

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

Part 5: Identification of Animals and Keeping Records





Learning Objectives

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

1. Describe approved methods for identifying guinea pigs, hamsters and rabbits
2. Explain information required in APHIS Forms 7019 and 7020
3. Describe what records need to be kept and how long they must be kept



Identification Requirements

Which Animals Require Identification?

- All animals at a dealer facility must have identification including those:
 - Purchased, acquired, owned, held, leased or otherwise in dealer's possession or control
 - Transported, sold, euthanized or otherwise disposed of
 - Offspring born of any animal while under dealer's control



Types of Identification: Option 1

- **Label on primary enclosure, which will include:**
 - Number of animals
 - Species of animals
 - Any identifying marks, tattoos or tags attached to animal
 - Any distinctive physical features if possible



Types of Identification: Option 2

- **Painted Stencil Number on primary enclosure**, which will be recorded in the dealer's records identifying:
 - Description of the animal(s)
 - Species of the animal(s)
 - Any distinctive physical features of the animal(s)



Types of Identification: Option 3

- **Tag or Tattoo or Microchip applied to animal:**
 - Which individually identifies each animal by description or number

Record 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



Completing Required Records

Forms 7019, 7020, 7020A

Identification of Dealers

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.	FORM APPROVED OMB NO. 0579-0036
U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE		1. INVOICE NO.	2. PAGE
		3. DATE OF DISPOSITION	
RECORD OF ACQUISITION, DISPOSITION OR TRANSPORT OF ANIMALS (Other Than Dogs and Cats)		4. DEALER'S LICENSE NO.	
<input type="checkbox"/> SALE <input type="checkbox"/> EXCHANGE OR TRANSFER <input type="checkbox"/> DONATION			
INSTRUCTIONS: Complete applicable items 1 through 13. Original and one copy to accompany animals. When delivery is made - Items 14 through 20 must be completed. Original retained by Buyer (Receiver) and copy one returned to Dealer (Seller or Donor). Copy two to be retained by Dealer (Seller or Donor). Attach Continuation Sheet (APHIS FORM 2070A) as needed.			
5. SELLER OR DONOR (Name and Address, include Zip Code)		6. BUYER OR RECEIVER (Name and Address, include Zip Code)	
		7. USDA LICENSE NO. (If any)	

Identification of Dealers (cont'd)

- Acquisition
 - Record type of transaction, invoice number and date
 - For person providing animals use 4 & 5 to record name and address and USDA license no. OR driver's license number and state, vehicle license number, state
 - Use 6. and 7. to record your name and address and license number as recipient
- Disposition
 - Record type of transaction, invoice number, and date
 - Use 4. and 5. to record your information as person disposing of animals
 - Use 6. and 7. to record applicable recipient information

Identification of Animals

8. IDENTIFICATION OF ANIMALS BEING DELIVERED												
A.. CON TAINER TAG NO. CRATE OR PEN NO.	B. NO ANI- MALS	C. PREVIOUS INVOICE NO. (If any)	D. INDIVIDUAL IDENT TATTOOS, TAG NOS. (If applicable)	E. SPECIES	AGE - SEX				H. EST, WEIGHT (lbs.)	I. REMARKS (Condition, etc.)	RECEIVER'S USE	
					F. NO. YOUNG		G. NO, ADULT				J.	K.
					M	F	M	F				

- Container Tag, Crate or Pen No.
- Number of animals
- Previous invoice (if any)
- Individual animal identification (If applicable)
- Species
- Number of young M/F and or number of adults M/F
- Estimated weights of shipment (if practical)
- Remarks
 - (i.e., condition, number dead, etc.)
- Receiver's use – notes

Delivery Information

DELIVERY BY COMMERCIAL CARRIER		
9. DELIVERY BY ("X" one)	10. TRUCK LICENSE NO.	11. BILL OF LADING NO.
12. NAME AND ADDRESS OF COMPANY OR FIRM	13. NAME AND ADDRESS OF TRUCK DRIVER	

Delivery Receipt

DELIVERY RECEIPT - TO BE COMPLETED BY BUYER OR RECEIVER		
14. ANIMALS DELIVERY WERE ("X" ONE)		
<input type="checkbox"/> IN APPARENT GOOD CONDITION	<input type="checkbox"/> POOR CONDITION	<input type="checkbox"/> REJECTED (Attach explanation for rejection)
15. TOTAL NUMBER RECEIVED	16. NUMBER DEAD	17. NUMBER ALIVE
<input type="text"/>	<input type="text"/>	<input type="text"/>
18. BY (Signature)	19. TITLE	20. DATE
<input type="text"/>	<input type="text"/>	<input type="text"/>

APHIS Form 7019

APHIS Form 7019

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE				
RECORD OF ANIMALS ON HAND (Other than Dogs and Cats)				
1. USDA LICENSE NUMBER	2. NAME AND ADDRESS OF DEALER	3. BUSINESS YEAR		4. PAGE NUMBER
<input type="text"/>	<input type="text"/>	FROM (Mo., Day, Yr.) <input type="text"/>	TO (Mo., Day, Yr.) <input type="text"/>	<input type="text"/>

