



# **APHIS Animal Care Public Search Tool User Guide**

# WELCOME!

USDA-APHIS Animal Care has launched the new Public Search Tool, which provides stakeholders with on-demand access to accurate, searchable data regarding individuals and facilities regulated under the Animal Welfare Act (AWA).

This user guide will show you how to navigate the Public Search Tool, including how to access:

- A list of persons licensed or registered under the Animal Welfare Act (AWA)
- Inspection Reports
- Teachable Moments
- Research Facility Annual Reports
- Animal Welfare Enforcement Actions



## HOW TO...



- ACCESS THE LIST OF ACTIVE LICENSEES AND REGISTRANTS**
- ACCESS INSPECTION REPORTS**
- ACCESS TEACHABLE MOMENTS**
- ACCESS RESEARCH FACILITY ANNUAL REPORTS**

# HOW TO ACCESS THE LIST OF ACTIVE LICENSEES AND REGISTRANTS

→ To access the list of active licensees and registrants, from the **Homepage**, click on “List of persons licensed or registered under the Animal Welfare Act (AWA)” which is located in the “What are my search options” section.

→ Clicking this link will open the list of active licensees and registrants.

→ **NOTE:** We recommend using Chrome or Edge when accessing the Public Search Tool.



## What are my search options?

### List of persons licensed or registered under the Animal Welfare Act (AWA)

This site contains information on dealers, exhibitors, research facilities, carriers, and intermediate handlers who have obtained a license or registration under the AWA.

### Inspection reports

This site contains reports of inspection prepared by inspectors of the USDA's Animal Care program. An inspection report documents an inspector's observations and professional assessments of compliance at facilities regulated under the AWA.

### Teachable Moments

This site contains teachable moments prepared by inspectors of the USDA's Animal Care program.

### Research facility animal use annual reports

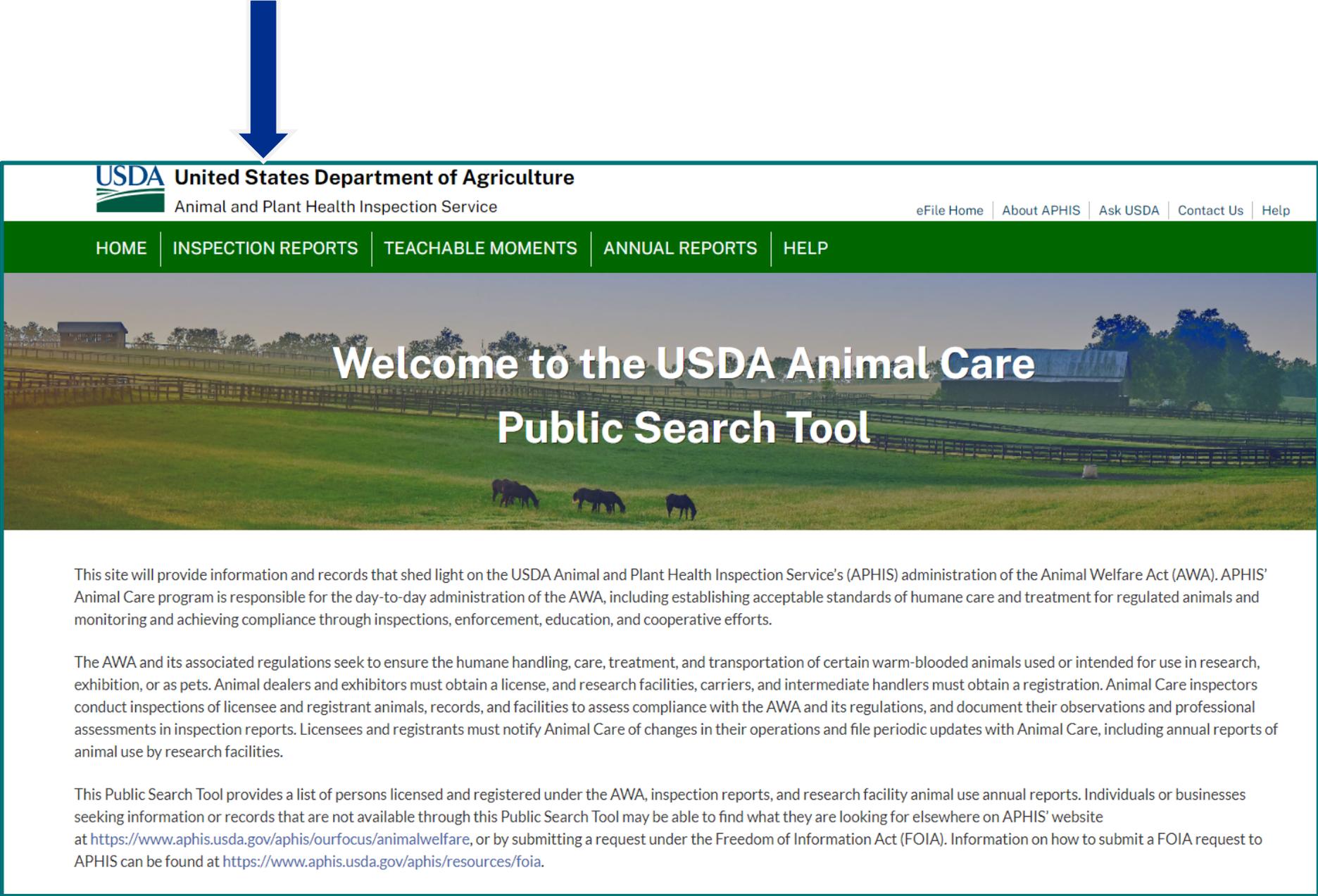
This site contains information on the numbers and types of animals used for research purposes during a given fiscal year. Research facilities must submit an annual report of this information to Animal Care.

### Animal Welfare Enforcement Actions

This searchable page provides access to the APHIS' final enforcement records for the Animal Welfare Act and Horse Protection Act.

# HOW TO ACCESS INSPECTION REPORTS

→ To begin searching for inspection reports on the Public Search Tool, click on the **Inspection Reports** tab located at the top of the page.



**USDA** United States Department of Agriculture  
Animal and Plant Health Inspection Service

eFile Home | About APHIS | Ask USDA | Contact Us | Help

HOME | **INSPECTION REPORTS** | TEACHABLE MOMENTS | ANNUAL REPORTS | HELP

## Welcome to the USDA Animal Care Public Search Tool

This site will provide information and records that shed light on the USDA Animal and Plant Health Inspection Service's (APHIS) administration of the Animal Welfare Act (AWA). APHIS' Animal Care program is responsible for the day-to-day administration of the AWA, including establishing acceptable standards of humane care and treatment for regulated animals and monitoring and achieving compliance through inspections, enforcement, education, and cooperative efforts.

