

Introductory Course for
Commercial Dealers of Guinea
Pigs, Hamsters or Rabbits
Part 3: Maintaining Your License





Learning Objectives

By the end of this presentation you should be able to do the following:

1. Describe annual renewal process
2. Describe how to notify APHIS Animal Care of changes in ownership or location
3. Explain the compliance inspection process
4. Explain how inspection results are reported to licensees
5. Describe how to dispute inspection findings
6. Describe what records are publicly available
7. Explain license suspension or revocation

A decorative graphic on the left side of the slide, consisting of several overlapping, curved blue shapes in various shades of blue, creating a modern, abstract design.

Renewing Your License



Renewing Your License

- Valid one year from date issued
- *Licensee's responsibility to renew*
- Renewal application and fees must be received on or before expiration of current license
 - If you miss the deadline, you will have to start licensing process over

APHIS Form 7003

- Submit the following materials to the Office serving your State:
 - APHIS Form 7003
 - \$10.00 application fee
 - License fee
 - Taxpayer Identification sheet

Public reporting burden for this collection of information is estimated to average 25 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and reviewing the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Department of Agriculture, Clearance Officer, OIRA, Room 4044M, Washington, D.C. 20503, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

FORM APPROVED OMB NO. 0579-0038

No license may be issued unless a completed application has been received (7 U.S.C. 1513-8143), and the applicant is in compliance with the standards and regulations Section 213.

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

DO NOT USE THIS SPACE - OFFICIAL USE ONLY

SEND THE COMPLETED FORM TO:
USDA-APHIS-Animal Care
2100 Centre Ave., Building B
Mail Stop 93011
Fort Collins, CO 80528-8117

APPLICATION FOR LICENSE
(TYPE OR PRINT)

NEW LICENSE

1. NAME(S) OF OWNER(S) AND MAILING ADDRESS

2. ALL BUSINESS NAMES, LOCATIONS, AND ALL SITES HOUSING ANIMALS (P.O. Box not acceptable)

COUNTY: _____ TELEPHONE () _____

3. IF PREVIOUSLY LICENSED - NAME AND ADDRESS

4. NAME AND ADDRESS OF OTHER BUSINESS(ES) HANDLING ANIMALS IN WHICH APPLICANT/LICENSEE HAS AN INTEREST

PREVIOUS LICENSE NO.: _____

5. TYPE OF BUSINESS (Check items that describe nature of your business)

A - Dealer (Breeder) B - Dealer C - Exhibitor

A - Zoo B - Aquariums C - Auction
 D - Breeder E - Pets F - Roadside Zoo
 G - Circus H - Animal Acts I - Carnival
 J - Drive thru Zoo K - Pet Store L - Broker
 Other (Specify) _____

6. DATE OF LAST BUSINESS YEAR

FROM			TO		
MO	DAY	YEAR	MO	DAY	YEAR

7. TYPE OF ORGANIZATION Partnership Corporation Individual

8. LIST OWNERS, PARTNERS, AND OFFICERS

NAME AND TITLE	ADDRESS

9. DEALER ONLY

TOTAL NO. OF ANIMALS PURCHASED IN THE LAST BUSINESS YEAR	BOGS	RABBITS
TOTAL NO. OF ANIMALS SOLD IN THE LAST BUSINESS YEAR	CATS	NONHUMAN PRIMATES
TOTAL GROSS AMOUNT DERIVED FROM THE SALE OF ANIMALS	GUINEA PIGS	MARINE MAMMALS
DOLLAR AMOUNT ON WHICH FEE IS BASED (Check one 1, 2, or 3/2)	HAMSTERS	WILD OR EXOTIC MAMMALS
	OTHER (i.e., birds, reptiles, fish, invertebrates, and etc.)	

10. EXHIBITOR ONLY (No. of animals holding now or held during the last business year, whichever is greater)

CATS	NONHUMAN PRIMATES
GUINEA PIGS	MARINE MAMMALS
HAMSTERS	WILD OR EXOTIC MAMMALS
OTHER (i.e., birds, reptiles, fish, invertebrates, and etc.)	

CERTIFICATION

I hereby make application for a license under the Animal Welfare Act, 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 I am over 18 years of age.

12. SIGNATURE _____ **13. NAME AND TITLE (Type or Print)** _____ **14. DATE** _____

APHIS FORM 7003-A (JAN 95) (Previous editions are obsolete.) PART 1 - SECTOR OFFICE



Changes in Ownership or Business Location



Changes in Ownership or Business Location

- License only applies to person(s) and the location listed on application form
- Not transferrable
 - Can't transfer on sale of property
 - New location must be inspected before conducting business



Notice

- Send notification of change to the Office covering your state
- Send notice within 10 days of change
- Certified mail



Example

- Bob and Suzanne hold a Class A license for a facility where they breed rabbits
- On June 22, Bob and Suzanne get divorced
- Bob is going to continue to operate the facility
- What, if anything, must Bob do?