- Identification of dealer including:
 - USDA license number
 - Name and address
 - Years in business
 - Page number of records

APHIS 7019

CONTAINER TAG NUMBER CRATE OR PEN NUMBER A	NUMBER ANIMALS B	INDIVIDUAL IDENTIFICATION TATTOOS OR TAG NUMBERS (if applicable) C	SPECIES D	AGE - SEX				ARRIVAL AT PREMISES			DISPOSITION		
				NUMBER YOUNG	NUMBER ADULT			INVOICE NUMBER F	DATE (Mo., Day, Year) G	From (Name and Address) Give License Number, if Licensee) H	DATE SOLD, EXCHANGED OR DONATED		DATE DIED (Mo., Day, Yr.) K
					E						INVOICE NUMBER I	MO., DAY, YEAR J	

- Identification of animals including:
 - Container, tag, crate or pen number
 - Number of animals
 - Individual identification if applicable
 - Species
 - Age and sex by number of animals

APHIS Form 7019

CONTAINER TAG NUMBER CRATE OR PEN NUMBER A	NUMBER ANIMALS B	INDIVIDUAL IDENTIFICATION TATTOOS OR TAG NUMBERS (if applicable) C	SPECIES D	AGE - SEX		INVOICE NUMBER F	ARRIVAL AT PREMISES		DISPOSITION		
				NUMBER YOUNG	NUMBER ADULT		DATE (Mo., Day, Year) G	From (Name and Address) Give License Number, if Licensee) H	DATE SOLD, EXCHANGED OR DONATED		DATE DIED (Mo., Day, Yr.) K
									INVOICE NUMBER I	MO., DAY, YEAR J	

- For each group of animals on hand, information regarding:
 - Date of arrival at premises
 - Provider including name, address, USDA license number

APHIS Form 7019

CONTAINER TAG NUMBER CRATE OR PEN NUMBER A	NUMBER ANIMALS B	INDIVIDUAL IDENTIFICATION TATTOOS OR TAG NUMBERS (if applicable) C	SPECIES D	AGE - SEX		ARRIVAL AT PREMISES			DISPOSITION			
				NUMBER YOUNG E	NUMBER ADULT E	INVOICE NUMBER F	DATE (Mo., Day, Year) G	From (Name and Address) Give License Number, if Licensee) H	DATE SOLD, EXCHANGED OR DONATED		DATE DIED (Mo., Day, Yr.) K	
									INVOICE NUMBER I	MO., DAY, YEAR J		

- For animals that have left the facility:
 - Date sold, exchanged or donated
 - Invoice number
 - Date
 - Date when animal died or was euthanized

Copies of Information

- Record containing information required on Forms 7020, 7020A, (which is a continuation of Form 7020) and 7019
 - One copy to accompany each shipment
 - (Source and date of acquisition not required)
 - One copy containing all information to be kept by dealer or exhibitor

Examples



Example: Animals on Hand

- Fred Adams:
 - Class A license
 - Breeds and sells hamsters and dwarf hamsters

APHIS Form 7019

<p>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 OMB control number. The valid OMB control number for this information collection is 0579-0036. The time required to complete this information collection is estimated to average 2.5 hours 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.</p>								<p>This record is required by law (7 U.S.C. 2131-2156). Failure to maintain this record can result in suspension or revocation of license.</p>			<p>OMB A11700V03 0579-0036 Exp. XX/XXXX</p>			
<p>U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE</p> <h2 style="text-align: center;">RECORD OF ANIMALS ON HAND (Other than Dogs and Cats)</h2>														
1. USDA LICENSE NUMBER 000-0000-0000-0				2. NAME AND ADDRESS OF DEALER FRED ADAMS, 555HIGHWAY 5, SPRINGFIELD, OH 55555					3. BUSINESS YEAR FROM (Mo., Day, Yr.) APRIL 6, 1995		TO (Mo., Day, Yr.) PRESENT		4. PAGE NUMBER 1	
CONTAINER TAG NUMBER CRATE OR PEN NUMBER	NUMBER ANIMALS	INDIVIDUAL IDENTIFICATION TATTOOS OR TAG NUMBERS (if applicable)	SPECIES	AGE - SEX				ARRIVAL AT PREMISES			DISPOSITION		DATE DIED (Mo., Day, Yr.)	
				NUMBER YOUNG	NUMBER ADULT		INVOICE NUMBER	DATE (Mo., Day, Year)	From (Name and Address) Give License Number, if Licensee	DATE SOLD, EXCHANGED OR DONATED	MO., DAY, YEAR			
A	B	C	D	E		F		G	H		I	J	K	
1	18		DWARF HAMSTERS	7F	2M	5F	4M		All born here					
2	15		DWARF HAMSTERS	9F	5M				All born here		1234	Oct. 1, 2013		
3	14		DWARF HAMSTERS	2F	3M	4F	5M		All born here					
4	6		DWARF HAMSTERS			5F	1M	5555	Sept. 1, 2013	Ralph's Breeding, 444 Fourth St, Berrydale, IL 44444 #Lic No 111-1111-1111-1				
10	14		HAMSTERS	4F	4M	3F	3M		All born here					
11	12		HAMSTERS	6F	6M				All born here					
12	5		HAMSTERS	3F	2M				All born here				Sept. 1, 2013	
APHIS Form 7019 JUN 2009											INSPECTOR'S INITIALS		DATE	



Example : Disposition of Animals

- Mr. Adams sells dwarf and regular hamsters to Wayne's Pet Dealers
- He completes APHIS Form 7020 to record the transfer

Form 7020

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 OMB control number. The valid OMB control numbers for these information collections are 0579-0026 and 0579-0022. The time required to complete this information collection is estimated to average 2.5 hours 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.