The AWA and its associated regulations seek to ensure the humane handling, care, treatment, and transportation of certain warm-blooded animals used or intended for use in research, exhibition, or as pets. Animal dealers and exhibitors must obtain a license, and research facilities, carriers, and intermediate handlers must obtain a registration. Animal Care inspectors conduct inspections of licensee and registrant animals, records, and facilities to assess compliance with the AWA and its regulations, and document their observations and professional assessments in inspection reports. Licensees and registrants must notify Animal Care of changes in their operations and file periodic updates with Animal Care, including annual reports of animal use by research facilities.

This Public Search Tool provides a list of persons licensed and registered under the AWA, inspection reports, and research facility animal use annual reports. Individuals or businesses seeking information or records that are not available through this Public Search Tool may be able to find what they are looking for elsewhere on APHIS' website at <https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare>, or by submitting a request under the Freedom of Information Act (FOIA). Information on how to submit a FOIA request to APHIS can be found at <https://www.aphis.usda.gov/aphis/resources/foia>.

# HOW TO ACCESS INSPECTION REPORTS

- Then enter your search criteria. You can search using one or multiple criteria. For example, you could select “Breeder” for License/Registration Type and “Alabama” for State. The search results would list all breeders in Alabama.
- If you search by certificate number, make sure to enter it in XX-X-XXXX format (e.g., 22-R-2222).
- Once the search criteria has been entered, click “Search”. Your results will appear below the search criteria. See the next page to learn how to navigate the search results.
- **NOTE:** If you are performing multiple searches, clicking the “Clear” button between every search will ensure that you receive accurate information.

HOME | INSPECTION REPORTS | TEACHABLE MOMENTS | ANNUAL REPORTS | HELP

## Inspection Reports Search

To locate inspection reports prepared by Animal Care inspectors, enter the known information in the **License/Registration Type** and/or **State** fields and then click the **Search** button.

Additional search options and information may be available for certain business entities, such as the names and addresses of corporations with commercial addresses.

Click on the link to the left of any entry to see the associated inspection report. To ensure that accurate information is received, the certificate number should be in XX-X-XXXX format.

License/Registration Type:  City:  State:  Zip Code:

Customer/Organization Name:  Customer Number:  Certificate Number:

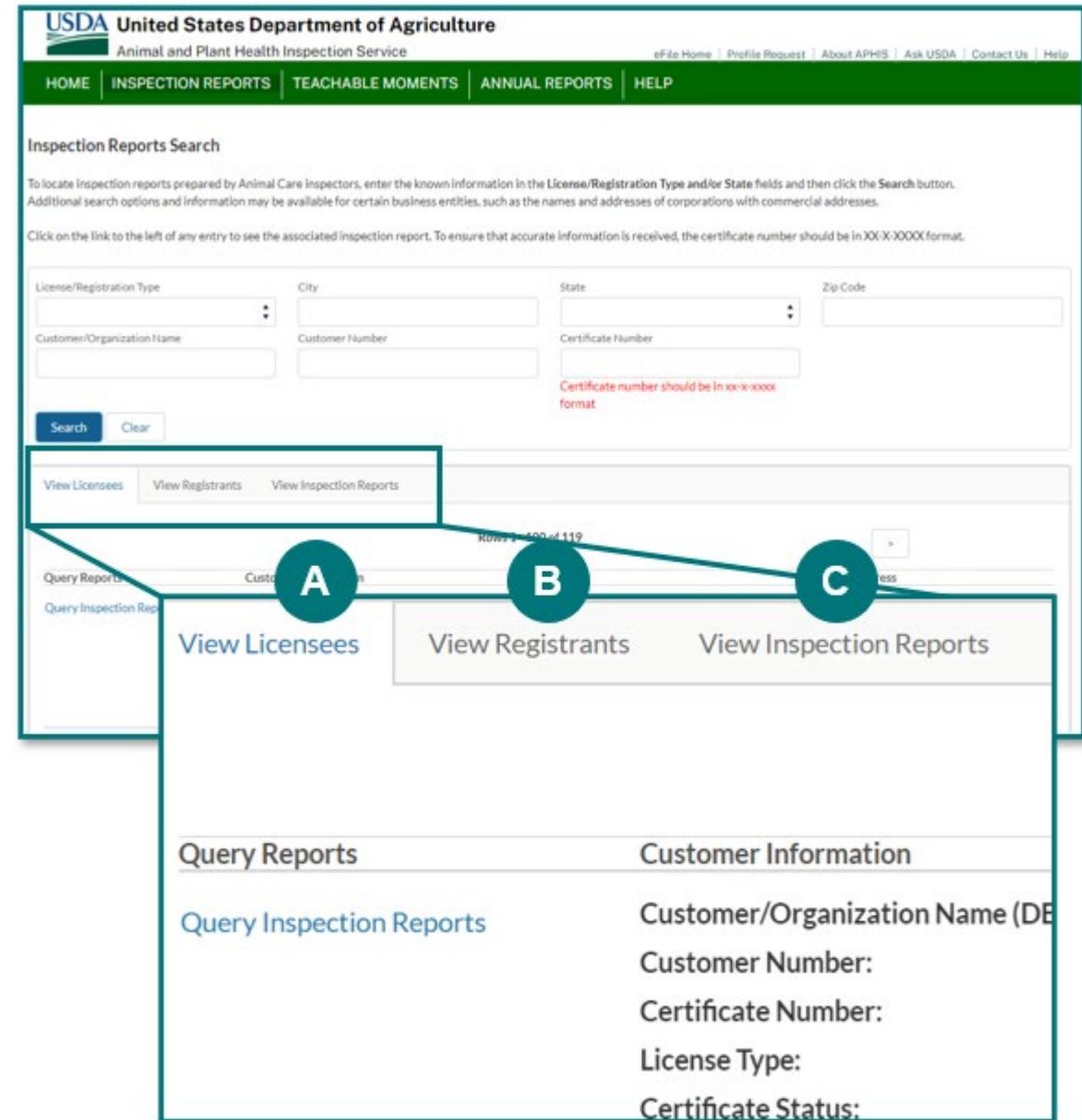
Certificate number should be in xx-x-xxxx format

Search Clear

# HOW TO ACCESS INSPECTION REPORTS

→ There are three tabs located at the top of the search results table:

- A** The **View Licensees** tab is the default tab, meaning that when the page loads, you will see this tab. Use this tab when you want to see search results related to licensees. If you searched for Registrants, this tab will not be relevant to you. Click on the **View Registrants** tab instead.
- B** The **View Registrants** tab will display all search results associated with registrants.
- C** The **View Inspection Reports** tab will show you inspection reports related to your search criteria for both registrants and licensees. From this tab, you can view and download the inspection reports.



