REGISTRATION
APPLICATION PACKAGE
Class- R, H & T

- FACTSHEET: THE ANIMAL WELFARE ACT
- FACTSHEET: AWA RESEARCH FACILITIES
- FACTSHEET: COMPLIANCE INSPECTIONS
- TECH NOTE: DAILY OBSERVANCES
- INSTRUCTION SHEET FOR FORM 7011A
- APPLICATION FOR REGISTRATION FORM 7011A (2013)
- ELECTRONIC VERSION OF THE ANIMAL WELFARE ACT & REGULATIONS LETTER
- FORMS ORDER FORM

ALSO FIND ENCLOSED IN THIS PACKAGE:

(1) APHIS FORM 7002 – PROGRAM OF VET CARE (PVC)

(1) FEDERAL DEBT COLLECTION ACT FORM (GREEN)
Dear Applicant,

USDA Animal Care publishes the *Animal Welfare Act and Animal Welfare Regulations*, known as the *Blue Book*, as a resource for our licensees/registrants so they can easily reference the federal standards and regulations.


We encourage you to use this posted version, as it will always provide the most up-to-date regulations. However, if you prefer the hard-copy version of the *Blue Book*, please contact us at 970-494-7478 or 919-855-7100 to request a copy in the mail.

Please note that when you sign the application you are acknowledging that you have read and understand the Animal Welfare Act and its associated regulations.

Thank you for the opportunity to assist you.

Sincerely,

Bernadette Juarez  
Deputy Administrator  
Animal Care

An Equal Opportunity Provider and Employer
General Instructions
- Only original applications with original signatures are accepted. We do not accept on-line, phone, emailed, photocopied or faxed applications.
- All blocks on the application must be completed in blue or black ink before it will be processed. If a particular block does not apply, write “N/A”. Incomplete applications will be returned for correction, creating delays.
- Applicants must complete the green sheet for the Tax Identification Number. If the applicant is an “Individual,” write that individual’s name and Social Security Number on the Tax ID form; a “Partnership,” write all partners’ names and Social Security Numbers, or the business name and the business’s Employer Identification Number on the Tax ID form; or a “Corporation” or “Other,” write the entity’s name and the entity’s Employer Identification Number on the Tax ID form.

Block 1 “Registrant” means ‘business name’ or ‘name of owner(s)’. If “Individual” is checked in block 7, write the name and mailing address of the owner (only one name may appear). If “Corporation” or “Other” is checked in block 7, write the entity’s full business name and mailing address. If “Partnership” is marked in block 7, all partners’ names or their business name must be entered and one mailing address. Include county and telephone number.

Block 2 List ALL D/B/A names and physical addresses where regulated animals and/or transport vehicles are located. A post office box is not acceptable. Please include county name(s) and phone number(s). Please attach additional sheets if there is more than one site location to be identified in this block. Do not leave blank.

Block 3 Provide the registration certificate number if you previously had a registration.

Block 4 Provide the certificate number(s) of any other active USDA/APHIS/Animal Care license(s) or registration(s) in which you have an interest.

Block 5 Check yes or no.

Block 6 Check only one box.

Block 7 Check the one box which best describes your type of organization; if “Other”, please identify.

Block 8 If applying as an individual, list the owner and any individuals you would like listed as authorized contacts. If applying as a “Partnership,” “Corporation,” or “Other,” enter the names and titles of all partners or corporate officers authorized to conduct business. Attach additional sheets, if necessary. All persons listed on the application must be 18 years of age or older. If applying as a research facility, you must identify the “Institutional Official” as defined in the Animal Welfare Regulations Part 1 – Definition of Terms.

Block 9 Place a check mark in the small square to the right of each type of animal used in your business.

**Read the CERTIFICATION statement before signing this application.**

Block 10 The signature must be of the owner in block 1 for “Individual” applicants or an authorized person shown in block 8 for a “Partnership,” “Corporation,” or “Other” applicant.

