:**

### Details of Complaint:

- **SEE ATTACHED**

### Results:

### Application Kit Provided:

- **Yes:** [ ]  
- **No:** [ ]

### Inspector:

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>

### Reviewed By:

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
</table>
Environment Enhancement Plan Inspection Checklist

Environment Enhancement Plan Inspection Checklist Instructions

The Environment Enhancement Plan (EEP) Checklist is intended to help you and the licensee evaluate EE plans. There is no requirement that you use this Checklist. And there is no requirement that an EE plan contain everything on this list.

At facilities, you will see enrichment activities that meet the requirements and are not on this checklist, and that is acceptable. This list is not all inclusive. This is just another tool to help us consider the factors that go into appropriate enrichment.

This Checklist may be used:

- By a new inspector or for training a new inspector
- To prepare for an inspection if you have not reviewed EE Plans in a while
- To assist applicants develop their plans
- To assist licensees if they have a change in their inventory, or have some EE NClS, or just want to be sure they don’t miss anything

NOTE: The form should not be retained in ACIS or any facility file. It can be left with the licensee or disposed of at the end of the inspection.
Facility Contact Worksheet

**Date:**

Licensee/Registrant Name:  
Customer #:  
License/Registration #:  
Inspector Name:  

Facilities that are not open to the public are eligible for optimal hours. These hours are generally four hour blocks of time, during daylight hours, three days per week. This is not, however, a requirement. Professional judgment should be used to consider two entire days per week or another set of optimal hours that will facilitate the unannounced inspection. Optimal hours should be between 7am-7pm Monday through Friday.

<table>
<thead>
<tr>
<th>Availability</th>
<th>Check if all day</th>
<th>Optimal Hours of Availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Licensee/Registrant and Contact Numbers:

<table>
<thead>
<tr>
<th>Name</th>
<th>Home phone</th>
<th>Cell phone</th>
<th>Work phone</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional instructions to reach the licensee/registrant (e.g., call work number, son lives next door, etc.):

Facility Representative(s) and Contact Number(s): If licensee/registrant is not available:

<table>
<thead>
<tr>
<th>Name</th>
<th>Home phone</th>
<th>Cell phone</th>
<th>Work phone</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional instructions for inspecting with a facility representative (e.g. call licensee at work with questions, delay the exit briefing/report delivery until licensee is available, etc.):

Current scheduled dates not available - examples: wedding, holiday, vacation, health appointment (write dates only):

Updated October 3, 2019
Inspection Report Review Checklist

FOR APHIS INTERNAL USE
INSPECTION REPORT REVIEW CHECKLIST

When reviewing an Inspection Report, the reviewer should make sure that all the applicable criteria below are met:

General Information
- □ Inspection type is correct (Routine, PL Inspection #1, Site Additions are marked as Routine, etc.)
- □ Report not written on a canceled site
- □ "Prepared by": same as or later than "Inspection date"
- □ "Received by" date: before earliest correction deadline, 5 days or less from "Inspection date", and same as or after "Prepared by"
- □ Name in "Received by" matches licensee name or is a facility representative
- □ Certified mail number included on report, if applicable
- □ Reports with Directs were not emailed or sent certified mail

Narrative
- □ If no NCIs, Report has appropriate statement
- □ NCI citation contains all 4 4 parts, if appropriate
  - □ Regulation (appropriate section and specific subparts for the NCI)
  - □ Description of NCI (clear, appropriate details including animal ID, no diagnosis)
  - □ Why the problem is an NCI (appropriate, reasonable consequence)
  - □ Appropriate general description of how licensee/registrant can correct the problem, and a reasonable correction deadline (unless Repeat, PL, or New Site Approval inspection)
- □ Narrative is clear, reasonably free of improper grammar or spelling errors, and objective
- □ Direct NCIs appropriately classified (unless PL)
- □ Same problem is not cited in multiple CFRs, unless appropriate
- □ Focused inspections are appropriately described
- □ Final statement regarding who conducted the inspection and the exit briefing and when it occurred if report not delivered day of inspection
- □ Amended reports are not noted as "Amended"
- □ No extraneous, unrelated, or inappropriate information
- □ Report follows all Inspection Guide requirements and supervisory guidance
- □ Pre-License reports have all required statements
  - □ Passing PL: type license requested and payment information
  - □ Non-passing PL: how many inspections left and deadline date for 90 days window
  - □ All PL: no regulated activity statement
- □ Look at previous report(s) to verify Repeat NCIs
- □ Repeats notated correctly, i.e., inspector didn’t shift section numbers (e.g. 3.1 vs. 3.6 for same problem)
Inspections not occurring on exact same date each year

Documentation (photos, videos, document)
- Required photos for Repairs, Directs, Corrected Directs, Corrected Vet Care, all NCIs at facility with ongoing IES investigation, and commercial airlines
- Documentation clearly and accurately depicts the NCI
- Close-ups and overviews are included as needed for orientation
- Animal IDs included in picture labels for vet care, space, and when appropriate
- Animals are present in the photo (if possible)
- Uploaded or photographed documents or records are readable
- View videos and listen to audio to ensure content is appropriate and depicts NCIs
- If documentation contains confidential business information, ensure this is noted in label
- Labels are present for all documentation and are sufficiently detailed
- Documentation assigned to appropriate CFR(s) unless showing corrected items or overviews
- Note if documentation depicts an NCI not included on report
- Note if required photographs were not included
- If documentation does not support NCIs or raises any concerns, make note to discuss with inspector

Animal Inventory
- Verify inventory included
- Assess completeness (numbers make sense with NCI narratives, all species mentioned in report are included, etc.)
- Note unusually large facilities or unusual mixes of species (e.g. 3000 pigs; 300 dogs + 1 tiger)

Information which should NOT be on the Inspection Report
- No licensee names in body of report
- No addresses of animal facilities or inappropriately detailed building descriptions
- No confidential business information
- No proprietary scientific information

If any errors are noted by the non-Supervisor reviewer, the Inspection Report should be referred to the Supervisor. Supervisors will contact the inspector to discuss the Inspection Report.

August 2016
**New License Fee Schedule Class A**

---

**Review Sheet for Class “A” Fees:**

Use the sheet for the review of the information of your application and to determine your fees...

*****Please Reference Block 8 on your Application*****

**Class “A” Breeder Only:**

8A. Total Number of Animals Purchased:
   - Number of animals purchased in the next business year.

8B. Total Number of Animals Sold:
   - Total number of animals to be sold in the next business year.

8C. Gross Dollar Amount from the Sales of the Animals:
   - Gross dollar amount to be derived from the sale of the animals.

8D. Dollar Amount on which the Fee is based:
   - Fee is based off ½ the gross dollar amount listed in Block 8, Section C.
   - List the dollar amount the fee is based not the fee expected to be paid.

**Example of Class “A” Block 8:**

<table>
<thead>
<tr>
<th>Block A (Breeder)</th>
<th>Block B (Dealer)</th>
<th>Block C (Cost of Animals Sold)</th>
<th>Block D (Fee Amount)</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>42</td>
<td>$4,000</td>
<td>$2,000</td>
</tr>
</tbody>
</table>

**Fee Schedule Based on Block D Dollar Amount:**

<table>
<thead>
<tr>
<th>Dollar Amount Listed in Block D</th>
<th>Fee Amount to be Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0 to $500</td>
<td>$30.00</td>
</tr>
<tr>
<td>$501 to $2,000</td>
<td>$60.00</td>
</tr>
<tr>
<td>$2,001 to $10,000</td>
<td>$120.00</td>
</tr>
<tr>
<td>$10,001 to $25,000</td>
<td>$225.00</td>
</tr>
<tr>
<td>$25,001 to $50,000</td>
<td>$350.00</td>
</tr>
<tr>
<td>$50,001 to $100,000</td>
<td>$475.00</td>
</tr>
<tr>
<td>$100,001 and up</td>
<td>$750.00</td>
</tr>
</tbody>
</table>
New License Fee Schedule Class B

Review Sheet for Class "B" Fees

Use the sheet for the review of the information of your application and to determine your fees.

Please Reference Block 8 on your Application

Class "B" Dealer Only:

8A. Total Number of Animals Purchased:
- Number of animals purchased in the next business Year.

8B. Total Number of Animals Sold:
- Total number of animals to be sold in the next business Year.

8C. Gross Dollar Amount from the Sales of the Animals:
- Gross dollar amount to be derived from the sale of the animals.

8D. Dollar Amount on which the Fee is based:
- Fee is the Net dollar amount - Gross dollar amount minus the amount spent purchasing the animals listed in Block 8, Section A.
- List the dollar amount the fee is based not the fee expected to be paid.