Example (cont'd)

- Bob must notify the Animal Care Office by certified mail no later than July 2, that Suzanne will no longer be an owner of the facility

Inspections



Non-Interference by Licensee

- Dealers, exhibitors, breeders, caretakers, or researchers who interfere with the inspector's duties are in violation of the AWA



Compliance Inspections

- Unannounced
 - Any business day during regular business hours
 - As often as necessary to enforce AWA, but typically once a year
- Risk Based Inspection System (RBIS)
 - Used to determine how often to inspect
 - Based on:
 - Facility's compliance record
 - Inspector's professional judgment and discretion
 - Other factors

Attempted Inspections

- Licensee or designee not available
 - Inspector will attempt to locate licensee for inspection
- Reported as an Attempted Inspection
- Repeated Attempted Inspections could result in enforcement

UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE		CASE NO.
 OFFICIAL WARNING VIOLATION OF FEDERAL REGULATIONS		VIOLATOR
		Name License number
		ADDRESS (Street, City, State, Zip Code)
		Address
<p>The Department of Agriculture has evidence that on or about dates, you or your organization committed the following violation of Federal Regulations:</p> <p>Section</p>		
<p>Titles 7 & 9 Code of Federal Regulations were promulgated to help prevent the spread of animal and plant pests and diseases and assure the humane treatment of animals. Since violations of the regulations can have serious and costly impact detrimental to the public interest, you are warned of this violation. Any further violation of these regulations may result in the assessment of a civil penalty or criminal prosecution. If you have any questions concerning this warning or violation, please contact the listed APHIS Official.</p>		
APHIS OFFICIAL (Name and Title)	OFFICE ADDRESS:	
Robert M. Gibbens, Director	2150 Centre Ave. Building B, MS3W11 Fort Collins, CO 80526	
SIGNATURE	DATE ISSUED	TELEPHONE NO. AC (970) 494-7478
FOR PERSONAL SERVICE - RECEIVED BY: (Name and signature)		DATE RECEIVED:
FOR CERTIFIED MAIL - RECEIPT NO.		
APHIS FORM 7060 Previous editions may be used (JUN 91) PART 1 - VIOLATOR		



Complaint Inspections

- Inspection may be conducted in response to a complaint received by Animal Care

Inspection Procedures

Inspection Procedures

- Licensee (or designee) goes with Inspector
- Provide Inspector access to all areas of facility, including all animals
- Inspector explains deficiencies
- May take photos or video, copy records
- Provide Inspector place to work
- May complete report off-site



Areas Inspected

- Facilities:
 - Housing
 - Primary enclosures
 - Temperature
 - Ventilation
 - Lighting
 - Interior surfaces
 - Compatibility



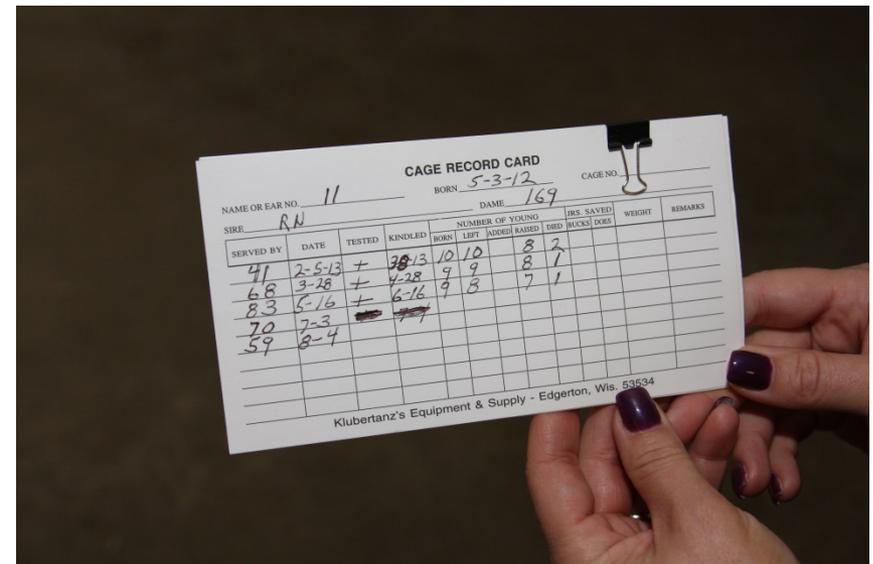
Areas Inspected (cont'd)