# HOW TO ACCESS INSPECTION REPORTS

→ To access the inspection report(s):

**A** Click the **View Inspection Reports** tab in the search results table, or

Click on the **View Licensees** or **View Registrants** tab. Then click the “[Query Inspection Reports](#)” link to view to a list of the inspection reports related to that registrant or licensee. This list will open the **View Inspection Reports** tab.

**B**

→ **NOTE:** The “[Query Inspection Reports](#)” link displays for each row, regardless of whether that certificate holder has any associated inspection reports. If there are no inspection reports associated with the licensee or registrant, you will see this message: “There are no records that match the search criteria.”

USDA United States Department of Agriculture  
Animal and Plant Health Inspection Service

eFile Home | Profile Request | About APHIS | Ask USDA | Contact Us | Help

HOME | INSPECTION REPORTS | TEACHABLE MOMENTS | ANNUAL REPORTS | HELP

### Inspection Reports Search

To locate inspection reports prepared by Animal Care inspectors, enter the known information in the License/Registration Type and/or State fields and then click the Search button. Additional search options and information may be available for certain business entities, such as the names and addresses of corporations with commercial addresses.

Click on the link to the left of any entry to see the associated inspection report. To ensure that accurate information is received, the certificate number should be in XX-X-XXXX format.

License/Registration Type: [Dropdown] City: [Text] State: [Dropdown] Zip Code: [Text]

Customer/Organization Name: [Text] Customer Number: [Text] Certificate Number: [Text]

**B**

Search Clear

View Licensees View Registrants **View Inspection Reports**

**A**

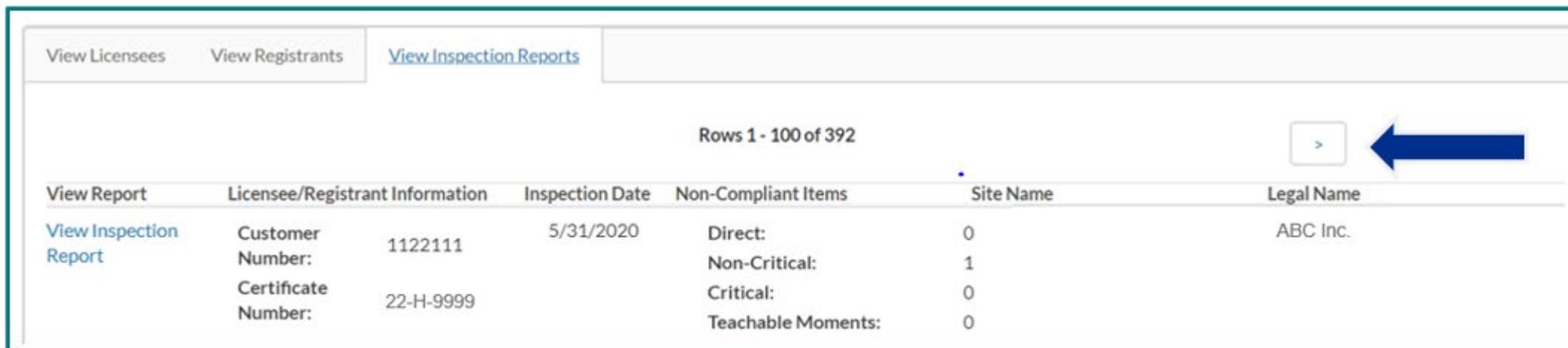
Rows 1 - 100 of 119

Query Reports	Customer Information	Address
<b>A</b> <a href="#">Query Inspection Reports</a>	Customer/Organization Name (DBA): Customer Number: 55555 Certificate Number: 22-A-0000 License Type: Class A - Breeder Certificate Status: Active	99 Main Street Dallas, TX 76756 COUNTY:Collin

Certificate number should be in xx-x-xxxx format

# HOW TO ACCESS INSPECTION REPORTS

- Clicking the **View Inspection Reports** tab will show you a list of inspection reports associated with your search criteria. This tab will include the following columns:
- **View Report:** Click the “[View Inspection Report](#)” link to download a PDF copy of the inspection report.
  - **Licensee/Registrant Information:** Displays the licensee or registrant’s customer number and certificate number.
  - **Inspection Date:** Shows the date the inspection was conducted (or the first day of the inspection, if it was a multi-day inspection).
  - **Non-Compliant Items:** Details the number of direct, non-critical, and critical non-compliant items and the number of teachable moments associated with this inspection.
  - **Site Name:** Displays the name of the site that was inspected.
  - **Legal Name:** Shows legal name of the licensee or registrant.
- **TIP:** If there are more than 100 results, use the arrow located at the top-right and bottom-right of the search results table to view the next page of results. On subsequent pages, the top and bottom will also display navigation buttons to move to the previous page and to go back to the first page of your search results.



View Licensees   View Registrants <u>View Inspection Reports</u>						
Rows 1 - 100 of 392						
View Report	Licensee/Registrant Information		Inspection Date	Non-Compliant Items	Site Name	Legal Name
<a href="#">View Inspection Report</a>	Customer Number:	1122111	5/31/2020	Direct:	0	ABC Inc.
	Certificate Number:	22-H-9999		Non-Critical:	1	
				Critical:	0	
				Teachable Moments:	0	

# HOW TO ACCESS INSPECTION REPORTS

→ To view an inspection report, click the “View Inspection Report” link to download a PDF copy of the inspection report.

Below is an example of routine inspection report. Note that the information displayed below is mock data used for the purpose of this user guide.



United States Department of Agriculture  
Animal and Plant Health Inspection Service

AAWO  
2016090000435315 Insp\_id

---

Inspection Report

---

Dominion Animal Center  
2131 HIGHWAY Path  
SUGAR LAND, Texas 77478

Customer ID: **12345678**  
Certificate  
Site: 008  
Class C Pet Store

Type: ROUTINE INSPECTION  
Date: 15-SEP-2020

---

**3.80 Direct**  
**Primary enclosures.**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

This inspection and exit interview were conducted with the licensee.