Example of Class "B" Block 8:

- The amount spent on the purchase of the animals would be $2,500.

<table>
<thead>
<tr>
<th>Block 8</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Estimate total number of animals to be purchased in the next business year</td>
</tr>
<tr>
<td>B</td>
<td>Estimate total number of animals to be sold in the next business year</td>
</tr>
<tr>
<td>C</td>
<td>Estimate gross dollar amount derived from regulated activities (sales, composting, etc.)</td>
</tr>
<tr>
<td>D</td>
<td>Estimate dollar amount on which fee is based</td>
</tr>
</tbody>
</table>

Fee Schedule based on 8D Dollar Amount:

<table>
<thead>
<tr>
<th>Dollar Amount Listed in 8D</th>
<th>Fee Amount to be Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 0 to $ 500</td>
<td>$30.00</td>
</tr>
<tr>
<td>$ 501 to $ 2,000</td>
<td>$50.00</td>
</tr>
<tr>
<td>$ 2,001 to $ 10,000</td>
<td>$120.00</td>
</tr>
<tr>
<td>$10,001 to $ 25,000</td>
<td>$225.00</td>
</tr>
<tr>
<td>$25,001 to $ 50,000</td>
<td>$350.00</td>
</tr>
<tr>
<td>$50,001 to $ 100,000</td>
<td>$475.00</td>
</tr>
<tr>
<td>$100,001 and up</td>
<td>$750.00</td>
</tr>
</tbody>
</table>

Payments may be made by personal check, cashier's check, certified check, money order, or credit card.
New License Fee Schedule Class C

**Review Sheet for Class "C" Fees**

Use this sheet for the review of the information of your application and to determine your fees:

*****Please Reference Block 9 on your Application*****

**Class “C” Exhibitor Only:**

- The fee is based on the highest TOTAL number of animals on the inventory as of the date of the inspection passed.

  **Or**

  - List the largest number of Animals that you have held, owned, leased or exhibited during the previous business year.

**Example of Class “C” Block 9:**

![Image](image)

**Fee Schedule based on the total number of Animals listed in Block 9:**

<table>
<thead>
<tr>
<th>Total Number of Animals:</th>
<th>Fee amount to be paid:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 5</td>
<td>$30.00</td>
</tr>
<tr>
<td>6 to 25</td>
<td>$75.00</td>
</tr>
<tr>
<td>26 to 50</td>
<td>$175.00</td>
</tr>
<tr>
<td>51 to 500</td>
<td>$225.00</td>
</tr>
<tr>
<td>501... and up</td>
<td>$300.00</td>
</tr>
</tbody>
</table>

Payments may be made by personal check, cashier's check, certified check, money order, or credit card.
Options for Identification of Dogs and Cats

USDA-APHIS-Animal Care

Options for Identification of Dogs & Cats

TAGS: The tags must contain the following information: USDA# (48-A-0000) & Individual # (personal ID #: 1, 27, 32, etc.)

NOTE: Tags MUST include the letters USDA

MICROCHIPS: The microchip implants must be placed in a standard anatomical location and the licensee/registrant must have an appropriate microchip scanner device available to USDA APHIS officials.

Tattoo: The tattoo letters will be issued by this office after a written request from the licensee.

ID TAGS

Metal:

Ketchum Mfg. Co.
11 Town Shed Rd.
Lake Luzerne, NY 12846
(800)222-0460
http://www.ketchummfg.com

Nat’l Band & Tag Co.
721 York St.
New Port, KY 41072
(859)261-2035
http://www.nationalband.com

The Keyes- Davis Co.
P.O. Box 1557
Battle Creek, MI 49015
(269)962-7505
http://www.keyesdavis.com

Plastic:

Nat’l Band & Tag Co.
721 York St.
New Port, KY 41072
(859)261-2035
http://www.nationalband.com

Microchips:

AVID ID Systems
3185 Hammer Ave.
Norco, CA 92860
(800)371-7505
http://avidid.com

Home-Again
5580 Centerview Drive
Raleigh, NC 27606
(888)466-3242 (1-888-HOMEAGAIN)
http://www.homeagain.com

Revival Animal Health Inc.
P.O. Box 200
Orange City, IA 51041-0200
(800)786-4751
https://www.revivalanimal.com/

USDA does NOT endorse the specific companies listed here. Many other companies supply tags and microchips that will comply with USDA standards.
**Personally Identifiable Information (PII) Examples**

Personally Identifiable Information (PII) is information that can be used to uniquely identify an individual. The following are some examples of data which when combined with an individual’s name constitute PII. For a decision on other data elements not indicated on this list, contact the USDA Chief Privacy Officer. Examples include:

- Bank account numbers
- Biometric record (such as fingerprint, iris scan, DNA)
- Date of birth
- Credit card numbers
- Criminal history
- Employment information to include ratings, disciplinary actions, performance elements and standards
- Financial information
- Medical history information (including medical conditions and metric information, e.g., weight, height, blood pressure)
- Mother’s maiden name
- Place of birth
- Security clearance history or related information (not including actual clearances held)
- Social security number

The identification of PII requires an analysis of material in context.¹

The following examples, taken alone, would generally not constitute PII. Please consult the USDA Chief Privacy Officer for additional guidance.

- Academic information (credentials, areas of study)
- An individual’s name
- Digital pictures
- EIN/TIN as a business identifier
- Email addresses (work and personal)
- Employee present and past grades (and salary privacy)²
- Employee present and past position titles and occupational series²
- Phone numbers (work, home, cell)
- Resumes, unless they include a SSN
- Security clearances held
- Street addresses (work and personal)
• Written biographies (like the ones used in pamphlets or speakers)

1 OMB’s Memorandum, M-07-16 (of May 22, 2007, “Safeguarding and Responding to the Breach of Personally Identifiable Information”) requires an analysis of PII in context: “For example, an office rolodex contains personally identifiable information (name, phone number, etc.). In this context the information probably would not be considered sensitive; however, the same information in a database of patients at a clinic which treats contagious disease probably would be considered sensitive information. Similarly, using a best judgment standard, discarding a document with the author’s name on the front (and no other personally identifiable information) into an office trashcan likely would not warrant notification to US-CERT.

2 OPM Regulation, 5 C.F.R. § 293.311 states that the following information “about most present and former Federal employees, is available to the public: (1) Name; (2) Present and past position titles and occupational series; (3) Present and past grades; (4) Present and past annual salary rates ... (5) Present and past duty stations; and (6) Position descriptions, identification of job elements, and those performance standards (but not actual performance appraisals) that the release of which would not interfere with law enforcement programs or severely inhibit agency effectiveness..."
Script Following an Attempted Inspection

Greet licensee/registrar in an upbeat, friendly tone.

Sorry I missed you on __________(date).
- Thank them for returning your call (if applicable).

How are things going? How are the animals?
- Give them a few minutes to relax, talk, and bring up their concerns.

***For the first Attempted Inspection, skip to “Complete a Facility Contact Worksheet” section***

After a second Attempted Inspection, schedule a courtesy visit date and time with them.

I would like to schedule a courtesy visit with you within the next two weeks to confirm the health of your animals and discuss how you can meet the requirements of the regulations.
- Explain the purpose and objectives of this courtesy visit; mainly, to address their availability concerns, and discuss the requirements. Emphasize that an inspection report will not be written. When would be a reasonable date and time within business hours (7 am to 7 pm Monday through Friday) for this visit?

After setting up the courtesy visit, follow the procedure below to complete or update a Facility Contact Worksheet.

Complete a Facility Contact Worksheet:

Have your hours of availability changed?
- The inspector should fill out the Facility Contact Worksheet to ensure we have the most current hours. Encourage them to email or text you their hours, as often as necessary, if their availability changes frequently.

Animal Care allows facilities that are not open to the public to declare optimal hours of inspection. Optimal hours are generally four hour blocks of time, during daylight hours, between 7a.m.-7p.m. Monday through Friday at least three days per week. What hours would work for you to make inspections successful?
- This is not, however, a requirement. Professional judgment should be used to consider two entire days per week or another set of optimal hours that will facilitate the unannounced inspection.

Let’s see if I have all your current contact phone numbers.
- Verify cell and home phone numbers.
- If it is a partnership, get partners’ names and contact numbers.
- If it is a corporation, registrant, etc., get contact number for all persons identified on the renewal.

Is there a work number or any other number to contact you when you’re not at home?
- Include name(s) and phone number(s) on the Facility Contact Worksheet.

October 7, 2019
Script Following an Attempted Inspection

If a licensee/registrant says they can leave work for an inspection, verify that it is practical for them to leave work.