- Animals:
 - Adequate veterinary care
 - Compatibility
 - Animals housed together by species



Areas Inspected (cont'd)

- Husbandry
 - Sanitation
 - Pest control
 - Feeding & watering
 - Handling
 - Transportation
 - Recordkeeping



CAGE RECORD CARD

NAME OR EAR NO. 11 BORN 5-3-12 CAGE NO. 169

SIRE RN DATE 169

SERVED BY	DATE	TESTED	KINDLED	NUMBER OF YOUNG			DIED	REMARKS
				BORN	LEFT	ADDED		
<u>41</u>	<u>2-5-13</u>	<u>+</u>	<u>38-13</u>	<u>10</u>	<u>10</u>	<u>8</u>	<u>2</u>	
<u>68</u>	<u>3-28</u>	<u>+</u>	<u>4-28</u>	<u>9</u>	<u>9</u>	<u>8</u>	<u>1</u>	
<u>83</u>	<u>5-16</u>	<u>+</u>	<u>6-16</u>	<u>9</u>	<u>8</u>	<u>7</u>	<u>1</u>	
<u>70</u>	<u>7-3</u>	<u>+</u>	<u>7-3</u>					
<u>59</u>	<u>8-4</u>	<u>+</u>	<u>8-4</u>					

Klubertanz's Equipment & Supply - Edgerton, Wis. 53534



Licensee's Opportunities

- Exit Briefing is opportunity to:
 - Discuss noncompliant items
 - Ask about ways to correct deficiencies
 - Discuss disagreements about report findings
 - Learn about AWA requirements
 - Ask questions



Signing the Report

- Signature means:
 - Seen the report
 - Received a copy
- Signature does NOT mean:
 - Agree with findings
 - Can't dispute findings
- If report not available at exit interview, signature through certified mail or email acknowledgment



Disagreements

- If you disagree with the Inspector's findings, you may:
 - Discuss your concerns with the Inspector
 - Submit written appeal to the Animal Care Office within 21 days



Public Access Inspection Records

- Freedom of Information Act: public access to reports
- Facility inspection reports on the APHIS Animal Care website
<http://www.aphis.usda.gov/wps/portal/aphis/ourfocus/animalwelfare>
- Monthly press releases of enforcement actions on APHIS Animal Care website

Inspection Reports

Animal Welfare

Animal Welfare
Overview of USDA Animal Care
Animal Welfare Act
Horse Protection Act
Center for Animal Welfare
Emergency Programs
Enforcement Actions
USDA Animal Care Search Tool
File an Animal Welfare Complaint
Regulated Businesses (Licensing and Registration)
Research Facility Annual Reports
Publications, Forms and Guidance Documents
Travel With Your Pet
News and Announcements
Contact Us



USDA Animal Care realigns its structure to more efficiently uphold and enforce the Animal Welfare Act and the Horse Protection Act.

USDA Animal Care

Animal Welfare

USDA Animal Care is responsible for upholding and enforcing the Animal Welfare Act and the Horse Protection Act. The Animal Welfare Act and its associated regulations require that federally established standards of care and treatment be provided for certain warm-blooded animals bred for commercial sale, used in research, transported commercially or exhibited to the public. The Horse Protection Act and its associated regulations seek to put an end to soring (a procedure in which horses are subjected to chemical and/or mechanical irritants in order to enhance their gait) by preventing sored horses from participating in exhibitions/shows/sales/auctions. The Center for Animal Welfare collaborates with other animal welfare entities to play a central role in USDA's efforts to: build partnerships domestically and internationally; improve regulatory practices; and reach beyond USDA's traditional enforcement role to develop outreach, training and educational resources. USDA Animal Care's emergency response component provides national leadership on the safety and well-being of pets during disasters – with the understanding that supporting animal safety during emergencies is a significant factor in ensuring the well-being of pet owners.

Program Priorities

Suspension or Revocation of License



License Suspension or Revocation

- Administrator can order: if reason to believe violation of regulations or provision of the Animal Welfare Act
- Temporary Suspension
 - 21 days
 - Oral or written notice
 - No business conducted during this time
 - Further action under Uniform Rules of Practice, Department of Agriculture
- No renewals during suspension
- Must apply to Animal Care Director for reinstatement
- Fines may be imposed



Conclusion

You should now know:

1. Process for annual renewal of license
2. Notice on change of ownership or location
3. Compliance inspection process
4. How inspection results are reported
5. How to dispute inspection findings
6. What records are publicly available
7. What happens during a suspension or revocation



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.

