Introductory Course for Commercial Dog Breeders

Part 7: Identifying Animals and Keeping Records
Learning Objectives

By the end of this unit you should be able to:

1. Describe approved methods for identifying dogs
2. Explain how to properly complete APHIS Forms 7005 and 7006
3. Describe what records need to be kept and how long they must be kept
Identification Requirements
Which Dogs Need ID?

All adult dogs at facility must have official USDA identification, including:

1. Puppies 16 weeks old or older
2. Dogs temporarily at the facility for breeding
3. Personal pets used for breeding
4. Intact personal pets not used for breeding but housed with breeding dogs
5. Spayed/neutered dogs housed in the kennel
Class A Licensees (Breeders)

Adult dogs –
1. Official USDA tag on a collar around dog’s neck; or
2. Legible USDA-approved tattoo; or
3. Microchip – approved by USDA
Class A Licensees (Breeders)

Puppies less than 16 weeks old:
1. Official USDA tag; or
2. Distinctive or legible tattoo; or
3. Plastic-type collar with id information written on it; or
4. Cage card with required information
Class A Licensees (Breeders)

Unweaned puppies:

• Individual identification not needed when with dam and litter in same enclosure.
Class A Licensees (Breeders)

Weaned puppies in a litter --
Cage card with:
  USDA + license no. + dog number
Class B Dealers

1. Official tag on a collar, microchip or official tattoo

2. Dogs already identified by another dealer/exhibitor:
   - Existing tag or tattoo or replace with new tag or tattoo
   - Must record both numbers on records
   - Microchip

3. Puppies less than 16 weeks:
   - Official tag, tattoo or plastic collar

4. Unweaned puppies
   - Individual ID not needed if in litter with dam
Types of Official Identification
Microchips

- Implantable chips placed under the skin
- Transmit identification number
- Need a scanner to read microchip
  - Different brands need different scanners
  - Universal scanners available
Approval for Microchips

Use must be approved by USDA Animal Care
Requirements:
1. Placed in standard anatomic location
2. Scanner available on site
3. Records indicate microchip number, location and manufacturer
4. Animals transferred must have alternate identification if new owner not using microchips
Official Tags

- Number assigned when license issued
- Receive number in mail with license certificate
- Licensees order tags
- List of some vendors available from USDA
Materials

Durable alloy: brass, bronze or steel
Durable plastic
Aluminum: suitable thickness
Size and Shape

- **Circle**: 1 1/4”
- **Rectangle**: 2” x 3/4”
Information

81-A-1234

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USDA

State and Dealer Identification Number

Animal Number
Puppies less than 16 weeks

• Plastic-type collar:
  – Licensee state and identification number
  – Animal number
  – USDA

• Cage card
  – Required identification information
  – Additional information (DOB, dam’s info, vaccinations)
Lost Tags

• Keep track of all tags in your records
• If tag is lost:
  – try to find tag and reapply
  – If can’t find;
    • Affix a new tag on the animal
    • Record the new ID number on Form 7005
Destroyed/Illigible Tags

If tag is destroyed or becomes illegible:
• Affix a new tag on the dog
• Record the new tag number on Form 7005
• Keep old tag
  – One year after removal, or
  – Longer than one year if requested by APHIS official
Retention and Reuse

Dogs that die or are euthanized
  – keep tags for 1 year after death
  – available for inspection
  – dispose in a manner to prevent reuse

Do not reuse numbers for 5 years
Collars

Acceptable:
  – Leather, plastic, some chain

NOT ACCEPTABLE:
  – Wire, elastic, sharp metal
Records
Acquisition and Disposition of Dogs

Must record dogs in and out of facility

This record is required by 7 U.S.C. 1351, 7 U.S.C. 1352, and 9 U.S.C. 101 et seq. Failure to maintain this record can result in a suspension or revocation of license for wholesale slaughter establishments. It is designed to provide information on the movement of animals between the primary and secondary facilities as well as movement of animals into and out of the facility. It is a daily recap of the prior day's transactions.

