Introductory Course for Commercial Breeders of Guinea Pigs, Hamsters or Rabbits

Part 2: The Licensing Process
Introduction

- Licensing takes time and preparation
- Plan ahead
  - Process can take several months
  - You cannot conduct regulated activity without a USDA license
Learning Objectives

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

1. Describe how to apply for a license
2. Describe prelicense inspection process
3. Explain time limits that apply to prelicense inspections
4. Describe an applicant’s responsibilities
5. Explain how inspection results are received
6. Describe when a new licensee may begin to sell animals
7. Explain why an application might be denied
Applying for a License
Request Materials

• Request information packet
  – Animal Care office for your state
• Review requirements
• Evaluate facility for compliance with AWA standards before applying
Application

• Complete and return application to the office responsible for your state

• A complete application includes:
  – APHIS Form 7003-A
  – $10 application fee
  – Taxpayer id form

• Reviewed by the office responsible for your state and then sent to Inspector
Prelicense Inspection

• Inspector will contact you to schedule the inspection
  – Note: Prelicense inspections are the only scheduled inspections
• Contact Inspector with questions
• Prepare facilities and records for inspection
Time Limit
Time Limit

90 days from Inspector’s first inspection

OR

3 Inspections
Example

- Joe Smith applied for a Class A license for his guinea pig and rabbit breeding facility.
- He and Inspector Mary Jones have scheduled an inspection for June 1.
- During the inspection Inspector Jones finds a few items not in compliance with the Animal Welfare Regulations and Standards, which she documents on an Inspection Report.
Example (cont’d)

- During the inspection and Exit Briefing Inspector Jones discusses the non-compliant items with Mr. Smith
- She provides him with an Inspection Report that lists the items to correct
- How long does Mr. Smith have to comply with the regulations and become licensed?
Example (cont’d)

90 days: June 1 to August 29
Example (cont’d)

• Mr. Smith reviews the items not in compliance and makes changes to his facility
• He contacts Inspector Jones and they schedule a follow-up inspection on July 31
Re-inspection

• On July 31, Inspector Jones conducts another full inspection.

• Inspector Jones finds that Mr. Smith has satisfactorily addressed all the items of noncompliance except one.

• She discusses the item with Mr. Smith and provides him with an Inspection Report.
Outcome 1

• Mr. Smith reviews the inspection report and makes the required changes
• He contacts Inspector Jones and schedules a third inspection for August 20
Outcome 1 (cont’d)

• On August 20, Inspector Jones inspects the facility and finds it in compliance with the AWA. Inspector Jones sends the pre licensing report to the office responsible for Mr. Smith’s state.

• The office requests Mr. Smith send the appropriate annual fees. Once the office receives the appropriate fees, a license number is created and correspondence sent to Mr. Smith.

• Mr. Smith receives his paper license certificate in the mail and may begin selling guinea pigs and rabbits.
Outcome 2

- Mr. Smith reviews the inspection report and attempts to make the required changes
- He contacts Inspector Jones and schedules a third inspection for August 20
Outcome 2 (cont’d)

• On August 20, Inspector Jones conducts the third inspection.
• Inspector Jones finds that Mr. Smith has not adequately addressed the item of noncompliance.
• Mr. Smith’s license application is canceled.
Explanation of Outcome 2

• Three prelicense inspections:
  – June 1, July 31, August 20
• Not in compliance after 3 inspections within 90 days
• Application denied
• Can reapply after 6 months
• Cannot conduct regulated activities
Outcome 3

• Mr. Smith reviews the inspection report and makes changes to his facility
• He contacts Inspector Jones on September 2 to schedule an inspection
Outcome 3 (cont’d)

- Inspector Jones informs Mr. Smith that his application is denied because more than 90 days have passed since the first inspection:
  - June 1 to Sept 2 = 94 days
- Will receive letter from the Office responsible for the state
- May reapply after 6 months
Prelicense Inspection
Prepare for Inspection

- Must demonstrate compliance with the Animal Welfare Act
- AWA Regulations and Standards
  - License requirements
  - Housing
  - Welfare
  - Care
Records

- Program of Veterinary Care
  - Approved and signed by attending veterinarian
  - Must be up-to-date
- Health Records
  - Must be able to demonstrate animals are receiving adequate health care
Records

• APHIS Form 7019:
  – Record of Animals on Hand
    • (Other than dogs and cats)

• APHIS Form 7020:
  – Record of Acquisition, Disposition or Transport of Animals Sheet
    • (Animals other than dogs or cats)
    • (Form 7020A is Continuation Sheet)
    • Animals that were sold, traded, donated, died, or euthanized

• Must identify all animals by:
  – Breed
  – Species
  – Number of animals
Other Requirements

• Other requirements under the regulations:
  – Housing
  – Sanitation
  – Proper husbandry
  – Identification of animals
  – Other aspects covered by the AWA Regulations and Standards
The Inspection

• Among other things, the Inspector will:
  – Review the application
  – Inspect all animals and facilities
  – May take photos, videos, and notes of the facility
  – Discuss husbandry, veterinary care, and contingency plans
  – Identify any noncompliant items
  – Answer questions
Applicant Responsibilities

• Applicant or designee available during inspection
  – 18 years old or older
  – Knowledgeable about operation
• Provide access to animals, facility and records
• Answer questions
• Be courteous
How long will it take

• Depends on a variety of factors:
  – Facility size
  – Number of animals
  – Facility type
  – Number of records

• Be prepared and organized
Inspection Results
Exit Briefing

• Review inspection report
• Discuss any noncompliant items
• Answer questions
• Obtain your signature
Passing the Inspection

• No noncompliant items
• Eligible for a license
• Exit briefing
  – Discuss inspection and enforcement process
  – Obtain additional contact information
  – Public access to inspection reports
• The inspector will not discuss or collect any fees. The office responsible for your state will contact you regarding fees.
Noncompliant Inspection

• Noncompliant items
• License application not approved
  – Discuss all noncompliant items
  – Explain the 3 inspection/90 day rule
  – Discuss completion date/scheduling
  – No regulated activities may be conducted
  – Provide a written report
Denial of Application

- Initial application may be denied due to:
  - Noncompliance with Animal Welfare Act
  - Interference with inspection
  - Failure to pay application fee
  - Incomplete application
  - Previous license revoked or suspended
  - Violation of animal cruelty laws or regulations within 1 year of application
  - Operates in violation of State, Federal or local laws
  - False or fraudulent statements or false or fraudulent records
Conclusion

You should now be able to:

1. Describe how to apply for a license
2. Describe prelicense inspection process
3. Explain time limits that apply to prelicense inspections
4. Describe an applicant’s responsibilities
5. Explain how inspection results are received
6. Describe when a new licensee may begin to sell animals
7. Explain why an application might be denied
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.