Block 11 Print the name and title of the person who signed block 10.

Block 12 Enter the date the application is signed.

*Please contact the Regional Office at 970-494-7478 if you have questions.*
**NEW REGISTRATION**

1. **REGISTRANT** (Name and permanent mailing address, including ZIP Code):

2. **ALL BUSINESS NAMES AND SITE LOCATION(S):**
   - Use additional sheets, if necessary

3. **PREVIOUS USDA REGISTRATION NUMBER** (If any):

4. **ACTIVE USDA CERTIFICATE NUMBER(S) IN WHICH YOU HAVE AN INTEREST:**

5. **ARE YOU USING FEDERAL FUNDS TO CARRY OUT RESEARCH, TESTS, OR EXPERIMENTS?**
   - Yes
   - No

6. **TYPE OF REGISTRATION:**
   - Class H – Intermediate Handler
   - Class T – Carrier
   - Class R - Research Facility

7. **TYPE OF ORGANIZATION:**
   - Individual
   - Corporation
   - Partnership
   - Other

8. **IF INDIVIDUAL, IDENTIFY THE OWNER; IF PARTNERSHIP, IDENTIFY EACH PARTNER OR OFFICER; IF CORPORATION OR OTHER, IDENTIFY PRINCIPAL OFFICERS. FOR RESEARCH FACILITIES INCLUDE THE NAME OF THE INSTITUTIONAL OFFICIAL. (Use separate sheet, if needed)**

9. **CHECK THE TYPE OF ANIMAL(S) USED IN YOUR BUSINESS.**

<table>
<thead>
<tr>
<th>A. NAME</th>
<th>B. TITLE</th>
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<tbody>
<tr>
<td>DOGS</td>
<td>NONHUMAN PRIMATES</td>
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<tr>
<td>CATS</td>
<td>MARINE MAMMALS</td>
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<tr>
<td>GUINEA PIGS</td>
<td>FARM ANIMALS</td>
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<td>HAMSTERS</td>
<td>WILD/EXOTIC CANINES</td>
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<td>RABBITS</td>
<td>WILD/EXOTIC FELINES</td>
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<td></td>
<td>OTHER</td>
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</tbody>
</table>

10. **SIGNATURE**

11. **NAME AND TITLE** (Type or Print)

12. **DATE SIGNED**

**CERTIFICATION**

I hereby register as a Research Facility, Carrier, or Intermediate Handler under the Animal Welfare Act, 7 U.S.C. 2131 et seq; and 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 contained in 9 CFR, Subpart A, parts 1, 2 and 3. I certify that all listed persons are 18 years of age or older.

**AKNOWLEDGMENT OF RECEIPT OF REGULATIONS AND STANDARDS**

APHIS FORM 7011A
MAR 2013
IMPORTANT

THE FEDERAL DEBT COLLECTION ACT of 1996 requires us to obtain your Federal Taxpayer Identification Number (FTIN). This would be either your Federal Employer Identification Number (EIN) or your Social Security Number(s) (SSN’s).

This number is for the purpose of collecting and reporting any delinquent amounts arising out of a relationship with the federal government.

Our computer system will not allow processing of your application or renewal without this number.

You must submit your SSN or EIN number in the appropriate space below. If the number submitted does not match your previously submitted number, you will be contacted for clarification.

If you change the SSN, Tax Id Number, and/or Type of Organization we have on file, you may have to apply for a new License/Registration.

Thank you for your cooperation.