**Record of Acquisition and Disposition**

<table>
<thead>
<tr>
<th>Date of Disposition</th>
<th>Date of Arrival</th>
<th>Name and Address of Licensee</th>
<th>Number of Animals Delivered</th>
<th>Description of Animal</th>
<th>Number of Animals Delivered</th>
<th>Number of Animals Returned</th>
<th>Number of Animals Deatilred</th>
</tr>
</thead>
</table>

**Record of Disposition**

<table>
<thead>
<tr>
<th>Date of Disposition</th>
<th>Date of Arrival</th>
<th>Name and Address of Licensee</th>
<th>Number of Animals Delivered</th>
<th>Description of Animal</th>
<th>Number of Animals Delivered</th>
<th>Number of Animals Returned</th>
<th>Number of Animals Deatilred</th>
</tr>
</thead>
</table>

**Form Approved OCT 1980 2080**

- **SALE**
- **EXCHANGE OR TRANSFER**
- **DONATION**

**Submission of Animals for Slaughter**

- **COMMERCIAL WHOLESALE**
- **COMMERCIAL RETAIL**

**Complete 'Figure 1.4' for Each Animal**

**Figure 1.5**

<table>
<thead>
<tr>
<th>Dog</th>
<th>Cat</th>
<th>Age</th>
<th>Sex</th>
<th>Birth</th>
<th>Breed</th>
<th>Weight</th>
</tr>
</thead>
</table>

**Figure 1.6**

<table>
<thead>
<tr>
<th>Dog</th>
<th>Cat</th>
<th>Age</th>
<th>Sex</th>
<th>Birth</th>
<th>Breed</th>
<th>Weight</th>
</tr>
</thead>
</table>

**Figure 1.7**

<table>
<thead>
<tr>
<th>Dog</th>
<th>Cat</th>
<th>Age</th>
<th>Sex</th>
<th>Birth</th>
<th>Breed</th>
<th>Weight</th>
</tr>
</thead>
</table>

**Figure 1.8**

<table>
<thead>
<tr>
<th>Dog</th>
<th>Cat</th>
<th>Age</th>
<th>Sex</th>
<th>Birth</th>
<th>Breed</th>
<th>Weight</th>
</tr>
</thead>
</table>

**Figure 1.9**

<table>
<thead>
<tr>
<th>Dog</th>
<th>Cat</th>
<th>Age</th>
<th>Sex</th>
<th>Birth</th>
<th>Breed</th>
<th>Weight</th>
</tr>
</thead>
</table>

**Figure 1.10**

<table>
<thead>
<tr>
<th>Dog</th>
<th>Cat</th>
<th>Age</th>
<th>Sex</th>
<th>Birth</th>
<th>Breed</th>
<th>Weight</th>
</tr>
</thead>
</table>
Variance for Computerized Forms

- Forms 7005 and 7006 are required
- In some situations, can request a variance
  - Apply to Animal Care Office
  - Give reason why APHIS Forms not suitable
  - Provide alternative to required forms
Correctly Completing
APHIS Forms 7005 and 7006
APHIS Form 7005
USDA license and registration number:
Complete this once you receive a license number.
# Identification

This record is required by law (7 U.S.C 2131-2156). (CFR, Subchapter A, Parts 1, 2 and 3). 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.