*How long does it take to get from work to home?*
*The time should be no more than an hour and still leave time to conduct the inspection.*

Fall/winter months: If a licensee/registrant says they work until 5 p.m., discuss that this may not work due to limited daylight hours.

*I am available from 7a.m. to 7p.m., and it typically gets dark earlier at this time of day during the fall and winter months. Would you be able to provide adequate lighting for the inspection process?*

If they say they are not able to provide adequate lighting for inspection ask if there is another solution to conduct an inspection.

*Is there a way, during these months, that I could call you to come home during your lunch break to conduct an inspection?*

*Is there a facility representative who is available a couple of times during the week during these months to take me through to see the animals? It’s only a couple months out of the year in which the days are shorter and the whole inspection process should not take that much time.*

*We could delay the exit briefing until you are available and have more time, possibly even the following day (if feasible for the inspector).*

If a licensee/registrant says they work and are not available, explain that inspections are a requirement of the AWA.

*I understand you work and are busy; however, we need to identify a couple of times during the week that either you, or a representative, are available for inspection.*

*The inspections generally occur, at most, a few times a year. The whole inspection process should not take that much time.*

Tip: If at any point in the conversation when completing the Facility Contact Worksheet, you feel resistance, you may need to remind the licensee/registrant the importance of conducting an inspection using the talking points below.

- It is important for Animal Care to validate the health and well-being of your animals.
- Our inspections allow you to show that you are complying with the requirements. This is good for your business.
- A requirement of having a USDA license is to make the facility, animals, and paperwork available for inspection.
- Routine inspections help us to track the sale of the animals to brokers, pet stores, the public, and research entities. An inspection of your facility allows us to ensure compliance at those facilities as well.

October 7, 2019
Script Following an Attempted Inspection

Ask them to identify a facility representative and provide their contact information.

_A facility representative can be a neighbor, family member, or friend that is 18 years or older. All the representative will need to do is take me through the facility, they do not have to be responsible for answering questions or addressing concerns._

_I will then call you* to discuss any non-compliant item(s) or teachable moments prior to creating the inspection report. Part of compliance is the inspection process. By working together on availability for inspection we would avoid another attempted inspection, which would be a non-compliant item.*If unreachable by phone during the actual inspection, it is acceptable to delay the exit briefing until the licensee/responsible representative can discuss non-compliant items._

_Do you have any additional instructions for when an inspection is completed with a facility representative?_

- This could include instructions for calling the licensee’s work phone with questions during the inspection or holding off on the exit briefing or report delivery until the licensee is available.

_Do you have any additional instructions to ensure a successful inspection?_

- This could include instructions for locating the licensee or facility representative (e.g., knocking on the kennel door, father lives across the road and can walk through the facility, inspector should call work phone, etc.).

_Do you know of any scheduled days or times when you will not be available for the inspection?_

- This could include a vacation, doctor’s appointment, wedding, etc.

_You can call, text, or email me with any changes in availability if anything comes up and I will know you are not available during your regular optimal hours._

_Tips: If you get push-back on available times, or they seem hesitant, or you think they may be avoiding inspection:_

_How can we work this out, can I help with a solution?_

- May be a good time to be quiet and let them talk.

_Are there concerns of item(s) from the last inspection preventing you from going through with an inspection?_

- If they have concerns, let them talk, support the work they have accomplished.
- Check on the status of NCIs on the last inspection.

_Is there anything you are worried about when you think of me coming through on inspection?_

_Remind them of the resources you can offer them:_

_If you have specific compliance concerns that you wish to address, we can set up a compliance visit or call, where a Compliance Specialist will work with you to help you achieve compliance. E.g., repairs needed to a building, setting up a new area of the facility, or items previously cited that may not be resolved due to misunderstanding corrective actions._

October 7, 2019
Script Following an Attempted Inspection

Remember, when I am not there conducting an inspection, I am available for courtesy visits or can be used as a resource for any concerns or projects with your facility.

Feel free to call any time during working hours and if I do not answer, please leave a message and I will return your call as soon as possible.

After an attempted inspection, if they ask, “When will you be out to inspect next?”

Your next inspection could be at any time from now up to the next three months.

After the worksheet is completed, ask:

Do you have any questions about what we discussed today?

Is there anything else I can help you with today?

Do you have my phone number and email address?

- Encourage them to call, text, or email you with any change to their schedule, optimal hours, questions, or concerns.
- Ask them to let you know if their availability for the courtesy visit changes.
- Extend an invitation to tell you of any concerns and that they can request a visit or call from a Compliance Specialist (CS). Let them know they can call you and you can assist with making contact with a CS.

I will see you on (Date): ______________ at (Time): ______________.

Thank them for their time and willingness to work together with you.

October 7, 2019
Search for Unlicensed Activity Worksheet

(For APHIS Internal Use Only)
# State and Territory Identification Codes

<table>
<thead>
<tr>
<th>Alphabetical List</th>
<th>Numerical Order List</th>
</tr>
</thead>
<tbody>
<tr>
<td>64  ALABAMA</td>
<td>11 MAINE</td>
</tr>
<tr>
<td>96  ALASKA</td>
<td>12 NEW HAMPSHIRE</td>
</tr>
<tr>
<td>86  ARIZONA</td>
<td>13 VERMONT</td>
</tr>
<tr>
<td>71  ARKANSAS</td>
<td>14 MASSACHUSETTS</td>
</tr>
<tr>
<td>93  CALIFORNIA</td>
<td>15 RHODE ISLAND</td>
</tr>
<tr>
<td>84  COLORADO</td>
<td>16 CONNECTICUT</td>
</tr>
<tr>
<td>16  CONNECTICUT</td>
<td>21 NEW YORK</td>
</tr>
<tr>
<td>50  DELAWARE</td>
<td>22 NEW JERSEY</td>
</tr>
<tr>
<td>58  FLORIDA</td>
<td>23 PENNSYLVANIA</td>
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<td>67  GEORGIA</td>
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<td>97  GUAM</td>
<td>32 INDIANA</td>
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<td>95  HAWAII</td>
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<td>42 IOWA</td>
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<td>43 MISSOURI</td>
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<td>61  KENTUCKY</td>
<td>45 NORTH DAKOTA</td>
</tr>
<tr>
<td>72  LOUISIANA</td>
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<td>69  MARIANA ISLANDS</td>
<td>48 KANSAS</td>
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<td>21  NEW YORK</td>
<td>69 MARIANA ISLANDS</td>
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<td>73  OKLAHOMA</td>
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<td>81 MONTANA</td>
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<td>23  PENNSYLVANIA</td>
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<td>94  PUERTO RICO</td>
<td>83 WYOMING</td>
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<td>15  RHODE ISLAND</td>
<td>84 COLORADO</td>
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<td>85 NEW MEXICO</td>
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<td>86 ARIZONA</td>
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<td>87  UTAH</td>
<td>91 WASHINGTON</td>
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<td>13  VERMONT</td>
<td>92 OREGON</td>
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<td>94 PUERTO RICO</td>
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<tr>
<td>54  WEST VIRGINA</td>
<td>95 HAWAII</td>
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<tr>
<td>35  WISCONSIN</td>
<td>96 ALASKA</td>
</tr>
<tr>
<td>83  WYOMING</td>
<td>97 GUAM</td>
</tr>
</tbody>
</table>


Teachable Moments Review Checklist

FOR APHIS INTERNAL USE
Teachable Moment Review Checklist

May 31, 2016

Documents needed to review a TM:

- The corresponding inspection report
- The previous IR and TM
- Enforcement History

When reviewing Teachable Moments (TM), the reviewer should ensure that the use of the TM was appropriate, using the following criteria:

- Facilities which are not appropriate for the use of the TM:
  - Prelicense or New Site Addition
  - Poor compliance record
  - Under investigation or have a current case at OGC
  - History of refusal of inspection or interference

- NCIs which are not appropriate for the use of the TM:
  - Impacting animal welfare
  - Direct or critical
  - Could soon become direct or critical
  - Previous TM or citation
  - Same section is being cited on the inspection report
  - Item may actually be in compliance

If any of the following TM apply to a Research Facility or contains a red flag, it should be reviewed carefully by the Supervisor or referred to the Supervisor:

- Veterinary Care
- Handling
- Space

The TM is not documented appropriately if:

- 4 or more TMs are noted, possibly too many
- Section # is incorrect
- Narrative contains excessive detail*
- No narrative or insufficient detail*
- Reviewer is unable to determine if TM is appropriate and needs more information

Example TM Narrative

3.1 (c) Not enough detail: dirty den boxes / carpet strings

Too much detail: 2 pens in the Yorkie area in the top barn (# 3 and 4) have mild staining around the den box opening and should be cleaned more frequently. In 2 pens in the whelping area, # 6 and 8, housing 2 litters of poodles, there are carpet strings /
FOR APHIS INTERNAL USE

Teachable Moment Review Checklist

May 31, 2016

Excessive wear on 25% of each carpet. The owner did not want to disturb the new mother for the last couple days but has a plan to replace the whelping carpets with the pups tomorrow.