If Type of Organization is Corporation, Partnership (with an EIN), or other, please fill out A or B

A. Corporation Name:____________________________________________________
   EIN:__________________________________________

B. Partnership Legal Name:_______________________________________________
   EIN:__________________________________________

If Type of Organization is Individual or Partnership (with SSNs), please fill out either C or D

C. Individual: Name: _______________________________ SSN: __ __ __ __ __ __ __

D. Partnership:
   Partner Name: _______________________________ SSN: __ __ __ __ __ __ __
   Partner Name: _______________________________ SSN: __ __ __ __ __ __ __
   Partner Name: _______________________________ SSN: __ __ __ __ __ __ __
   Partner Name: _______________________________ SSN: __ __ __ __ __ __ __

August 25, 2014
**ANIMAL WELFARE FORMS ORDER**

Additional forms are available free of charge to assist licensees/registrants in meeting the requirements of the regulations. Please indicate the number of forms you are requesting along with other requested information.

<table>
<thead>
<tr>
<th>Form #</th>
<th>Title &amp; Description</th>
<th># of Forms</th>
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<tr>
<td>7002</td>
<td>Program of Veterinary Care (PVC) one per licensee/with signature sheet insert.</td>
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<tr>
<td>7005</td>
<td>Record of Dogs &amp; Cats on Hand – 100/pkg</td>
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<tr>
<td>7006</td>
<td>Record of Disposition of Dogs/Cats – 100/pkg</td>
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<td>Continuation Sheet of Disposition of Dogs/Cats –100 pkg</td>
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<tr>
<td>7019</td>
<td>Record of Animals on Hand (other than dogs/cats) – 50/pkg</td>
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<tr>
<td>7020</td>
<td>Record of Disposition of Animals (other than dogs/cats) – 50/pkg</td>
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<td></td>
<td>Live Animal sticker for pet transportation</td>
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<td></td>
<td>Animal Welfare Act Regulation (blue book)</td>
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<td></td>
<td>Other: ___________________________</td>
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* Forms marked with an asterisk are also available on the APHIS website, [https://www.aphis.usda.gov/aphis/resources/forms/ct_aphis_forms](https://www.aphis.usda.gov/aphis/resources/forms/ct_aphis_forms). Forms 7006, 7006A and 7020 are 3-part forms. If you print from the website, make 2 copies after completing these forms.

Ordered by: License #: __________________ or Customer #: __________________

Name: ______________________________________________________________

Business Name: ______________________________________________________

Address: ___________________________________________________________

City, State, Zip: ______________________________________________________

Area Code & Phone #: ________________________________________________
The Animal Welfare Act


- **The Law**
  The AWA requires that basic standards of care and treatment be provided for certain animals bred and sold for use as pets, used in biomedical research, transported commercially, or exhibited to the public. Individuals who operate facilities in these categories must provide their animals with adequate care and treatment in the areas of housing, handling, sanitation, nutrition, water, veterinary care, and protection from extreme weather and temperatures. Although Federal requirements establish basic standards, regulated businesses are encouraged to exceed these standards.

- **Exemptions**
  The AWA regulates the care and treatment of warmblooded animals, except those (such as farm animals) that are used for food, fiber, or other agricultural purposes. Currently, coldblooded animals, such as snakes and alligators, are exempt from coverage under the Act. Animal shelters and pounds are regulated if they sell dogs or cats to dealers or research facilities. Pets owned by private citizens are not regulated.

- **Pet Protection**
  To help prevent trade in lost or stolen animals, regulated businesses are required to keep accurate records of acquisition and disposition and a description of the animals that come into their possession. Animal dealers and exhibitors also must hold the animals that they acquire from a pound or shelter for a period of 5 to 10 days to verify their origin and allow pet owners an opportunity to locate a missing pet.

- **Animal Fighting**
  The AWA prohibits staged dogfights, bear or raccoon baiting, cockfighting, and similar animal fighting ventures.

- **Licensing and Registration**
  The AWA requires that all individuals or businesses dealing with animals covered under the law must be licensed or registered with APHIS.