**RECORD OF ACQUISITION AND DOGS AND CATS ON HAND**

<table>
<thead>
<tr>
<th>1. RECORD FOR (&quot;X&quot;)</th>
<th>Dealer</th>
<th>USDA License or Registration No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holding Facility (Submit copy to Dealer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Exhibitor (Dogs and Cats only)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. NAME AND ADDRESS OF LICENSEE, REGISTRANT, OR HOLDING FACILITY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>IDENTIFICATION OF EACH ANIMAL BEING DELIVERED (See reverse for Breed Abbreviations)</th>
<th>ACQUIRED FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. TATTOO OR USDA TAG NO.</strong></td>
<td><strong>B. DOG</strong></td>
</tr>
<tr>
<td>M</td>
<td>M</td>
</tr>
<tr>
<td>M</td>
<td>M</td>
</tr>
</tbody>
</table>
Use date of birth, if possible.
Acquisition Information

Name, address, USDA license number OR driver’s license number and state, vehicle license number and state
If not available, At least 2 of the following:
- SSN, phone number, directions to premises, official Id card number
Disposition

For animals no longer on premises
Box K: indicate “died” or “euthanized”
APHIS Form 7006
Date of Disposition

Date the animals were transferred.
Buyer/Seller License Number

This record is required by law (7 USC 2131-2156). (9 CFR, Subchapter A, Parts 1, 2 and 3). 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. See reverse side for additional information.

<table>
<thead>
<tr>
<th>U.S. DEPARTMENT OF AGRICULTURE</th>
<th>FORM APPROVED OMB NO. 0579-0036</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANIMAL AND PLANT HEALTH INSPECTION SERVICE</td>
<td>1. DATE OF DISPOSITION</td>
</tr>
<tr>
<td>RECORD OF DISPOSITION OF DOGS AND CATS</td>
<td>2. PAGE</td>
</tr>
<tr>
<td>SALE EXCHANGE OR TRANSFER DONATION</td>
<td>1 OF</td>
</tr>
</tbody>
</table>

INSTRUCTION: Complete applicable items 1 through 8. Original and USDA Copy to the retained by seller. Buyer's Copy to accompany shipment. It must be retained by Buyer.

3. SELLER OR DONOR (Name and Address)  4. BUYER OR RECEIVER (Name and Address)

3A. DEALER'S LICENSE NO. OR RESEARCH FACILITY REGISTRATION NO. (Seller)  4A. USDA LICENSE NO. OR RESEARCH FACILITY REGISTRATION NO. (if any)

5. IDENTIFICATION OF EACH ANIMAL BEING DELIVERED (See reverse for Breed Abbreviations for Dogs and Cats) *If mixed breed, list 2 dominant breeds

COMPLETE ITEMS A THRU G FOR EACH ANIMAL
### Identification

**Box 5A:** Identify each animal: tag, tattoo, microchip

**Box 5D:** Age or date of birth
Information about company transporting dogs.
Examples
Example 1

Fred Adams:
Class A license
Breeds and sells pugs, beagles and puggles
<table>
<thead>
<tr>
<th>A. TATTOO OR USDA TAG NO.</th>
<th>B. DOG OR CAT M OR F</th>
<th>C. AGE OR DATE OF BIRTH</th>
<th>D. WT.</th>
<th>E. BREED OR TYPE</th>
<th>F. DESCRIPTION OF ANIMAL</th>
<th>H. DATE ACQUIRED</th>
<th>I. NAME AND ADDRESS</th>
<th>J. DATE REMOVED OR EUTHANIZED</th>
<th>K.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1206837</td>
<td>M ☒ F ☒</td>
<td>3/16/2008</td>
<td>19 lbs</td>
<td>BE/PU</td>
<td>Golden with darker brown around mouth and eyes</td>
<td>3/16/2008</td>
<td>Born on premises</td>
<td>Died 8/3/10</td>
<td></td>
</tr>
</tbody>
</table>
Example 2

Mr. Adams sells 3 puggle puppies to Paul’s Puppies. Completes APHIS Form 7006 to record the transfer
Form 7006

U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

RECORD OF DISPOSITION OF DOGS AND CATS

SALE ☒ EXCHANGE OR TRANSFER ☐ DONATION ☐

INSTRUCTION: Complete applicable items 1 through 8. Original and USDA Copy to the retained by seller.
Buyer's Copy to accompany shipment. It must be retained by Buyer.