---

Prepared By: AC TESTER 9 AWO  
Title: \_\_\_\_\_  
USDA, APHIS, Animal Care

Date: 15-SEP-2020

Received by Title: Licensee

Date: 15-SEP-2020

Page 1 of 1



United States Department of Agriculture  
Animal and Plant Health Inspection Service

Customer: 12345678  
Inspection Date: 15-Sep-2020

---

Species Inspected

Cust No	Cert No	Site	Site Name	Inspection
12345678		008	Class C Pet Store	15-SEP-2020

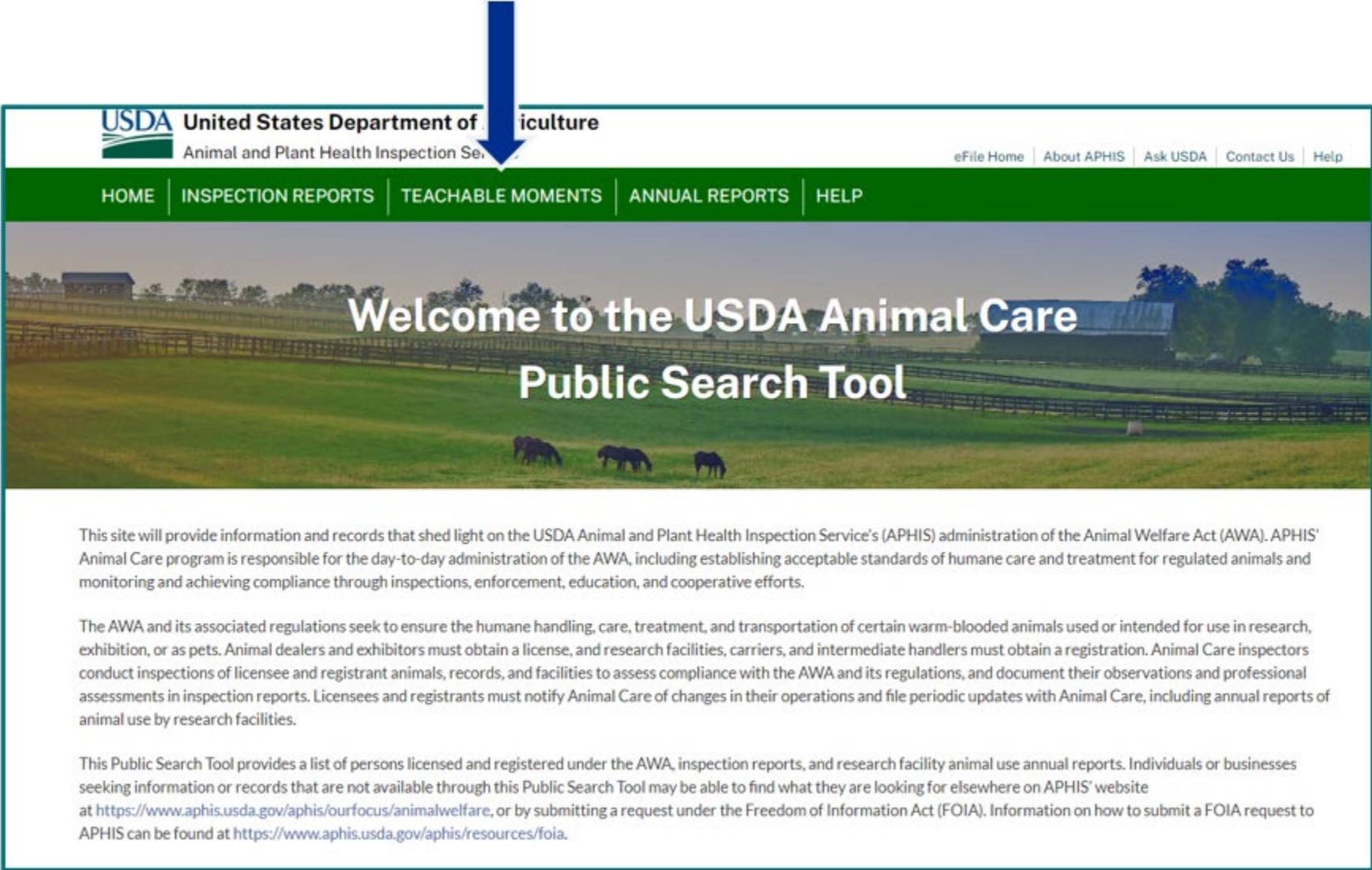
  

Count	Scientific Name	Common Name
000010	Canis lupus familiaris	DOG ADULT
000010	Canis lupus familiaris	DOG PUPPY
000020	<b>Total</b>	

Page 1 of 1

# HOW TO ACCESS TEACHABLE MOMENTS

→ To begin searching for teachable moments, click on the **Teachable Moments** tab located at the top of the page.



The screenshot shows the USDA Animal Care Public Search Tool website. At the top, the USDA logo and "United States Department of Agriculture" are visible, along with "Animal and Plant Health Inspection Service". A blue arrow points to the "TEACHABLE MOMENTS" tab in the navigation menu. The main content area features a large image of a farm with horses and the text "Welcome to the USDA Animal Care Public Search Tool". Below the image, there is a paragraph of introductory text, a paragraph describing the AWA and its regulations, and a paragraph explaining the Public Search Tool and how to find more information or submit a FOIA request.

USDA United States Department of Agriculture  
Animal and Plant Health Inspection Service

eFile Home | About APHIS | Ask USDA | Contact Us | Help

HOME | INSPECTION REPORTS | **TEACHABLE MOMENTS** | ANNUAL REPORTS | HELP

## Welcome to the USDA Animal Care Public Search Tool

This site will provide information and records that shed light on the USDA Animal and Plant Health Inspection Service's (APHIS) administration of the Animal Welfare Act (AWA). APHIS' Animal Care program is responsible for the day-to-day administration of the AWA, including establishing acceptable standards of humane care and treatment for regulated animals and monitoring and achieving compliance through inspections, enforcement, education, and cooperative efforts.

The AWA and its associated regulations seek to ensure the humane handling, care, treatment, and transportation of certain warm-blooded animals used or intended for use in research, exhibition, or as pets. Animal dealers and exhibitors must obtain a license, and research facilities, carriers, and intermediate handlers must obtain a registration. Animal Care inspectors conduct inspections of licensee and registrant animals, records, and facilities to assess compliance with the AWA and its regulations, and document their observations and professional assessments in inspection reports. Licensees and registrants must notify Animal Care of changes in their operations and file periodic updates with Animal Care, including annual reports of animal use by research facilities.

This Public Search Tool provides a list of persons licensed and registered under the AWA, inspection reports, and research facility animal use annual reports. Individuals or businesses seeking information or records that are not available through this Public Search Tool may be able to find what they are looking for elsewhere on APHIS' website at <https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare>, or by submitting a request under the Freedom of Information Act (FOIA). Information on how to submit a FOIA request to APHIS can be found at <https://www.aphis.usda.gov/aphis/resources/foia>.

# HOW TO ACCESS TEACHABLE MOMENTS

- Then enter your search criteria. You can search using one or multiple criteria. For example, you could select “Breeder” for License/Registration Type and “Alabama” for State. The search results would list all breeders in Alabama.
- If you search by certificate number, make sure to enter it in XX-X-XXXX format (e.g., 22-R-2222).
- Once the search criteria has been entered, click “Search”. Your results will appear below the search criteria. See the next page to learn how to navigate the search results.