Appropriate detail: 2 pens have staining at dog door (need more frequent cleaning) & 2 whelping boxes with worn carpets need carpets replaced.

If any of the above criteria are noted by the non-Supervisor reviewer, the TM form should refer to the Supervisor. Supervisors will contact the inspector to discuss the TM.
Unsatisfactory Optimal Hours Response Letter

Animal and Plant Health Inspection Service
4700 River Road
Riverdale, MD 20737

Dear (Name),

The inspection process is fundamental to ensuring the well-being of all animals regulated under the Animal Welfare Act. As a courtesy to persons licensed or registered under the Animal Welfare Act, we allow the licensee or registrant to identify optimal hours during only a few weekdays, as opposed to all five, during which we make every effort to conduct our unannounced inspections. Although we provide this courtesy, we retain the authority to inspect at any time during business hours. These “business hours” are defined in the regulations as a reasonable number of hours between 7 a.m. and 7 p.m., Monday through Friday.

The hours that you requested (__________) are not considered sufficient to facilitate unannounced inspections. Current agency guidance states optimal hours for inspection should be at least four hour blocks of time during daylight hours 3 days per week. Alternative arrangements may be accepted by inspectors if they feel that it will adequately facilitate unannounced inspections. Until such time as you designate appropriate optimal hours for inspection, APHIS Officials will continue to inspect during regular business hours.

We recognize that depending on your circumstances, it may be difficult to arrange consistent times of availability during those hours, therefore, you may also elect to designate an alternative authorized person if there is someone else that is able to facilitate inspection in the event that you are not available.

If you do not designate hours of inspection or an alternative authorized person and no one is available when we arrive to conduct an inspection during regular business hours, this will be cited as an attempted inspection. In accordance with current agency guidance, we will call any phone number(s) provided by you and wait for up to 30 minutes. If you or an authorized person can be at the facility within that time we will wait and conduct the inspection when you arrive. If no one can be contacted within 30 minutes, or no authorized person is available, your unavailability will be documented as an attempted inspection.

If you do provide appropriate optimal hours of inspection, then you will only be cited for an attempted inspection if no one is available during these designated hours.

If you have any questions or would like to discuss or establish appropriate optimal hours, please contact me at (your cell here).

Sincerely,

(Your Name Here)
(Your Title Here)
(APHIS, Animal Care)

Cc: file

An Equal Opportunity Provider and Employer.
Appendix B. Direct Noncompliance Item (NCI) Guidance

