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

Part 5: Identification of Animals
and Keeping Records



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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

The Animal Welfare Act regulations and standards require that all licensed facilities have a system of identifying animals and keeping records of their acquisition and disposition. By the end of this presentation you should be able to:

1. Describe the approved methods of identification under the AWA
2. Explain the proper way of properly identifying animals, including information required in APHIS Form 7020 and 7020A
3. Explain the requirements of acquisition, and disposition of animals as required in APHIS Form 7019
4. Describe the records required to be kept under the Animal Welfare Act regulations and standards and how long the records must be kept

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Identification Requirements

AWA 2.75 Records: Dealers and Exhibitors covers the records that must be kept and maintained for warm-blooded animals other than cats and dogs. These rules cover guinea pigs, hamsters and rabbits.

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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

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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

These identification requirements are listed in 2.50(e) (2). Distinctive physical features can be difficult to list for small warm-blooded animals; AC Inspectors understand that this form of identification can be impractical.

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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)

Painted Stencil Numbers are not recommended for facilities that wish to easily reuse primary enclosures.

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Types of Identification: Option 3

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

Rabbits in research facilities are often identified by tattoos.

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Record Requirements

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Recordkeeping

– Purchased or otherwise acquired	– Sold or otherwise disposed of
– Owned	– Offspring of animals in licensee's possession or control
– Held	– On premises for breeding purposes
– In possession or control	– Personal pets housed at licensed facility
– Transported	
– Euthanized	

Dealers must keep records and forms documenting information on the acquisition, disposition, birth and death of regulated animals. A licensee must keep records on all animals which are:

Purchased or otherwise acquired (e.g., acquired through donation or exchange)

Owned

Held

In Licensee's possession or control

Transported

Euthanized

Sold or otherwise disposed of

Are the offspring of any animal in licensee's possession or control

Animals on the premises for breeding purposes

Personal pets housed at the animal facility

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Completing Required Records
Forms 7019, 7020, 7020A

Forms are available from the USDA to correctly record animals on hand, as well as those acquired or disposed of. You may use these forms or keep your information however you choose to do so. You must keep records of all the information required in the regulations.

Remember: Records need to be kept current. Compliance inspections are unannounced, so it is a good practice to update your records on a regular basis when animals are added or removed from your facility.

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APHIS Form 7020

1. Forms provided by APHIS include all information requirements for Licensees' records
2. The forms are not required, but information listed in the regulations is required



Any time an animal enters or leaves a facility, licensees must record the proper information.
 All of the information needed is listed on APHIS Form 7020: Record of Acquisition, Disposition or Transport of Animals (other than dogs or cats).

Licensees do not need to use these forms, but must keep a record of all information required by the Regulations. Required Information listed in 2.75(b):

- Offspring of animals in Licensee's possession
- Name and address of person from which animals were acquired as well as USDA License or Registration Number
- If not licensed, Vehicle license number and State Driver's license number or photo ID and State
- Name and Address of person to which animals were sold or given away
- Date of purchase, acquisition, sale or disposal of animals
- Species and number of animals in shipment

You can link to this site to download Forms 7019, 7020 and 7020A,

http://www.reginfo.gov/public/do/PRAViewIC?ref_nbr=201102-0579-002&icID=2101

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Identification of Dealers



Provide information on person both disposing of and acquiring animals. Identify yourself based on whether you are acquiring or disposing of animals.

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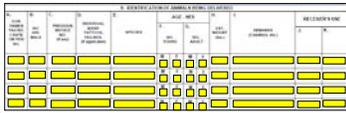
Identification of Dealers (cont'd)

- 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

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Identification of Animals



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

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Record information of carrier that transports the animals.

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Recipient completes this section, indicating condition of animals, whether delivery is rejected, number received and number dead or alive, signature and title of recipient and date received.

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Both Forms 7020 and 7019 include room for information that is not explicitly required in Regulations 2.75(b). The additional information is recommended for Licensees' to keep.