The screenshot shows a website navigation bar with links for HOME, INSPECTION REPORTS, TEACHABLE MOMENTS, ANNUAL REPORTS, and HELP. Below the navigation bar is a section titled "Teachable Moments Information" which explains that teachable moments are minor noncompliances identified during an inspection. It also lists criteria for a teachable moment, such as being a minor noncompliance that is not causing pain or distress to an animal.

Below the information section is the "Teachable Moments Search" section. It contains a search form with the following fields:

- License/Registration Type (dropdown menu)
- City (text input)
- State (dropdown menu)
- Zip Code (text input)
- Customer/Organization Name (text input)
- Customer Number (text input)
- Certificate Number (text input)

Below the form are "Search" and "Clear" buttons. A red note indicates: "Certificate number should be in xx-x-xxxx format".

# HOW TO ACCESS TEACHABLE MOMENTS

→ There are three tabs located at the top of the search results table:

- A** The **View Licensees** tab is the default tab, meaning that when the page loads, you will see this tab. Use this tab when you want to see search results related to licensees. If you searched for Registrants, this tab will not be relevant to you. Click on the **View Registrants** tab instead.
- B** The **View Registrants** tab will display all search results associated with registrants.
- C** The **View Teachable Moments** tab will show you teachable moments related to your search criteria for both registrants and licensees. From this tab, you can view and download the teachable moment files.

USDA United States Department of Agriculture  
Animal and Plant Health Inspection Service

HOME | INSPECTION REPORTS | **TEACHABLE MOMENTS** | ANNUAL REPORTS | HELP

### Teachable Moments Information

The teachable moments reflected on this site are minor noncompliances identified during an inspection. These are single incidents which do not affect animal welfare and are easily corrected. To qualify as a Teachable Moment, the noncompliance must meet all the criteria outlined below.

A serious noncompliance cannot qualify as a Teachable Moment and is cited on an inspection report. A minor noncompliance that does not meet all of the criteria specified below will also be cited on an inspection report. Inspection Reports can be found at the Inspection Report tab.

A Teachable Moment must meet all the following criteria:

- It is a minor noncompliance that is not causing discernible pain or distress to an animal, and
- It does not fall under a section of the Regulations or Standards that is already being cited, and
- The facility/site is willing and able to correct the issue quickly, and
- The minor noncompliance was not previously listed as a Teachable Moment or cited on an inspection report within the last two years.

Teachable Moments are not appropriate, and are not used:

- At a facility/site with any of the following:
  - 4 or more noncompliances identified, even if one or more of these noncompliances would qualify as a Teachable Moment, or
  - Direct or other Critical noncompliances, and/or Repeat noncompliances, or
  - If the licensee/registrant has had a citation(s) for refusal of inspection or interference within the last 2 years.

### Teachable Moments Search

To locate teachable moments prepared by Animal Care Inspectors, enter information in the License/Registration Type and/or State fields and then click the Search button. Additional search options and information may be available for certain business entities, such as the names and addresses of corporations with commercial addresses.

Click on the "View Moments" link to the left of any entry to see the associated teachable moment, or to view all teachable moments with your search details, click on the "Teachable Moments" tab below after searching. To ensure that accurate information is received, the certificate number should be in XXX-XXXX format.

License/Registration Type:  City:  State:  Zip Code:

Customer/Organization Name:  Customer Number:  Certificate Number:

View Licensees | **View Registrants** | View Teachable Moments

Rows 1 - 24 of 24

Query Reports	Customer Information	Address
Query Teachable Moments	Customer/Organization Name (DBA): ABC Inc Customer Number: 1122111 Certificate Number: 22-A-0000 License Type: Class A - Breeder License Status: Cancelled Date: 12/13/2019	123 Main St Dallas, TX 77777 COUNTY:Culin

**A** View Licensees | **B** View Registrants | **C** View Teachable Moments

Query Reports | Customer Information

Query Teachable Moments | Customer/Organization Name (DBA):

# HOW TO ACCESS TEACHABLE MOMENTS

→ To access the teachable moment(s):

- A** Click the **View Teachable Moments** tab in the search results table, **or**
- B** Click on the **View Licensees** or **View Registrants** tab. Then click the “**Query Teachable Moments**” link to view to a list of the teachable moments related to that registrant or licensee. This list will open the **View Teachable Moments** tab.

→ **NOTE:** The “**Query Teachable Moments**” link displays for each row, regardless of whether that certificate holder has any associated teachable moments. If there are no teachable moments associated with the licensee or registrant, you will see this message: “There are no records that match the search criteria.”

**Teachable Moments Search**

To locate teachable moments prepared by Animal Care inspectors, enter information in the **License/Registration Type and/or State** fields and then click the Search button. Additional search options and information may be available for certain business entities, such as the names and addresses of corporations with commercial addresses.

Click on the "View Moments" link to the left of any entry to see the associated teachable moment, or, to view all teachable moments with your search details, click on the "Teachable Moments" tab below after searching. To ensure that accurate information is received, the certificate number should be in XX-X-XXXX format.

License/Registration Type: [dropdown] City: [text] State: [dropdown] Zip Code: [text]  
Customer/Organization Name: [text] Customer Number: [text] Certificate Number: [text]  
*Certificate number should be in xx-x-xxxx format*

Search Clear

**A**

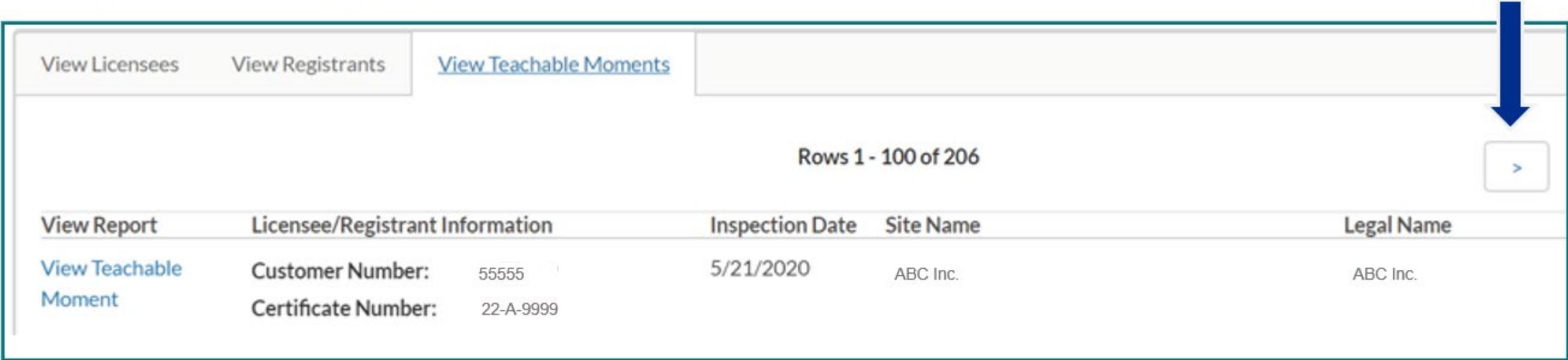
View Licensees View Registrants **View Teachable Moments**