- **Research Facilities**
  Regulated research facilities include hospitals, colleges and universities, diagnostic laboratories, and many private firms in the pharmaceutical and biotechnology industries. In addition to providing basic standards of veterinary care and animal husbandry, regulated research facilities must provide dogs with the opportunity for exercise and promote the psychological well-being of nonhuman primates used in laboratories. Researchers must use methods to avoid or minimize discomfort, distress, and pain to the regulated animals unless withholding such methods is scientifically justified. The AWA also forbids the unnecessary duplication of previous experiments using regulated animals. Research facilities must establish an Institutional Animal Care and Use Committee to oversee the use of animals in experiments. This committee is responsible for ensuring that the facility remains in compliance with the AWA and for providing documentation of all areas of compliance to APHIS. The committee must be composed of at least three members, including one veterinarian and one person who is not affiliated with the facility in any way. The AWA does not permit APHIS to interrupt the conduct of actual research or experimentation.
AWA Enforcement

APHIS ensures that all regulated commercial animal breeders, dealers, brokers, transportation companies, exhibitors, and research facilities are licensed or registered. APHIS also searches for unlicensed or unregistered facilities.

Before APHIS will issue a license, the applicant must be in compliance with all standards and regulations under the AWA. To ensure that all licensed and registered facilities continue to comply with the Act, APHIS inspectors regularly make unannounced inspections.

If an inspection reveals deficiencies in meeting the AWA standards and regulations, the inspector documents the deficiencies and instructs the facility to correct the problems within a given timeframe. If deficiencies remain uncorrected at subsequent inspections, APHIS considers legal action.

APHIS also reviews and investigates alleged violations. Some cases are resolved with Official Notices of Warning or agency stipulation letters, which set civil penalties for the infractions. Civil penalties include cease-and-desist orders, fines, and license suspensions or revocations. If APHIS officials determine that an alleged AWA violation warrants additional action, APHIS submits all evidence to USDA’s Office of the General Counsel for further legal review.

Cooperation

In addition to conducting regular inspections, APHIS will perform inspections in response to public input about the conditions of regulated facilities. Concerned individuals are also encouraged to inform APHIS about facilities that should be licensed or registered.

Many State and local governments have passed additional animal welfare legislation. The public is encouraged to work with Federal, State, and local officials as well as local humane organizations to help eliminate inhumane treatment of animals.

Additional Information

For more information about the Animal Welfare Act, contact:

Animal Care, APHIS-USDA
4700 River Road, Unit 84
Riverdale, MD 20737-1234
Telephone: (301) 851-3751
Fax: (301) 734-4978
Email: ace@usda.gov
Web page: www.aphis.usda.gov/animal_welfare
The Animal Welfare Act: Research Facilities

The U.S. Congress passed the Animal Welfare Act (AWA) in 1966. Since then, the U.S. Department of Agriculture's (USDA) Animal and Plant Health Inspection Service (APHIS) has vigilantly enforced this Act to ensure the well-being of animals used in laboratory research. APHIS enforces standards for animal husbandry, recordkeeping, the review of research protocols, and veterinary care.

The AWA covers nearly all species of warmblooded animals used in research. An amendment to the AWA in 2002 excluded birds, mice of the genus Mus, and rats of the genus Rattus bred for use in research. The AWA does not regulate animals used in elementary or secondary education or farm animals used in agricultural research.

Animal Husbandry
Research facilities using regulated animals must register with APHIS and provide their animals with proper treatment and a healthy and safe environment. Research facilities must provide their animals with water and a balanced diet of wholesome food, clean and structurally sound housing that affords enough space for the animals to move comfortably, and protection from extremes of temperature and weather.

The AWA places additional requirements on facilities housing animals with special needs. For example, facilities with nonhuman primates must provide environmental enrichment, such as swings, toys, and regular interaction with other primates or a familiar caregiver. This enrichment enhances the primates’ psychological well-being. Facilities must also provide dogs with an opportunity for exercise and follow guidelines for the care and use of farm animals in nonagricultural studies.