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APHIS 7019

IDENTIFICATION		CONTAINER		APPROVAL		APPROVAL OF PREMISES		DISPOSITION	
DATE	NUMBER	APPROVAL	DATE	APPROVAL	DATE	APPROVAL	DATE	APPROVAL	DATE

- 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

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APHIS Form 7019

IDENTIFICATION		CONTAINER		APPROVAL		APPROVAL OF PREMISES		DISPOSITION	
DATE	NUMBER	APPROVAL	DATE	APPROVAL	DATE	APPROVAL	DATE	APPROVAL	DATE

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

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

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APHIS Form 7019

IDENTIFICATION		CONTAINER		APPROVAL		APPROVAL OF PREMISES		DISPOSITION	
DATE	NUMBER	APPROVAL	DATE	APPROVAL	DATE	APPROVAL	DATE	APPROVAL	DATE

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

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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

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Examples

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Example: Animals on Hand

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

Example 1:
Fred Adams breeds hamsters and dwarf hamsters and sells them to brokers. He holds a Class A USDA license. He maintains information on the animals at his facility on APHIS Form 7019 .

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APHIS Form 7019

Fred maintains information on APHIS Form 70019 . Here is his most recent APHIS Form 7019
Review information:
One – Pen of dwarf hamsters, harem breeding with 9 young and 9 adults, all born on premises
Two – Pen of dwarf hamsters, 15 weaned young hamsters, Sold on 10/1/2013
Three – Pen of dwarf hamsters, harem breeding with 5 young and 9 adults, all born on premises
Four – Pen of dwarf hamsters, 6 adults acquired for breeding from Ralph’s Breeding, 10/1/2013
Ten – Pen of hamsters, harem breeding with 8 young and 6 adults, all born on premises
Eleven – Pen of hamsters, 12 weaned young, sold on 10/1/2013
Twelve – Pen of hamsters, five young, all died on 10/1/2013

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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

On June 6, Mr. Adams sells 15 dwarf hamster and regular hamsters to Wayne’s Pet Dealers. He completes APHIS Form 7020, listing each set on the form.

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Form 7020

Here is the APHIS Form 7020 that Mr. Adams completed. The information about the dwarf and regular hamsters is noted. The buyer information is provided along with the carrier information, which is Wayne’s Pet Dealers’ truck. Mr. Adams provides a copy of Form 7020 to the driver, Wayne.

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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

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Form 7020

The image shows a thumbnail of APHIS Form 7020, titled 'RECEIPT FOR ANIMALS'. The form includes fields for 'DATE OF RECEIPT', 'NUMBER OF ANIMALS', 'SPECIES', 'SEX', 'AGE', 'WEIGHT', 'COLOR', 'MARKINGS', 'CONDITION', and 'REMARKS'. It also has a section for 'SELLER'S SIGNATURE' and 'BUYER'S SIGNATURE'.

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Record Retention Requirements

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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

Records required to be kept under the AWA regulations and standards must be kept for one year after an animal is euthanized, dies or is otherwise disposed of. The records may be required to be kept for a longer period if the Administrator notifies the licensee that the records need to be retained pending the completion of an investigation or proceeding under the AWA regulations and standards. In that case, the licensee must hold the records until the Administrator authorizes their disposition.

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Conclusion

You should now be able to explain:

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

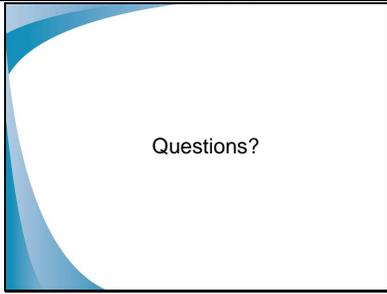
Conclusion

This segment has reviewed policies and procedures for identifying and keeping records on guinea pigs, hamsters and rabbits at licensed facilities. Specifically, this segment has discussed:

- The approved methods of identifying animals under the AWA.
- Proper completion of information required and optional use of APHIS Form 7020 and 7019.
- The records required to be kept under the Animal Welfare Act regulations and standards and how long the records must be kept.

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