OMB APPROVED
0579-0026 and
0579-0022

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

**RECORD OF ACQUISITION, DISPOSITION OR TRANSPORT
OF ANIMALS (Other Than Dogs and Cats)**

SALE EXCHANGE OR TRANSFER DONATION

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.

INSTRUCTIONS: COMPLETE APPLICABLE ITEMS 1 THROUGH 13 IN ORIGINAL AND ONE COPY TO ACCOMPANY SHIPMENT. WHEN DELIVERY IS MADE - ITEMS 14 THROUGH 20 MUST BE COMPLETED BY BUYER (RECEIVER) AND COPY ONE RETURNED TO DEALER (SELLER OR DONOR). COPY TWO TO BE RETAINED DEALER (SELLER OR DONOR). ATTACH CONTINUATION SHEET (APHIS FORM 7020A) AS NEEDED.

1. INVOICE NUMBER
1234 AND 5678

2. PAGE
ONE

3. DATE OF DISPOSITION
OCT. 1, 2013

4. DEALER'S LICENSE NUMBER
000-0000-0000-0

5. SELLER OR DONOR (Name and Address, include ZIP Code)
Red Adams
555 Highway 6
Springfield, Ohio 45566

6. BUYER OR RECEIVER (Name and Address, include ZIP Code)
Wayne's Pet Dealers
123 Main Street
Springfield, Ohio 45444

7. USDA LICENSE NUMBER (if any)
111-1111-1111-1

8. IDENTIFICATION OF ANIMALS BEING DELIVERED

A. CONTAINER TAG NUMBER CRATE OR PEN NUMBER	B. NUMBER ANIMALS	C. PREVIOUS INVOICE NUMBER (if any)	D. INDIVIDUAL IDENT. TATTOOS, TAG NUMBER (if applicable)	E. SPECIES				F. AGE - SEX		G. REMARKS (Condition, etc.)	H. RECEIVER'S USE	
				Dwarf hamsters	M - 7	F - 6	M	F	J.		K.	
TWO	15			Dwarf hamsters	M - 7	F - 6	M	F	Good condition to become pets			
ELEVEN	12			Hamsters	M - 5	F - 6	M	F	Good condition to become pets			
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				
					M	F	M	F				

9. DELIVERY BY (X* one)
Wayne's Pet Dealers

10. TRUCK LICENSE NUMBER
OH 847 XZY

11. BILL OF LADING NUMBER

12. NAME AND ADDRESS OF COMPANY OR FIRM (include ZIP Code)
Wayne's Pet Dealers
123 Main Street
Springfield, Ohio 45444

13. NAME AND ADDRESS OF TRUCK DRIVER (include ZIP Code)
Wayne's Pet Dealers
123 Main Street
Springfield, Ohio 45444

DELIVERY RECEIPT - TO BE COMPLETED BY BUYER OR RECEIVER

14. ANIMALS DELIVERY WERE (X* one)
 IN APPARENT GOOD CONDITION POOR CONDITION REJECTED (Attach explanation for rejection)

15. TOTAL NUMBER RECEIVED
27

16. NUMBER DEAD
1

17. NUMBER ALIVE
26

18. BY (Signature)
Wayne Smith

10/1/2013

Example: Acquisition of Animals

- Wayne Smith picks up the hamsters and takes them to his facility
- He notes the receipt and condition on the copy of Form 7020 that was provided to him by the seller, Fred Adams:
 - One hamster has died, but the others are in good condition
 - He accepts the shipment

Form 7020

DELIVERY RECEIPT - TO BE COMPLETED BY BUYER OR RECEIVER		
14. ANIMALS DELIVERY WERE (X ¹ one)		
<input checked="" type="checkbox"/> IN APPARENT GOOD CONDITION <input type="checkbox"/> POOR CONDITION <input type="checkbox"/> REJECTED (Attach explanation for rejection)		
15. TOTAL NUMBER RECEIVED 27	16. NUMBER DEAD 1	17. NUMBER ALIVE 26
18. BY (Signature) <i>Wayne Smith</i>	10/1/2013	



Record Retention Requirements



How Long do I Keep Records?

- One year after animal is euthanized, dies or is otherwise disposed of
- Longer period if notified by the administrator



Conclusion

You should now be able to explain:

1. AWA approved methods of identifying guinea pigs, hamsters or rabbits
2. Proper completion of information required and optional use of APHIS Form 7020 and 7019
3. Recordkeeping requirements under the AWA Regulations and Standards

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Questions?

Acknowledgments

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