Veterinary Care
To ensure that research facilities provide their animals with proper veterinary care, APHIS requires that they employ an attending veterinarian who is located on the premises or who makes regularly scheduled visits. The facility must also establish a program of veterinary care that includes procedures for the administration of vaccines, regular examinations, and the care of sick animals. Researchers using regulated animals must follow professionally accepted standards of humane treatment and use, which includes administering pain-relieving medication or anesthesia for procedures that cause more than momentary pain or distress, unless withholding those agents is scientifically justified. Further, the program must include provisions for the humane euthanasia of animals, in accordance with American Veterinary Medical Association recommendations.

Recordkeeping
To ensure that cats and dogs used in research are obtained legally, APHIS requires that all dealers who sell animals to research facilities must breed the animals themselves or obtain them from other licensed dealers, pounds, or shelters. APHIS also requires research facilities and dealers to maintain detailed records indicating the source of their dogs and cats.

Review of Research Protocols
The AWA requires that each research facility establish an Institutional Animal Care and Use Committee (IACUC) to oversee the humane care and use of regulated animals. It is important that the IACUC consider the general public’s concerns for the welfare of animals used in research, as well as the needs of the facility. Therefore, the committee must be composed of at least three members, including a person unaffiliated with the facility and a veterinarian familiar with laboratory animal medicine.

One of the IACUC’s functions is to review research protocols to ensure that they comply with the AWA requirements. These requirements state that researchers must consider alternatives to procedures that may cause more than momentary or slight pain or distress to the animals. The IACUC must also ensure that activities do not unnecessarily duplicate previous experiments.

Enforcement
APHIS officials inspect research facilities at least annually to ensure compliance with the AWA. On these unannounced inspections, APHIS officials review the facility’s animal enclosures and husbandry practices, programs of veterinary care, animal acquisition records, research protocols, and IACUC records. If the officials find any items that are not in compliance with the law, they document the items and give the facility a timeframe for correction, or, in cases of severe neglect or repeat violations, immediately initiate enforcement action. Such action can include monetary penalties, corrective cease-and-desist orders, or confiscation of the animals. APHIS may also consider innovative
settlements for facilities that show an interest in improving conditions for their animals.

Cooperative Efforts
The AWA stipulates that all laboratory personnel involved in research projects must receive training and instruction in humane care and handling of the species they work with, aseptic surgical techniques, the proper uses of anesthetics and tranquilizers, and the use of services available to provide information on alternatives to animal research.

To assist research facilities in this endeavor, Congress established the Animal Welfare Information Center (AWIC) at the National Agricultural Library in Beltsville, MD. AWIC conducts literature search workshops several times a year to educate researchers. The Web site is located at www.nal.usda.gov/awic. APHIS’ relationship with AWIC and the research community is a broadly supported effort to produce a searchable Internet database source on alternatives to animal experimentation. The Johns Hopkins University Center for Alternatives to Animal Testing manages the Web site, http://altweb.jhsph.edu, to assist researchers.

Additional Information
For additional information on APHIS’ oversight of animals used in research, contact APHIS’ Animal Care headquarters at:

Animal Care, APHIS-USDA
4700 River Road, Unit 84
Riverdale, MD 20737-1234
Phone: (301) 851-3751
Fax: (301) 734-4978
Email: ace@usda.gov
Web page: www.aphis.usda.gov/animal_welfare

USDA is an equal opportunity provider and employer.
Compliance Inspections

The U.S. Department of Agriculture’s (USDA) Animal and Plant Health Inspection Service (APHIS) administers the Animal Welfare Act (AWA). This law provides for the humane care and treatment of animals bred for commercial sale, transported in commerce, used in biomedical research, and exhibited to the public.