(9 CFR Parts 2-3)
## Direct NCI Guidance

<table>
<thead>
<tr>
<th>9 CFR Section Number</th>
<th>Example of Direct NCI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section 2.40</td>
<td>Cherry eye, eye opacity or enlarged eye globe with inflammation and abnormal discharge</td>
</tr>
<tr>
<td></td>
<td>Overgrown toenails causing mal-positioned digits or embedded in pad causing open lesions or gait problems</td>
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<tr>
<td></td>
<td>Heavy tick/flea infestation (i.e., a high number of external parasites are visible) with associated lethargy, pale mucous membranes, labored breathing</td>
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<tr>
<td></td>
<td>Fly bite ears with associated inflammation, discharge, scratching, hematoma</td>
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<tr>
<td></td>
<td>Stools that are loose, bloody associated with emaciated and/or lethargic dog</td>
</tr>
<tr>
<td></td>
<td>Ongoing respiratory condition with severe cough and/or abnormal nasal discharge</td>
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<tr>
<td></td>
<td>Presence of contagious disease, such as Parvovirus infection, and no isolation area to seclude the affected dogs from the rest of the kennel</td>
</tr>
<tr>
<td></td>
<td>Any untreated, prolapsed, open lesion/wound where the skin is pulled back to expose underlying tissue, muscle, bone</td>
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<tr>
<td></td>
<td>Severe ear infection with scratching and rubbing of ears, plus an associated moist ear canal discharge, inflammation, or ear hematoma</td>
</tr>
<tr>
<td></td>
<td>Interdigital cysts with discharge, inflammation, and lameness</td>
</tr>
<tr>
<td>Section 2.129(a) and (b)</td>
<td>A confiscation would be the result of a situation that involved animal suffering due to AWA noncompliances and would therefore be considered a Direct NCI; this would typically be cited in the associated sections (veterinary care, feeding, shelter, etc.), but if 2.129 is cited, it is a direct NCI.</td>
</tr>
<tr>
<td>Section 2.130 Minimum Age Requirements</td>
<td>Transportation of a dog or cat that has not been weaned, without their dam or queen, and without appropriate variances or exceptions (if required)</td>
</tr>
<tr>
<td>9 CFR Section Number</td>
<td>Example of Direct NCI</td>
</tr>
<tr>
<td>---------------------------------------------</td>
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</tr>
<tr>
<td>Section 2.131</td>
<td><strong>Handling of Animals</strong></td>
</tr>
<tr>
<td></td>
<td>Death or severe injury to animal as a result of handling procedures; also behavioral stress due to handling noncompliances</td>
</tr>
<tr>
<td></td>
<td>Use of items that cause physical injury, harm, or distress to the animals, such as the excessive use of the ankus, hot shot, or any tool used to train or work the animal</td>
</tr>
<tr>
<td></td>
<td>Public exhibition that allows direct contact of a dangerous animal (big cat, bear, wolves, elephant, great ape, etc.) with the general public <strong>without</strong> sufficient or adequate barriers, such as use of a juvenile or adult big cat in photo shoots, elephant rides <strong>without</strong> an attendant</td>
</tr>
<tr>
<td></td>
<td>Use of tranquilizers to facilitate public handling of animals</td>
</tr>
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<td></td>
<td>Failure to provide appropriate measures to alleviate any climatic weather condition that is a threat to the health and welfare of the animal, such as failing to provide sufficient heating or cooling to an animal barn or housing facility, when conditions and the species of the animal require it for the health and welfare of the animal</td>
</tr>
<tr>
<td></td>
<td>Exhibition/performance of an animal that would be detrimental to its health or well-being, such as an immature/young animal that is handled excessively by the public in a petting zoo and is unable to get away from the public, or baby tigers used for photo shoots with excessive public handling showing distress</td>
</tr>
<tr>
<td></td>
<td>Facility that obtains a dangerous animal <strong>without</strong> having a person knowledgeable and experienced about the species on staff</td>
</tr>
<tr>
<td>Section 3.1(a)</td>
<td><strong>Housing Facilities General</strong></td>
</tr>
<tr>
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<td>Structure deterioration, such as rusted support posts, where the structure is in danger of falling on dogs</td>
</tr>
<tr>
<td></td>
<td>Facilities <strong>not</strong> maintained; animals escape</td>
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<td>Section 3.1(b)</td>
<td><strong>Housing Facilities General</strong></td>
</tr>
<tr>
<td></td>
<td>Live electric wire exposed to and within easy reach of dogs (insulation removed and/or bare ends of cord exposed)</td>
</tr>
<tr>
<td>Sections 3.2(a), 3.3(a), 3.5(a)</td>
<td><strong>Indoor Housing Facilities, Sheltered Housing Facilities, Mobile or Traveling Housing Facilities</strong></td>
</tr>
<tr>
<td></td>
<td>Temperature outside of allowable ranges, animal showing signs of distress</td>
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<tr>
<td></td>
<td>Temperature below allowable lower ranges; dry bedding or other methods of conserving body heat <strong>not</strong> present</td>
</tr>
<tr>
<td><strong>Sections 3.2(b), 3.3(b), 3.5(b) Indoor Housing Facilities, Sheltered Housing Facilities, Mobile or Traveling Housing Facilities</strong></td>
<td>Lack of ventilation to the point where there are noxious fumes (e.g., your eyes burn) at the level of the animal's eyes and nose; dogs are showing signs of discomfort and/or distress, such as squinting, coughing, sneezing, nasal discharge, etc.</td>
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<tr>
<td>9 CFR Section Number</td>
<td>Example of Direct NCI</td>
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</tr>
<tr>
<td><strong>Sections 3.2(c), 3.3(c), 3.5(c)</strong> Indoor Housing Facilities, Sheltered Housing Facilities, Mobile or Traveling Housing Facilities</td>
<td>Absence of lighting and absence of diurnal cycle <em>no</em> windows and <em>no</em> broad spectrum lighting with appropriate cycling of light and dark</td>
</tr>
<tr>
<td>Sections 3.3(d), 3.4(b) Sheltered Housing Facilities, Outdoor Housing Facilities</td>
<td>Sheltered area <strong>not</strong> large enough for all dogs to sit, stand, lie in a normal manner, and to turn about freely, and temperature under 45 °F or over 85 °F; dogs showing signs of discomfort and/or distress</td>
</tr>
<tr>
<td>Section 3.4(a) Outdoor Housing Facilities</td>
<td>Dogs and cats maintained in areas in which they are <strong>not</strong> acclimated to the temperatures prevalent in the area, and/or breeds of dogs and cats maintained in areas in which they <strong>cannot</strong> tolerate the prevalent temperatures <strong>without</strong> stress</td>
</tr>
<tr>
<td>Section 3.4(b) Outdoor Housing Facilities</td>
<td>Shelter <strong>without</strong> sufficient bedding and temperature under 35 °F, or between 35 and 50 °F with dogs showing signs of discomfort (shivering) Insufficient wind/rain break and temperature under 50 °F; water in shelter with wet dogs</td>
</tr>
<tr>
<td>Section 3.6(a)(1) Primary Enclosure</td>
<td>Enclosure <strong>not</strong> designed to enable dogs to remain dry, wet dogs, temperature under 45 °F Food situation where one dog does <strong>not</strong> let other dog(s) eat and there are signs of distress and/or emaciation</td>
</tr>
<tr>
<td>Section 3.6(c)(1) Primary Enclosure</td>
<td>Enclosure does <strong>not</strong> meet minimum floor space requirements and dog has behavioral and/or medical issues (example: lick granuloma)</td>
</tr>
<tr>
<td>Section 3.7 Compatible Grouping</td>
<td>Incompatible dogs housed together with injuries and/or signs of distress</td>
</tr>
<tr>
<td>Section 3.8 Exercise</td>
<td>Insufficient floor space and <strong>no</strong> opportunity for exercise <em>no</em> written plan, <strong>no</strong> evidence of exercise area</td>
</tr>
<tr>
<td>Section 3.9(a) Feeding</td>
<td>Food contaminated with feces, urine, mold, mildew, pest waste Emaciated dogs with <strong>no</strong> feed or inappropriate feed</td>
</tr>
<tr>
<td>Section 3.10 Watering</td>
<td><strong>No</strong> water or frozen water—dogs offered fresh water and drink voraciously and/or in a manner that demonstrates they are extremely thirsty Water contaminated with feces, urine, pest waste, mud</td>
</tr>
<tr>
<td>9 CFR Section Number</td>
<td>Example of Direct NCI</td>
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</tr>
<tr>
<td>Section 3.11(a)</td>
<td>Cleaning</td>
</tr>
<tr>
<td></td>
<td>Accumulation of excreta and food waste in the primary enclosure; animals have excreta and/ or food waste on their fur, and/ or cannot find adequate areas in their enclosure where they can stand or walk without being in waste</td>
</tr>
<tr>
<td></td>
<td>Excessive feces and food waste are attracting an accumulation of pests (flies/ mosquitoes)</td>
</tr>
<tr>
<td>Section 3.11(b)(3)</td>
<td>Sanitation</td>
</tr>
<tr>
<td></td>
<td>Using cold water without a disinfectant or detergent, and animals are getting ill from a contagious disease.</td>
</tr>
<tr>
<td>Section 3.11(c)</td>
<td>Housekeeping</td>
</tr>
<tr>
<td></td>
<td>Weeds/brush are growing up and around dog pens. Vermin are seen in the dog pens, eating/defecating and/or getting into the food supply. Holes large enough to allow dogs to escape or other animals to enter, covered by the brush.</td>
</tr>
<tr>
<td>Section 3.11(d)</td>
<td>Pest Control</td>
</tr>
<tr>
<td></td>
<td>The presence of pests with signs of infestation such as contaminated feed, contaminated water, intense odor, fly strike, and little or no pest control in place</td>
</tr>
<tr>
<td>Section 3.12</td>
<td>Employees</td>
</tr>
<tr>
<td></td>
<td>The lack of an adequate number of employees; numerous Repeat and/or Direct noncomplainces identified on the inspection</td>
</tr>
<tr>
<td>Sections 3.13(a)(b)(c)</td>
<td>Consignments to Carriers and IH</td>
</tr>
<tr>
<td></td>
<td>A carrier/IH accepts an animal more than 4 hours before the scheduled flight departure, and there was no documentation as to when the animal was last fed or watered; and the animal either voraciously goes for food/water when offered, or it becomes ill and needs veterinary attention, or dies.</td>
</tr>
<tr>
<td>Section 3.13(d)</td>
<td>Consignments to Carriers and IH</td>
</tr>
<tr>
<td></td>
<td>Carrier/IH accepts dog for transport in an inadequate primary enclosure; dog breaks out of the transport enclosure and is lost, injured, or killed.</td>
</tr>
<tr>
<td>Section 3.13(f)</td>
<td>Consignments to Carriers and IH</td>
</tr>
<tr>
<td></td>
<td>No documentation is made that the consignee was notified when the shipment arrived, nor every 6 hours thereafter. The animal becomes ill due to the delay in notifying the consignee.</td>
</tr>
<tr>
<td>Section 3.14(a)</td>
<td>Primary Enclosure Used to Transport Live Dogs and Cats</td>
</tr>
<tr>
<td></td>
<td>Animal was able to escape the transport enclosure. Emergency presented itself and the animal enclosure could not be moved in a timely manner. Limbs protruding from the enclosure. Not enough ventilation openings on the enclosure. All resulting in injury, distress, or death.</td>
</tr>
<tr>
<td>9 CFR Section Number</td>
<td>Example of Direct NCI</td>
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</tr>
<tr>
<td>Section 3.14(c)</td>
<td>The transport enclosure does not meet the ventilation requirements.</td>
</tr>
<tr>
<td>Primary Enclosure Used to Transport Live Dogs and Cats</td>
<td></td>
</tr>
<tr>
<td>Section 3.14(d)</td>
<td>A large puppy or dog is put into a transport enclosure with a small puppy or dog, and the smaller dog is seriously injured or dies. There is a disregard for the 20 pound rule.</td>
</tr>
<tr>
<td>Primary Enclosure Used to Transport Live Dogs and Cats</td>
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</tr>
<tr>
<td>• An overly aggressive dog is shipped with another dog and the submissive dog is seriously injured or killed.</td>
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</tr>
<tr>
<td>Section 3.15(a-h)</td>
<td>Primary conveyance is structurally unsound—exhaust fumes enter the cargo space and/or air flow is hindered, and/or animals are exposed to too cold or too hot temperatures, and/or dry ice is in the cargo space, etc. The result is injury, distress, or death.</td>
</tr>
<tr>
<td>Primary Conveyances</td>
<td></td>
</tr>
<tr>
<td>Section 3.16</td>
<td>Animals are transported for more than 12 hours and are not fed or offered water (if under 16 weeks), and are now in distress and/or dehydrated and/or needing veterinary care and/or die.</td>
</tr>
<tr>
<td>Food and Water Requirements</td>
<td></td>
</tr>
<tr>
<td>Section 3.17(a)</td>
<td>Animals are either in a truck or in a plane, and are not observed every 4 hours (if applicable), and the animals become severely ill, injured, distressed, and/or die.</td>
</tr>
<tr>
<td>Care in Transit</td>
<td></td>
</tr>
<tr>
<td>Section 3.17(c)</td>
<td>Animal is obviously ill, injured, or in physical distress, but is transported anyway.</td>
</tr>
<tr>
<td>Care in Transit</td>
<td></td>
</tr>
<tr>
<td>Section 3.17(d)</td>
<td>Animal is removed from the transport enclosure resulting in injury, escape, and/or death.</td>
</tr>
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<td>Care in Transit</td>
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<td>Section 3.18(c)</td>
<td>Lack of ventilation to the point where there are noxious fumes (e.g., your eyes burn) at the level of the animal’s eyes and nose; dogs are showing signs of discomfort and/or distress.</td>
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<td>Terminal Facilities</td>
<td></td>
</tr>
<tr>
<td>Section 3.18(d)</td>
<td>Temperatures are allowed to fall below 45 °F or above 85 °F, which results in the animals showing signs of discomfort, distress, or death.</td>
</tr>
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<td>Terminal Facilities</td>
<td></td>
</tr>
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<td>Section 3.18(c)</td>
<td>Animals are not provided shelter to extreme elements, which results in the animals being injured, or showing signs of discomfort, distress, or death.</td>
</tr>
<tr>
<td>Terminal Facilities</td>
<td></td>
</tr>
<tr>
<td>Section 3.19(a)</td>
<td>When moving animals from the terminal facility to plane side, the animals were exposed to prolonged time out in the sun, extreme heat, rain, snow, or extreme cold, and now show signs of injury, discomfort, distress, or death.</td>
</tr>
<tr>
<td>Handling</td>
<td></td>
</tr>
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<td>9 CFR Section Number</td>
<td>Example of Direct NCI</td>
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<td>Section 3.19(b)</td>
<td>Handling</td>
</tr>
<tr>
<td>Housing Facilities General</td>
<td>A transport enclosure is put on an unattended conveyor belt, or is haphazardly put onto an unattended belt and the enclosure falls off.</td>
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<td>Housing Facilities General</td>
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<td>Structure deterioration, such as rusted support posts, where the structure is in danger of falling on dogs</td>
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<td>Sections 3.3(d), 3.4(b)</td>
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<tr>
<td>Section 3.4(a)</td>
<td>Outdoor Housing Facilities</td>
</tr>
<tr>
<td></td>
<td>Dogs and cats maintained in areas in which they are <em>not</em> acclimated to the temperatures prevalent in the area, and/or breeds of dogs and cats maintained in areas in which they <em>cannot</em> tolerate the prevalent temperatures <em>without</em> stress</td>
</tr>
<tr>
<td>Section 3.4(b)</td>
<td>Outdoor Housing Facilities</td>
</tr>
<tr>
<td></td>
<td>Shelter <em>without</em> sufficient bedding and temperature under 35 °F, or between 35 and 50 °F with dogs showing signs of discomfort (shivering) Insufficient wind/rain break and temperature under 50 °F; water in shelter with wet dogs</td>
</tr>
<tr>
<td>9 CFR Section Number</td>
<td>Example of Direct NCI</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Section 3.6(a)(1)</td>
<td>Primary Enclosure: Enclosure <strong>not</strong> designed to enable dogs to remain dry, wet dogs, temperature under 45 °F. Food situation where one dog does <strong>not</strong> let other dog(s) eat and there are signs of distress and/or emaciation.</td>
</tr>
<tr>
<td>Section 3.6(c)(1)</td>
<td>Primary Enclosure: Enclosure does <strong>not</strong> meet minimum floor space requirements and dog has behavioral and/or medical issues (example: lick granuloma).</td>
</tr>
<tr>
<td>Section 3.7</td>
<td>Compatible Grouping: Incompatible dogs housed together with injuries and/or signs of distress.</td>
</tr>
<tr>
<td>Section 3.8</td>
<td>Exercise: Insufficient floor space and <strong>no</strong> opportunity for exercise (<strong>no</strong> written plan, <strong>no</strong> evidence of exercise area).</td>
</tr>
<tr>
<td>Section 3.9(a)</td>
<td>Feeding: Food contaminated with feces, urine, mold, mildew, pest waste. Emaciated dogs with <strong>no</strong> feed or inappropriate feed.</td>
</tr>
<tr>
<td>Section 3.10</td>
<td>Watering: <strong>No</strong> water or frozen water—dogs offered fresh water and drink voraciously and/or in a manner that demonstrates they are extremely thirsty. Water contaminated with feces, urine, pest waste, mud.</td>
</tr>
<tr>
<td>Section 3.11(a)</td>
<td>Cleaning: Accumulation of excreta and food waste in the primary enclosure; animals have excreta and/or food waste on their fur, and/or <strong>cannot</strong> find adequate areas in their enclosure where they can stand or walk <strong>without</strong> being in waste. Excessive feces and food waste are attracting an accumulation of pests (flies/mosquitoes).</td>
</tr>
<tr>
<td>Section 3.11(b)(3)</td>
<td>Sanitation: Using cold water <strong>without</strong> a disinfectant or detergent, and animals are getting ill from a contagious disease.</td>
</tr>
<tr>
<td>Section 3.11(c)</td>
<td>Housekeeping: Weeds/brush are growing up and around dog pens. Vermin are seen in the dog pens, eating/defecating and/or getting into the food supply. Holes large enough to allow dogs to escape or other animals to enter, covered by the brush.</td>
</tr>
<tr>
<td>Section 3.11(d)</td>
<td>Pest Control: The presence of pests with signs of infestation such as contaminated feed, contaminated water, intense odor, fly strike, and little or <strong>no</strong> pest control in place.</td>
</tr>
<tr>
<td>Section 3.12</td>
<td>Employees: The lack of an adequate number of employees; numerous Repeat and/or Direct noncompliances identified on the inspection.</td>
</tr>
<tr>
<td>9 CFR Section Number</td>
<td>Example of Direct NCI</td>
</tr>
<tr>
<td>----------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>Sections 3.13(a)(b)(c) Consignments to Carriers and IH</td>
<td>A carrier/IH accepts an animal more than 4 hours before the scheduled flight departure, and there was <strong>no</strong> documentation as to when the animal was last fed or watered; and the animal either voraciously goes for food/water when offered, or it becomes ill and needs veterinary attention, or dies.</td>
</tr>
<tr>
<td>Section 3.13(d) Consignments to Carriers and IH</td>
<td>Carrier/IH accepts dog for transport in an inadequate primary enclosure; dog breaks out of the transport enclosure and is lost, injured, or killed.</td>
</tr>
<tr>
<td>Section 3.13(f) Consignments to Carriers and IH</td>
<td><strong>No</strong> documentation is made that the consignee was notified when the shipment arrived, nor every 6 hours thereafter. The animal becomes ill due to the delay in notifying the consignee.</td>
</tr>
</tbody>
</table>
| Section 3.14(a) Primary Enclosure Used to Transport Live Dogs and Cats | 1. Animal was able to escape the transport enclosure.  
2. Emergency presented itself and the animal enclosure could **not** be moved in a timely manner.  
3. Limbs protruding from the enclosure.  
4. **Not** enough ventilation openings on the enclosure.  
All resulting in injury, distress, or death. |
| Section 3.14(c) Primary Enclosure Used to Transport Live Dogs and Cats | • The transport enclosure does **not** meet the ventilation requirements. |
| Section 3.14(d) Primary Enclosure Used to Transport Live Dogs and Cats | A large puppy or dog is put into a transport enclosure with a small puppy or dog, and the smaller dog is seriously injured or dies. There is a disregard for the 20 pound rule.  
• An overly aggressive dog is shipped with another dog and the submissive dog is seriously injured or killed. |
| Section 3.15(a-h) Primary Conveyances | Primary conveyance is structurally unsound—exhaust fumes enter the cargo space and/or air flow is hindered, and/or animals are exposed to too cold or too hot temperatures, and/or dry ice is in the cargo space, etc. The result is injury, distress, or death. |
| Section 3.16 Food and Water Requirements | Animals are transported for more than 12 hours and are **not** fed or offered water (if under 16 weeks), and are now in distress and/or dehydrated and/or needing veterinary care and/or die. |
| Section 3.17(a) Care in Transit | Animals are either in a truck or in a plane, and are **not** observed every 4 hours (if applicable), and the animals become severely ill, injured, distressed, and/or die. |
### 9 CFR Section Number | Example of Direct NCI