Rows 1 - 24 of 24

Query	Customer Information	Address
<b>B</b> Query Teachable Moments	Customer/Organization Name (DBA): ABC Inc Customer Number: 1122111 Certificate Number: 22-A-9999 License Type: Class A - Breeder Certificate Status: Cancelled Status Date: 12/13/2019	123 Main St Dallas, TX 77777 COUNTY: Collin

# HOW TO ACCESS TEACHABLE MOMENTS

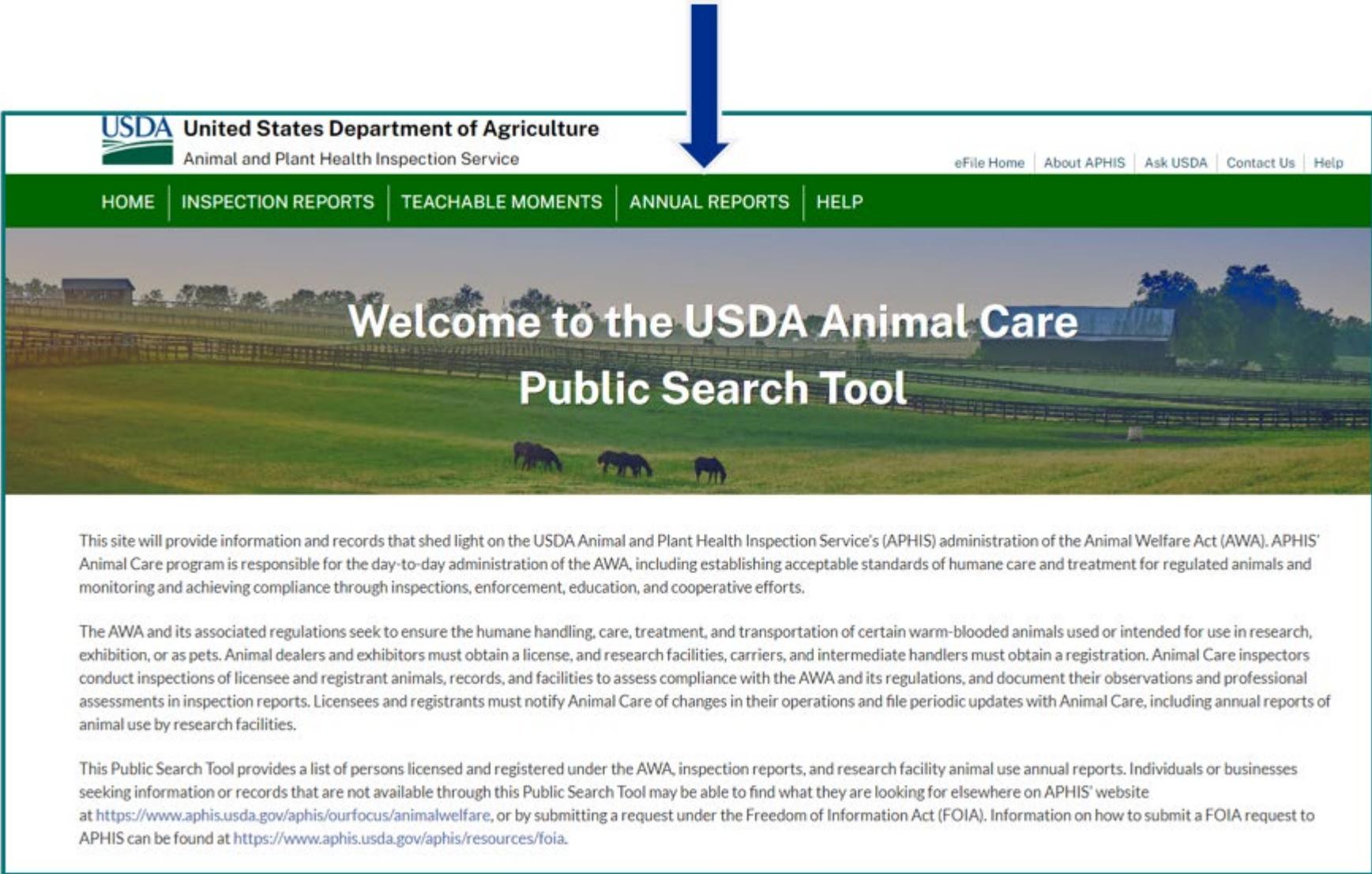
- Clicking the **View Teachable Moments** tab will show you a list of teachable moments associated with your search criteria. This tab will include the following columns:
  - **View Report:** Click the “[View Teachable Moment](#)” link to download a PDF copy of the teachable moment report.
  - **Licensee/Registrant Information:** Displays the licensee or registrant’s customer number and certificate number.
  - **Inspection Date:** Shows the date the inspection was conducted (or the first day of the inspection, if it was a multi-day inspection).
  - **Site Name:** Displays the name of the site that was inspected.
  - **Legal Name:** Shows legal name of the licensee or registrant.
- **TIP:** If there are more than 100 results, use the arrow located at the top-right and bottom-right of the search results table to view the next page of results. On subsequent pages, the top and bottom will also display navigation buttons to move to the previous page and to go back to the first page of your search results.



<a href="#">View Report</a>	Licensee/Registrant Information	Inspection Date	Site Name	Legal Name
<a href="#">View Teachable Moment</a>	Customer Number: 55555 Certificate Number: 22-A-9999	5/21/2020	ABC Inc.	ABC Inc.

# HOW TO ACCESS ANNUAL REPORTS

→ To begin searching for annual reports on the Public Search Tool, click on the **Annual Reports** tab located at the top of the page.



The screenshot shows the top portion of the USDA Animal Care Public Search Tool website. At the top left is the USDA logo and the text "United States Department of Agriculture" and "Animal and Plant Health Inspection Service". On the top right are links for "eFile Home", "About APHIS", "Ask USDA", "Contact Us", and "Help". Below this is a green navigation bar with white text for "HOME", "INSPECTION REPORTS", "TEACHABLE MOMENTS", "ANNUAL REPORTS", and "HELP". A large blue arrow points down to the "ANNUAL REPORTS" tab. Below the navigation bar is a banner image of a farm with horses in a field, overlaid with the text "Welcome to the USDA Animal Care Public Search Tool". Below the banner is a white text area with three paragraphs of introductory text.