APHIS’ Animal Care program enforces the AWA primarily through inspections of regulated facilities. To ensure that compliance with the AWA is continually maintained, all facilities that keep animals regulated under the Act must be licensed or registered with APHIS. APHIS officials—veterinarians or qualified animal care inspectors employed by APHIS and trained to identify potential violations of the AWA and its regulations—conduct unannounced inspections of every licensed or registered facility in the country. APHIS inspectors receive special training in the proper care of marine mammals, exotic animals, and animals used in research. Inspectors also receive extensive training in how to conduct inspections at airport terminals, zoos, and commercial animal breeding facilities, among others.

Inspection Procedures

During an inspection, the APHIS inspector must be given full access to all areas where regulated animals are kept as well as to all records required under the AWA and regulations. A responsible adult must be available to accompany the APHIS inspector. All regulated animals must be shown to the inspector, who may examine any animals. The inspector may also observe how the animals are handled by their caretakers. Dealers, exhibitors, breeders, caretakers, or researchers who interfere with the inspector’s duties are in violation of the AWA.

During the inspection, the APHIS inspector examines and documents all areas of care and treatment that are covered under the AWA. This includes observing regulated animals; inspecting the facilities, including enclosure or housing materials and space, as well as food storage; and reviewing records, such as animal acquisition records, medical records, and necropsy reports. If the inspector observes that the facility is not in full compliance with the AWA requirements, he or she will explain to the owner or manager all deficiencies noted.

Once the inspection is completed, the inspector documents any noncompliant items or issues that require correction in an inspection report and takes photographs as needed. For each issue that requires correction, the specific applicable regulation is cited, along with a description of the problem and a deadline by which the issue must be corrected. If deficiencies remain uncorrected at subsequent inspections, APHIS considers legal action.

Repeat noncompliances and serious incidents may warrant enforcement actions such as letters of warning, monetary penalties, license suspensions and revocations, and confiscations of animals.

AWA Standards

APHIS requires all owners and managers of licensed and registered facilities to comply with certain standards, which vary depending on the species and type of facility. The following are examples:

- **Housing**—Animals must be housed in a structurally sound facility in good repair. The facility must contain the animals and protect them from other animals or extreme weather and temperatures. Drainage systems must also be in good repair.

- **Ventilation**—Animals must be provided with cool air or increased ventilation if the ambient temperature is above 85 degrees Fahrenheit or heat if the temperature falls below 45 degrees Fahrenheit.

- **Lighting**—Facilities must be lit well enough to allow safe and easy access for feeding, cleaning, and complete inspection.

- **Interior Surfaces**—The interior of a facility must be substantially impervious to moisture and be able to be easily cleaned and sanitized.

- **Primary Enclosures**—Animals must be housed in structurally sound enclosures that are in good repair and meet APHIS’ minimum space requirements. The floors must protect the animals from injury. The cages must be dry and clean and allow animals easy access to food and water.

- **Sanitation**—Animal waste must be removed and disposed of regularly and as necessary. Primary cages or enclosures should be sanitized at least once every 2 weeks. Facilities must not allow trash to accumulate.
• **Pest Control**—Facility managers must have an effective program to control insects, ectoparasites, and avian and mammalian pests.

• **Feeding and Watering**—Animals must be provided with nutritious, palatable food that is free from contamination, properly stored, and served in a clean receptacle. Potable water must be made available twice daily for 1 hour if it is not available all the time.

• **Outdoor Shelter**—Animals must be protected from sunlight, precipitation, and extreme temperatures.

• **Compatibility**—Female animals in heat must be separated from male animals except for breeding purposes. Animals with vicious dispositions should be housed apart from other animals. Puppies and kittens should be separated from adult animals other than their mothers. Different species of animals should not be housed together unless compatible.

• **Recordkeeping**—Facility managers must maintain accurate and complete records of the sources of all animals that come into their possession. Managers are also required to keep records of the dates of acquisition and disposition and to properly identify the animals on the premises. These records must be made available for inspection whenever necessary.

• **Adequate Veterinary Care**—Programs of disease control and prevention, euthanasia, and veterinary care must be established and maintained under the supervision and assistance of a veterinarian. A caretaker also must observe the animals daily.