<table>
<thead>
<tr>
<th>Section 3.17(c)</th>
<th>Care in Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal is obviously ill, injured, or in physical distress, but is transported anyway.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3.17(d)</th>
<th>Care in Transit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal is removed from the transport enclosure resulting in injury, escape, and/or death.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3.18(c)</th>
<th>Terminal Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lack of ventilation to the point where there are noxious fumes (e.g., your eyes burn) at the level of the animal’s eyes and nose; dogs are showing signs of discomfort and/or distress.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3.18(d)</th>
<th>Terminal Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperatures are allowed to fall below 45 °F or above 85 °F, which results in the animals showing signs of discomfort, distress, or death.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3.18(c)</th>
<th>Terminal Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animals are not provided shelter to extreme elements, which results in the animals being injured, or showing signs of discomfort, distress, or death.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3.19(a)</th>
<th>Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>When moving animals from the terminal facility to plane side, the animals were exposed to prolonged time out in the sun, extreme heat, rain, snow, or extreme cold, and now show signs of injury, discomfort, distress, or death.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3.19(b)</th>
<th>Handling</th>
</tr>
</thead>
<tbody>
<tr>
<td>A transport enclosure is put on an unattended conveyor belt, or is haphazardly put onto an unattended belt and the enclosure falls off.</td>
<td></td>
</tr>
</tbody>
</table>

This information is current to 9 Sept 2010.
Appendix C. Equipment and Supplies

Contents

No table of contents entries found.