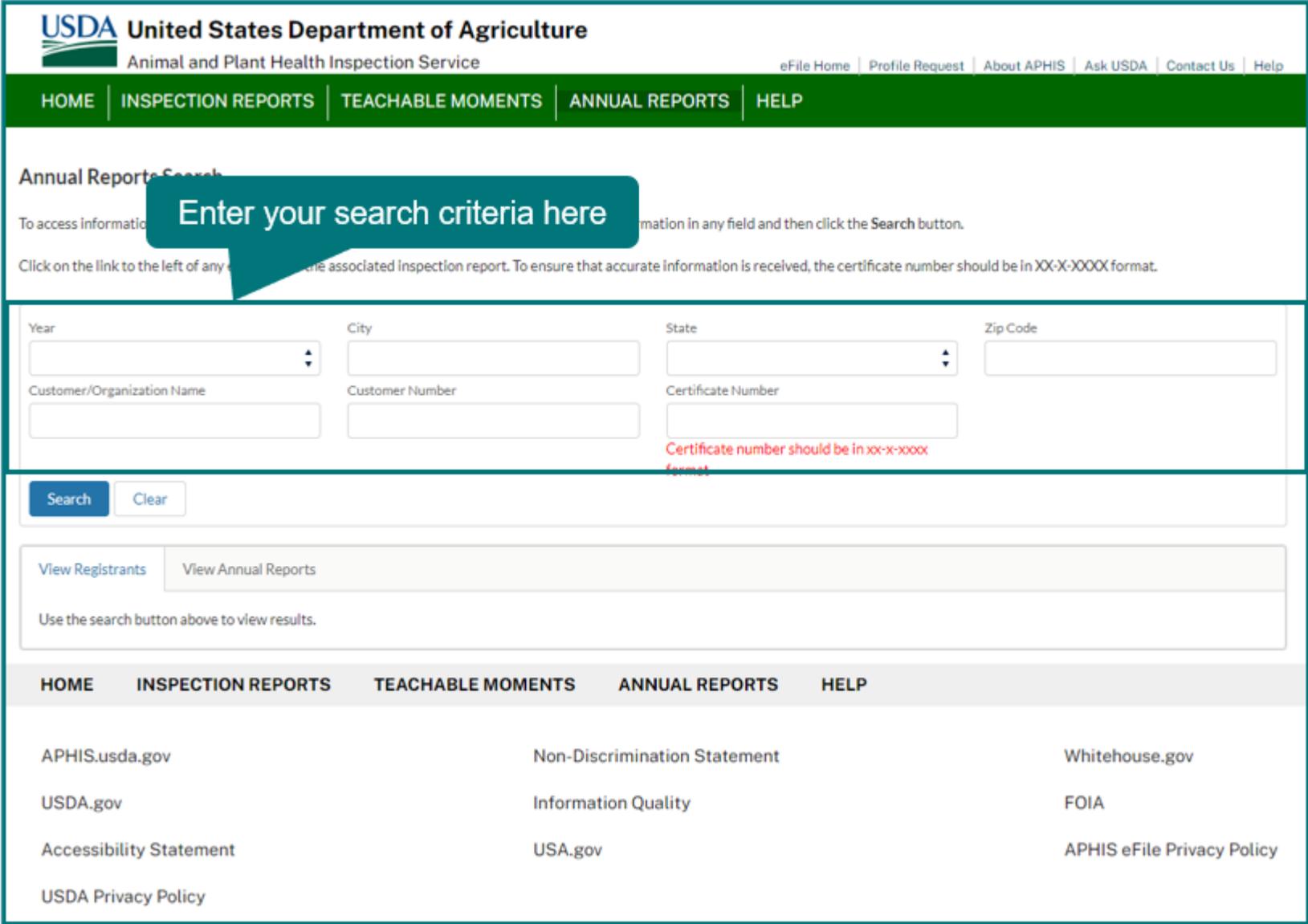
This site will provide information and records that shed light on the USDA Animal and Plant Health Inspection Service's (APHIS) administration of the Animal Welfare Act (AWA). APHIS' Animal Care program is responsible for the day-to-day administration of the AWA, including establishing acceptable standards of humane care and treatment for regulated animals and monitoring and achieving compliance through inspections, enforcement, education, and cooperative efforts.

The AWA and its associated regulations seek to ensure the humane handling, care, treatment, and transportation of certain warm-blooded animals used or intended for use in research, exhibition, or as pets. Animal dealers and exhibitors must obtain a license, and research facilities, carriers, and intermediate handlers must obtain a registration. Animal Care inspectors conduct inspections of licensee and registrant animals, records, and facilities to assess compliance with the AWA and its regulations, and document their observations and professional assessments in inspection reports. Licensees and registrants must notify Animal Care of changes in their operations and file periodic updates with Animal Care, including annual reports of animal use by research facilities.

This Public Search Tool provides a list of persons licensed and registered under the AWA, inspection reports, and research facility animal use annual reports. Individuals or businesses seeking information or records that are not available through this Public Search Tool may be able to find what they are looking for elsewhere on APHIS' website at <https://www.aphis.usda.gov/aphis/ourfocus/animalwelfare>, or by submitting a request under the Freedom of Information Act (FOIA). Information on how to submit a FOIA request to APHIS can be found at <https://www.aphis.usda.gov/aphis/resources/foia>.

# HOW TO ACCESS ANNUAL REPORTS

- Then enter your search criteria. You can search using one or multiple criteria. For example, you could select “2019” for Year and “Alabama” for State. The search results would list all research facility registrants in Alabama. The **View Annual Reports** tab would show all annual reports for Research Facilities in Alabama in Fiscal Year 2019.
- If you search by certificate number, make sure to enter it in XX-X-XXXX format (e.g., 22-R-2222).
- Once the search criteria has been entered, click “Search”. Your results will appear below the search criteria. See the next page to learn how to navigate the search results.



# HOW TO ACCESS ANNUAL REPORTS

→ There are two tabs located at the top of the search results table:

- A** The **View Registrants** tab is the default tab, meaning that when the page loads, you will see this tab. Use this tab when you want to see a list of all Research Facility registrants, regardless of whether they have any annual reports.
- B** The **View Annual Reports** tab will show you annual reports related to your search criteria. From this tab, you can view and download the annual report files.

