



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

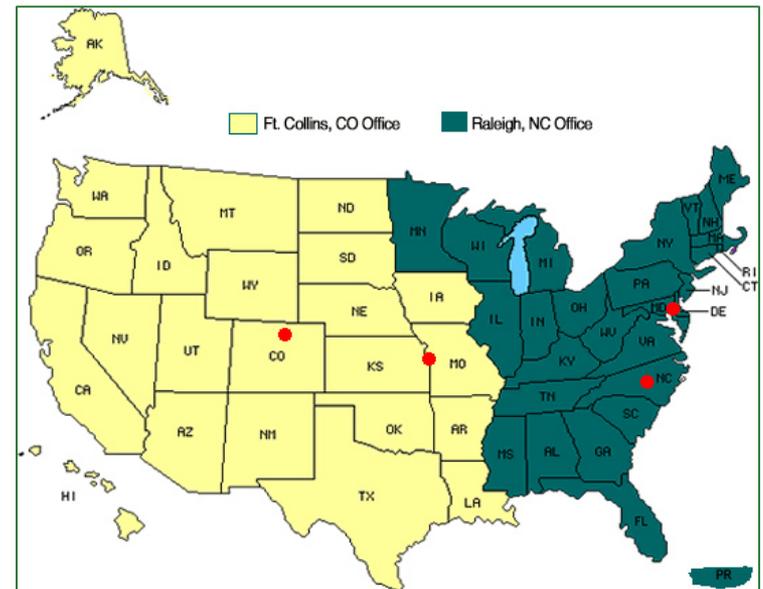
By the end of this unit, you should be able to:

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





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

June						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		①	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
②	30	31				



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)

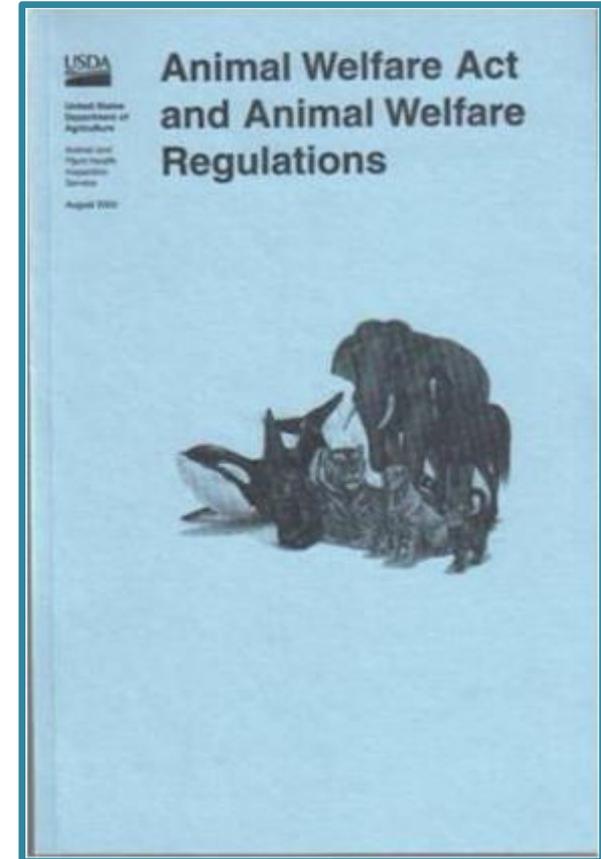
- Inspector Jones informs Mr. Smith that his application is denied because more than 90 days have passed since the first inspection:
 - June 1 to Sept 2 = 94 days
- Will receive letter from the Office responsible for the state
- May reapply after 6 months



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

<small>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 OIGS control number. The valid OIGS control numbers for these information collections are 0275-0026 and 0275-0028. The time required to complete these information collections 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. EOP: 10010000</small>		<small>OIGS Approval 0275-0026 0275-0028 EOP: 10010000</small>
<small>The Animal Welfare Regulations, Title 9, Subchapter A, Part 1, Subpart C, Section 2.22 and Subpart D, Section 2.40 require a Program of Veterinary Care.</small>		
UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE ANIMAL CARE (Program of Veterinary Care for Research Facilities or Exhibitors/Dealers)		OFFICE USE ONLY DATE RECEIVED:
SECTION I. A PROGRAM OF VETERINARY CARE (PVC) HAS BEEN ESTABLISHED BETWEEN:		
A. LICENSEE/REGISTRANT		B. VETERINARIAN
1. NAME:	1. NAME:	2. CLINIC NAME:
2. BUSINESS NAME:	2. CLINIC NAME:	3. STATE LICENSE NUMBER:
3. USDA LICENSE/REGISTRATION NUMBER:	3. STATE LICENSE NUMBER:	4. BUSINESS ADDRESS:
4. MAILING ADDRESS:	4. BUSINESS ADDRESS:	5. CITY, STATE, AND ZIP CODE:
5. CITY, STATE, AND ZIP CODE:	5. CITY, STATE, AND ZIP CODE:	6. TELEPHONE NUMBER (BUSINESS):
6. TELEPHONE NUMBER (HOME):	6. TELEPHONE NUMBER (BUSINESS):	6. TELEPHONE NUMBER (BUSINESS):
This is a form that may be used for the Program of Veterinary Care. Also, this form may be used as a guideline for the written Program of Veterinary Care, as required.		
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/registrator. A written program of adequate veterinary care between the licensee/registrator and the doctor of veterinary medicine shall be established and reviewed on an annual basis. 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.		
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. Please indicate Section and Item Number.		
I have read and completed this Program of Veterinary Care, and understand my responsibilities.		
Regularly scheduled visits by the veterinarian will occur at the following frequency: _____ (minimum annual).		
C. SIGNATURE OF LICENSEE/REGISTRANT:		DATE:
D. SIGNATURE OF VETERINARIAN:		DATE:
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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
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Questions?

Acknowledgments

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