Equipment

The following equipment is required:

- Camera/video camera, memory card, and extra batteries
- Cellular phone
- First-aid kit
- Laptop computer
- Official identification (badge and LincPass)
- Printer and paper
- Portable memory card reader
- MiFi / Jetpack

The following equipment is highly recommended:

- Blank Inspection Report forms (in case of computer/printer failure)
- Business cards
- Coveralls, preferably disposable
- Disposable boots
- Extra printer cartridge
- Flashlight and extra batteries
- GPS and/or maps
- Hearing Protection
- Kestrel Weather Meter
- Note pad
- Pen/pencil
- Raytek MiniTemp Thermometer
- Reference material, such as:
  - Subpart A – Animal Welfare
  - Required Inspection Procedures
  - Reference texts
Equipment and Supplies | Direct NCI Guidance

- Soap/disinfectant/hand sanitizer
- Tape measure

The following items are optional:

- Binoculars
- Calculator
- Hand counter
- Inspection checklists
- Towels/paper towels

Special Equipment

Nonhuman Primates

The following equipment is recommended for inspecting facilities with **macaques**, if within 5 feet of the macaques:

- Biological waste bag
- Coveralls – preferably disposable
- Disinfectant
- Disposable gloves
- Monkey Bite/Scratch Kit
- Full face shield and eye protection, such as safety glasses or goggles
- Respirator

The following equipment is recommended for inspecting facilities with other nonhuman primates:

- Respirator – Level N95, or better

Other Animals

The following equipment is recommended for inspecting elephants:

- Respirator – Level N95, or better

**NOTICE**

To wear a respirator, you **must** meet the APHIS Respirator Program requirements, i.e., medical clearance and fit testing.

Supplies

The following forms and information should be available for distribution to the facility and general public by the inspector:

- The Animal Welfare Act
- AWA Regulations and Standards (Blue Book)
- APHIS Fact Sheets and Tech Notes
• APHIS Forms for record keeping:
  ◦ APHIS Form 7002–Program of Veterinary Care
  ◦ APHIS Form 7005–Record of Acquisition of Dogs and Cats on Hand
  ◦ APHIS Form 7006–Record of Disposition of Dogs and Cats
  ◦ APHIS Form 7006A–Continuation Sheet for Record of Disposition of Dogs and Cats
  ◦ APHIS Form 7019–Record of Animals on Hand (Other than Dogs and Cats)
  ◦ APHIS Form 7020–Record of Acquisition, Disposition or Transport of Animals (Other Than Dogs and Cats)
  ◦ APHIS Form 7020A-Continuation Sheet for Record of Acquisition, Disposition, or Transport of Animals (Other than Dogs and Cats)
  ◦ Dog Breeder Resource Guide
  ◦ Options for Identification of Dogs and Cats
## Appendix D. Body Condition Charts

### Contents

<table>
<thead>
<tr>
<th>Animal</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cat</td>
<td>D-3</td>
</tr>
<tr>
<td>Cougar</td>
<td>D-4</td>
</tr>
<tr>
<td>Dog</td>
<td>D-5</td>
</tr>
<tr>
<td>Elephant</td>
<td>D-7</td>
</tr>
<tr>
<td>Leopard</td>
<td>D-8</td>
</tr>
<tr>
<td>Lion</td>
<td>D-9</td>
</tr>
<tr>
<td>Tiger</td>
<td>D-10</td>
</tr>
<tr>
<td>Tiger cub size information</td>
<td>D-11</td>
</tr>
</tbody>
</table>

Body Condition Assessment Charts

These charts may be used to help inspectors identify animals in critical or near critical condition which, if not addressed, could trigger a confiscation.
Cat

**Emaciated**  
Ribs, lumbar vertebrae, pelvic bones and all body prominences evident from a distance. No discernible body fat. Obvious absence of muscle mass.

**Underweight**  
Ribs easily palpated and may be visible with no palpable fat. Tops of lumbar vertebrae visible. Pelvic bones less prominent. Obvious waist and abdominal tuck.

**Optimal body weight**  
Ribs palpable without excess fat covering. Abdomen tucked up when viewed from side.

**Overweight**  
General fleshy appearance. Ribs palpable with difficulty. Noticeable fat deposits over lumbar spine and tail base. Abdominal tuck may be absent.

**Obese**  
Large fat deposits over chest, spine, and tail base. Fat deposits on neck and limbs. Abdomen distended.

Source: Ohio State University, College of Veterinary Medicine
**Cougar**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emaciated</strong></td>
<td>All ribs and vertebral bodies prominently showing, skin laying over hips and femur</td>
<td><img src="https://commons.wikimedia.org/wiki/File%3AMountain_Lion_(Puma)_-_Desert_Museum_-_Tucson_AZ_-_2015-10-12at10-24-247_(22066481590).jpg" alt="Image" /></td>
</tr>
<tr>
<td><strong>Underweight</strong></td>
<td>Ribs, vertebral bodies and hips slightly showing, “tucked up” appearance</td>
<td><img src="https://commons.wikimedia.org/wiki/File%3AMountain_Lion_(Puma)_-_Desert_Museum_-_Tucson_AZ_-_2015-10-12at10-24-247_(22066481590).jpg" alt="Image" /></td>
</tr>
<tr>
<td><strong>Optimal body weight</strong></td>
<td>Hint of ribs and vertebral bodies</td>
<td><img src="https://commons.wikimedia.org/wiki/File%3AMountain_Lion_(Puma)_-_Desert_Museum_-_Tucson_AZ_-_2015-10-12at10-24-247_(22066481590).jpg" alt="Image" /></td>
</tr>
<tr>
<td><strong>Overweight</strong></td>
<td>No hips or ribs showing, rotund appearance to abdomen</td>
<td><img src="https://commons.wikimedia.org/wiki/File%3AMountain_Lion_(Puma)_-_Desert_Museum_-_Tucson_AZ_-_2015-10-12at10-24-247_(22066481590).jpg" alt="Image" /></td>
</tr>
<tr>
<td><strong>Obese</strong></td>
<td>Abdomen sagging, obvious fat over hips and shoulders</td>
<td><img src="https://commons.wikimedia.org/wiki/File%3AMountain_Lion_(Puma)_-_Desert_Museum_-_Tucson_AZ_-_2015-10-12at10-24-247_(22066481590).jpg" alt="Image" /></td>
</tr>
</tbody>
</table>

Source unless otherwise noted: USDA-APHIS
Dog

**Ejacinated**

Ribs and lumbar vertebrae obvious, pelvic bones and all other bony structures obvious and prominent. Tail base prominent and bony. Accentuated concave abdominal tuck. Accentuated, severe hourglass shape to waist. No discernible body fat. Obvious loss of muscle mass.

**Underweight**

Ribs and lumbar vertebrae easily seen with no fat cover. Pelvic bones obvious. Tail base bony with little soft tissue. Marked concave abdominal tuck. Marked hourglass shape to waist.

**Optimal body weight**

Ribs, lumbar vertebrae, pelvic bones, and other bony structures easily palpable with slight fat cover. Tail base smooth with thin, soft tissue cover. Concave abdominal tuck. Smooth hourglass shape to waist.

**Overweight**

Ribs and lumbar vertebrae are difficult to palpate. Pelvic bones are palpable with moderate tissue cover. Tail base has fat deposition with moderate soft tissue cover. Concave tuck is decreased to absent. Loss of hourglass shape to waist with back is slightly broadened.

**Obese**

Ribs and lumbar vertebrae are very difficult to impossible to palpate. Pelvic bones are difficult to palpate with thick tissue cover. Tail base is thickened from fat disposition with thick soft tissue cover. Abdomen is convex with or without a pendulous ventral bulge. Back is markedly broadened.