The screenshot shows the USDA Animal and Plant Health Inspection Service website. The top navigation bar includes links for HOME, INSPECTION REPORTS, TEACHABLE MOMENTS, ANNUAL REPORTS, and HELP. The main content area is titled "Annual Reports Search" and contains a search form with fields for Year (set to 2019), City, State, Zip Code, Customer/Organization Name, Customer Number, and Certificate Number. A red error message below the Certificate Number field states: "Certificate number should be in xx-x-xxxx format". Below the search form are two tabs: "View Registrants" (selected) and "View Annual Reports". A table below the tabs shows search results with columns for Query Reports, Customer Information, and Address. A callout box labeled "A" points to the "View Registrants" tab, and a callout box labeled "B" points to the "View Annual Reports" tab. The table content includes "Query Reports", "Customer Information" (Customer/Organization Name (DBA): ABC Inc, Customer Number: 111), and "Address" (123 Main St, Dallas, TX 77777, COUNTY: Collin).

# HOW TO ACCESS ANNUAL REPORTS

→ To access an annual report:

- A** Click the **View Annual Reports** tab in the search results table, or
- B** Click on the **View Registrants** tabs. Then click the “[Query Annual Reports](#)” link. This list will open the **View Annual Reports** tab.

→ **NOTE:** The “[Query Annual Reports](#)” link displays for each row, regardless of whether that certificate holder has any associated annual reports. If there are no annual reports associated with the registrant, you will see this message: “There are no records that match the search criteria.”

**USDA United States Department of Agriculture**  
Animal and Plant Health Inspection Service

eFile Home | Profile Request | About APHIS | Ask USDA | Contact Us | Help

HOME | INSPECTION REPORTS | TEACHABLE MOMENTS | **ANNUAL REPORTS** | HELP

### Annual Reports Search

To access information regarding the annual use of animals by research facilities, you may enter information in any field and then click the **Search** button.

Click on the link to the left of any entry to see the associated inspection report. To ensure that accurate information is received, the certificate number should be in XX-X-XXXX format.

Year: 2019 | City: | State: | Zip Code: |  
Customer/Organization Name: | Customer Number: | Certificate Number: |  
Certificate number should be in xx-x-xxxx format

**Search** **Clear** **A**

**B** **View Registrants** **View Annual Reports**

Rows 1 - 3 of 3

Query Reports	Customer Information	Address
<a href="#">Query Annual Reports</a>	Customer/Organization Name (DBA): ABC Inc Customer Number: 1122111 Certificate Number: 22-V-9899 Registration Type: Class V - Veteran's Administration Hospital Certificate Status: Active Status Date:	123 Main St Dallas, TX 77777 COUNTY:Collin

# HOW TO ACCESS ANNUAL REPORTS

- Clicking the **View Annual Reports** tab will show you a list of annual reports associated with your search criteria. This tab will include the following columns:
- **View Report:** Click the “[View Report](#)” link to download a PDF copy of the annual report.
  - **Exception:** If the registrant submitted an exception with this annual report, click the “[Download Exception](#)” link to download a PDF copy of it. If no exception was submitted, this column will be blank.
  - **Col-E Narrative:** If the registrant submitted a column E narrative explanation with this annual report, click the “[Download Column E Narrative](#)” link to download a PDF copy of it. If no explanation was submitted, this column will be blank.
  - **Registrant Certificates:** Displays the customer number and certificate number of the registrant.
  - **Year:** Shows the fiscal year associated with the annual report.
  - **Animals Information:** Shows the count of animals – grouped by category – that were documented on the annual report.

The screenshot shows a web interface with two tabs: 'View Registrants' and 'View Annual Reports'. Below the tabs are filter options: 'Only Show Reports with Exception' and 'Only Show Reports with Column E Narrative', both with unchecked checkboxes. The main content area displays 'Rows 1 - 29 of 29' and a table with the following columns: 'View Report', 'Exception', 'Col-E Narrative', 'Registrant Certificates', 'Year', and 'Animals Information'. The first row of data shows a 'View Report' link, a 'Download Exception' link, a 'Download Column E Narrative' link, 'Customer Number: 1234' and 'Certificate Number: 22-R-9999', the year '2019', and a list of animal counts: Dogs (9), Cats (13), Guinea Pigs (8), Hamsters (0), Rabbits (0), Non-Human Primates (8), Sheep (0), Pigs (0), Other Farm Animals (0), and All Other Animals (9).

View Report	Exception	Col-E Narrative	Registrant Certificates	Year	Animals Information
<a href="#">View Report</a>	<a href="#">Download Exception</a>	<a href="#">Download Column E Narrative</a>	Customer Number: 1234 Certificate Number: 22-R-9999	2019	Dogs: 9 Cats: 13 Guinea Pigs: 8 Hamsters: 0 Rabbits: 0 Non-Human Primates: 8 Sheep: 0 Pigs: 0 Other Farm Animals: 0 All Other Animals: 9

# HOW TO ACCESS ANNUAL REPORTS

**A** You can also filter your search results from within the **View Annual Reports** search results table:

- If you only want to see annual reports that contain an exception, check the box for “Only Show Reports with Exception”. The list will filter automatically.
- If you only want to see annual reports that contain a column E narrative, check the box for “Only Show Reports with Column E Narrative”.

→ **TIP:** If there are more than 100 results, use the arrow located at the top-right and bottom-right of the search results table to view the next page of results. On subsequent pages, the top and bottom will also display navigation buttons to move to the previous page and to go back to the first page of your search results.

**A**



The screenshot shows a web interface for viewing annual reports. At the top, there are two tabs: "View Registrants" and "View Annual Reports". Below the tabs is a "Filter Options" section with two checkboxes: "Only Show Reports with Exception" and "Only Show Reports with Column E Narrative". Below the filters, it says "Rows 1 - 29 of 29". The main table has columns for "View Report", "Exception", "Col-E Narrative", "Registrant Certificates", "Year", and "Animals Information". The first row of data shows a "View Report" link, a "Download Exception" link, a "Download Column E Narrative" link, a "Customer Numt Certificate Number:" with values "55555" and "22-R-9999", the year "2019", and a list of animal counts: Dogs: 9, Cats: 13, Guinea Pigs: 8, Hamsters: 0, Rabbits: 0, Non-Human Primates: 8, Sheep: 0, Pigs: 0, Other Farm Animals: 0, and All Other Animals: 9.

View Report	Exception	Col-E Narrative	Registrant Certificates	Year	Animals Information
<a href="#">View Report</a>	<a href="#">Download Exception</a>	<a href="#">Download Column E Narrative</a>	Customer Numt Certificate Number: 55555 22-R-9999	2019	Dogs: 9 Cats: 13 Guinea Pigs: 8 Hamsters: 0 Rabbits: 0 Non-Human Primates: 8 Sheep: 0 Pigs: 0 Other Farm Animals: 0 All Other Animals: 9