3. SELLER OR DONOR (Name and Address)
Fred Adams, 12456 Shady Oak Lane, Pella, IA 50219

4. BUYER OR RECEIVER (Name and Address)
Paul's Puppies, 1474 730th Ave SW., Creston, MO 63102

3A. DEALER'S LICENSE NO. OR RESEARCH FACILITY REGISTRATION NO.
(Seller) USDA 89-AB-3900

4A. USDA LICENSE NO. OR RESEARCH FACILITY REGISTRATION NO. (if any)
USDA 90-AB-2143

5. IDENTIFICATION OF EACH ANIMAL BEING DELIVERED (See reverse for Breed Abbreviations for Dogs and Cats) *If mixed breed, list 2 dominant breeds

<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>1457901</td>
<td>M</td>
<td>F</td>
<td>4/9/10</td>
<td>4.3lbs</td>
<td>BE PU</td>
<td>Tri color, mostly black and brown with white feet and belly</td>
</tr>
<tr>
<td>1456988</td>
<td>M</td>
<td>F</td>
<td>4/9/10</td>
<td>4.7lbs</td>
<td>BE PU</td>
<td>Tri color, solid black tail</td>
</tr>
<tr>
<td>1458907</td>
<td>M</td>
<td>F</td>
<td>4/9/10</td>
<td>5.5lbs</td>
<td>BE PU</td>
<td>Fawn with dark brown legs and muzzle</td>
</tr>
</tbody>
</table>
Example 3

Mr. Smith trades a puggle puppy with Ms. Walker, a licensed dealer in Oregon. The puppy will be shipped on American Airlines. Mr. Smith will take the dog to the airport.
Form 7006

**RECORD OF DISPOSITION OF DOGS AND CATS**

**1. DATE OF DISPOSITION**

June 6, 2010

**INTRODUCTION:** Complete applicable items 1 through 8. Original and USDA Copy to be retained by the seller. Buyer’s Copy to accompany shipment. It must be retained by Buyer.

### 3a. Seller or Donor (Name and Address)

Fred Adams, 12456 Shady Oak Lane, Pella, IA 50219

### 4a. USDA License No. or Research Facility Registration No. (If any)

USDA 89-AB-3900

### 3b. Buyer or Receiver (Name and Address)

Doris Walker, 4578 E 16th St., Eugene, OR 97401

### 4b. USDA License No. or Research Facility Registration No. (If any)

USDA 99-AB-5556

### 5. Identification of Each Animal Being Delivered

<table>
<thead>
<tr>
<th>Date of Birth</th>
<th>Weight</th>
<th>Breed or Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/5/10</td>
<td>5.6 lbs</td>
<td>BE PU</td>
<td>Dark brown, almost black with darker muzzle</td>
</tr>
</tbody>
</table>

### 6. Delivery by (Check one and complete applicable items 7 and 8)

- Seller’s Vehicle

**7. Name and Address of Company or Firm (Include Zip Code)**

American Airlines, Des Moines International Airport, 5800 Fleur Dr., Des Moines, IA 50234

**8. Name and Business Address of Truck Driver (Include Zip Code)**

**9. Received By**

Paul Jones

**10. Signature**

**11. Title**

**12. Date**

(Previous edition may be used)
Record Retention Requirements
Recordkeeping

- Purchased or otherwise acquired
- Owned
- Held
- In possession or control
- Transported
- Euthanized

- Sold or otherwise disposed of
- Offspring of animals in licensee’s possession or control
- On premises for breeding purposes
- Personal pets housed at licensed facility
How Long do I Keep Records?

• 1 year after animal euthanized, dies or otherwise disposed of

• Longer period if notified by the Administrator
Conclusion

You should now be able to:

1. Describe approved methods for identifying dogs
2. Explain how to properly complete APHIS Forms 7005 and 7006
3. Describe what records need to be kept and how long they must be kept
Questions?
Acknowledgments

This presentation was prepared by the Center for Food Security and Public Health, Iowa State University through a cooperative agreement with USDA APHIS Animal Care.