(https://upload.wikimedia.org/wikipedia/commons/a/aa/AHey_Fatty.jpg)
Source unless otherwise noted: USDA-APHIS
## Elephant

<table>
<thead>
<tr>
<th>Body Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emaciated</strong></td>
<td>All ribs and vertebral bodies prominently showing, skin laying over hips and femur</td>
</tr>
<tr>
<td><strong>Underweight</strong></td>
<td>Ribs, vertebral bodies and hips slightly showing, “tucked up” appearance</td>
</tr>
<tr>
<td><strong>Optimal body weight</strong></td>
<td>Hint of ribs and vertebral bodies, good muscle tone</td>
</tr>
<tr>
<td><strong>Overweight</strong></td>
<td>No hips or ribs showing, rotund appearance to abdomen</td>
</tr>
<tr>
<td><strong>Obese</strong></td>
<td>Abdomen sagging, obvious fat over hips and shoulders</td>
</tr>
</tbody>
</table>

Source: USDA-APHIS
<table>
<thead>
<tr>
<th>Body Condition</th>
<th>Description</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emaciated</td>
<td>All ribs and vertebral bodies prominently showing, skin laying over hips and femur</td>
<td>Photo by Patrick Giraud courtesy of Wikimedia Commons (<a href="http://en.wikipedia.org/wiki/File:Namibie_Etosh">http://en.wikipedia.org/wiki/File:Namibie_Etosh</a> a_Leopard_01edit.jpg)</td>
</tr>
<tr>
<td>Underweight</td>
<td>Ribs, vertebral bodies and hips slightly showing, “tucked up” appearance</td>
<td></td>
</tr>
<tr>
<td>Optimal body weight</td>
<td>Hint of ribs and vertebral bodies</td>
<td>Source: USDA-APHIS</td>
</tr>
<tr>
<td>Overweight</td>
<td>No hips or ribs showing, rotund appearance to abdomen</td>
<td></td>
</tr>
<tr>
<td>Obese</td>
<td>Abdomen sagging, obvious fat over hips and shoulders</td>
<td></td>
</tr>
</tbody>
</table>
**Lion**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Emaciated</strong></td>
<td>All ribs and vertebral bodies prominently showing, skin laying over hips and femur</td>
</tr>
<tr>
<td><strong>Underweight</strong></td>
<td>Ribs, vertebral bodies and hips slightly showing, “tucked up” appearance</td>
</tr>
<tr>
<td><strong>Optimal body weight</strong></td>
<td>Hint of ribs and vertebral bodies</td>
</tr>
<tr>
<td><strong>Overweight</strong></td>
<td>No hips or ribs showing, rotund appearance to abdomen</td>
</tr>
<tr>
<td><strong>Obese</strong></td>
<td>Abdomen sagging, obvious fat over hips and shoulders</td>
</tr>
</tbody>
</table>

Source: USDA-APHIS
**Tiger**

<table>
<thead>
<tr>
<th>Condition</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emaciated</td>
<td>All ribs and vertebral bodies prominently showing, skin laying over hips and femur</td>
</tr>
<tr>
<td>Underweight</td>
<td>Ribs, vertebral bodies and hips slightly showing, “tucked up” appearance</td>
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<tr>
<td>Obese</td>
<td>Abdomen sagging, obvious fat over hips and shoulders</td>
</tr>
</tbody>
</table>

Source: USDA-APHIS
**Tiger cub size information**

Generic Bengal tiger cub weights are listed in Table D-1. Siberian tigers or Siberian/Bengal cross tiger cubs will be somewhat larger and often have longer, fuzzy hair. Females will often be a little smaller than males as they grow older. Birth weight is about 2.5 to 3.5 pounds.

<table>
<thead>
<tr>
<th>Age</th>
<th>Weight (pounds)</th>
<th>Photograph</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 week</td>
<td>4.5 – 6.0</td>
<td><img src="https://zooborns.com" alt="Tiger cub" /></td>
</tr>
<tr>
<td>Source: Point Defiance Zoo, Tacoma WA, <a href="http://zooborns.com">http://zooborns.com</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| 2 weeks | 6.0 – 7.5 |

![Tiger cubs](https://sdzoo.tumblr.com)
<table>
<thead>
<tr>
<th>Age</th>
<th>Weight (pounds)</th>
<th>Photograph</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 weeks</td>
<td>7.5 – 9.0</td>
<td><img src="image" alt="3 week cub" /></td>
</tr>
<tr>
<td></td>
<td>Source: Point Defiance Zoo, Tacoma WA, <a href="http://zooborns.com">http://zooborns.com</a></td>
<td></td>
</tr>
<tr>
<td>4 weeks</td>
<td>9 – 10</td>
<td><img src="image" alt="4 week cubs" /></td>
</tr>
<tr>
<td></td>
<td>Source: <a href="http://zooborns.com">http://zooborns.com</a></td>
<td></td>
</tr>
<tr>
<td>5 weeks</td>
<td>10 – 12</td>
<td><img src="image" alt="5 week cub" /></td>
</tr>
<tr>
<td></td>
<td>Source: <a href="http://zooborns.com">http://zooborns.com</a></td>
<td></td>
</tr>
<tr>
<td>Age</td>
<td>Weight (pounds)</td>
<td>Photograph</td>
</tr>
<tr>
<td>-------</td>
<td>----------------</td>
<td>------------</td>
</tr>
<tr>
<td>6 weeks</td>
<td>12 – 15</td>
<td>![Image](Source: Point Defiance Zoo, Tacoma WA <a href="http://zooborns.com">http://zooborns.com</a>)</td>
</tr>
<tr>
<td>7 weeks</td>
<td>14 – 17</td>
<td>![Image](Source: Point Defiance Zoo, Tacoma WA <a href="http://zooborns.com">http://zooborns.com</a>)</td>
</tr>
<tr>
<td>Age</td>
<td>Weight (pounds)</td>
<td>Photograph</td>
</tr>
<tr>
<td>---------</td>
<td>----------------</td>
<td>------------</td>
</tr>
<tr>
<td>10 weeks</td>
<td>19 – 25</td>
<td>![Image](source: USDA APHIS)</td>
</tr>
<tr>
<td>12 weeks</td>
<td>24 – 40</td>
<td>![Image](source: <a href="http://zooborns.com">http://zooborns.com</a>)</td>
</tr>
<tr>
<td>16 weeks</td>
<td>35 – 50</td>
<td>![Image](source: Wildlife Heritage Foundation <a href="http://www.flickr.com">http://www.flickr.com</a>)</td>
</tr>
<tr>
<td>Age</td>
<td>Weight (pounds)</td>
<td>Photograph</td>
</tr>
<tr>
<td>----------</td>
<td>----------------</td>
<td>------------</td>
</tr>
<tr>
<td>20 weeks</td>
<td>55 – 68</td>
<td><img src="http://bronxzoo.com" alt="Tigers" /> Source: Bronx Zoo, Bronx NY <a href="http://bronxzoo.com">http://bronxzoo.com</a></td>
</tr>
</tbody>
</table>
Appendix E. Acronyms

AAALAC - Association for Assessment and Accreditation of Laboratory Animal Care International
AALAS - American Association for Laboratory Animal Science
AC - Animal Care – a division of USDA, APHIS
ACI - Animal Care Inspector
ACIS - Animal Care Information System
AD - Assistant Director of Animal Welfare Operations
APHIS - Animal and Plant Health Inspection Service
AV - Attending Veterinarian
AVMA - American Veterinary Medical Association
AWA - Animal Welfare Act
AWIC - Animal Welfare Information Center
AWO - Animal Welfare Operations
CFR - Code of Federal Regulations
DRA - Dry resting area
FOIA - Freedom of Information Act
IACUC - Institutional Animal Care and Use Committee
ID - Identification
IES - Investigative and Enforcement Services
ILA - Inspection and Licensing Assistant
ILAR - Institute for Laboratory Animal Research
IO - Institutional Official
LOW - Letter of Warning (APHIS Form 7060)
MHD - Minimum horizontal dimension
MM - Marine mammal
NCI - Noncompliant item
NHP - Nonhuman primate
NIH - National Institutes of Health
NRC - National Research Council
OGC - Office of the General Counsel
OIG - Office of Inspector General
Acronyms

OLAW - Office of Laboratory Animal Welfare
PI - Principle Investigator
PII - Personally identifiable information (Information that can be used to uniquely identify an individual. Examples include, social security number, place of birth, date of birth, mother’s maiden name, biometric record (such as fingerprint, iris scan, DNA), medical history information (including medical conditions and metric information, e.g. - weight, height, blood pressure), criminal history, employment information to include ratings, disciplinary actions, performance elements and standards, financial information, credit card numbers, bank account numbers, security clearance history.
PPQ - Plant Protection and Quarantine
PRN - Pro Re Nata, as needed
PS - Program Support
PVC - Program of veterinary care
RBIS - Risk-based inspection system
SACS - Supervisory Animal Care Specialist
SOTW - SACS of the Week
SPF - Specific pathogen free
TIN - Taxpayer identification number
TRA - Traveling-on-the-road site designation in ACIS
USC - United States Code
USDA - United States Department of Agriculture
USDI - United States Department of Interior
VMO - Veterinary Medical Officer
Appendix F. Index

UNDER CONSTRUCTION