• **Handling**—Every licensee is required to handle animals properly at all times whether he or she is petting, working, feeding, crating, performing, or transferring them.

• **Transportation**—Licensees and registrants are required to provide animals with adequate space, ventilation, and shipping containers during transportation. Most animals transported must be weaned and at least 8 weeks old.

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**Additional Information**

For more information, contact:

**Eastern Region**
Animal Care, APHIS-USDA
920 Main Campus Drive, Suite 200
Raleigh, NC  27606-5210
Phone: (919) 855-7100
Fax: (919) 855-7125
Email: aceast@aphis.usda.gov

**Western Region**
Animal Care, APHIS-USDA
Building B, Mailstop #3W11
2150 Centre Avenue
Fort Collins, CO  80526-8117
Phone: (970) 494-7478
Fax: (970) 494-7461
Email: acwest@aphis.usda.gov

**Headquarters**
Animal Care, APHIS-USDA
4700 River Road, Unit 84
Riverdale, MD  20737-1234
Phone: (301) 851-3751
Fax: (301) 734-4978
Email: ace@aphis.usda.gov
Web page: www.aphis.usda.gov/animal_welfare

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Daily Observation

The Animal Welfare Act regulations (9 C.F.R. §§ 2.33(b)(3), 2.40(b)(3)) require dealers, exhibitors, and research facilities to observe all animals daily to assess their health and well-being. This may be accomplished by someone other than the attending veterinarian if a mechanism of direct and frequent communication is in place to convey timely and accurate information on problems of animal health, behavior, and well-being to the attending veterinarian.

Daily observation of all animals is part of good husbandry practices. It is extremely important that dealers, exhibitors, and research facilities meet this requirement to detect possible problems, including disease and abnormal behavior. Early detection and treatment improves animal outcomes and can save time and money. For example, an animal observed with a small laceration or wound on the day the injury occurred may only require cleaning and minimal medication and treatment, while the same laceration observed several days later may be infected and require more extensive and expensive treatment with a higher risk to the animal’s health and well-being.

This Tech Note provides helpful tips on daily observation of animals to assess their health and well-being and spotlights practices licensees and registrants use to ensure effective daily observation of animals. These helpful tips and practices are not mandatory regulatory requirements.

WHEN. Generally, it is most effective to observe and assess an animal’s health and well-being as a single and separate task, rather than combining it with other tasks or chores. If daily observations are combined with other tasks, the potential for missing something crucial increases, as the focus is on completing all of the tasks rather than observing the animal.

HOW. Observe each animal daily to assess its health and well-being. Carefully observe each animal from head to tail, including each part of its body and behavior, for abnormalities that may indicate a potential problem. Also, look at the feces, and discharge from the animal if there is any, for signs of abnormalities. Establish a consistent method for conducting your daily observations. We encourage facilities to consult with their attending veterinarian on how to perform daily observations of animals. Many facilities have found checklists and similar tools helpful for ensuring daily observations are consistent and effective in assessing animal health and well-being.

WHAT. Things to consider when conducting your observations (not limited to the following):

- **Physical attributes:** How does the animal look? Are there any abnormalities? Consider handling the animal if safe and appropriate to do so. Not only will you be able to use touch as an observational tool, you will also promote social interactions and neurological well-being.
Body
- Is haircoat normal? Glossy or dull, hair loss?
- Under or over weight? Can you see the ribs?

Head
- Eyes – clear, discharge, winking or blinking excessively?
- Ears/Nose – clean, discharge or buildup?
- Mouth/Teeth/Gums - clean, buildup (tartar), bleeding or injuries?

Limbs/Extremities
- Feet – Nails/Claws/Hooves proper length, wounds or abnormalities?
- Joints – calluses, mobility, lameness?

Behavior: Is the animal acting normal? Is the movement or gait normal? Is the animal lethargic or displaying behaviors consistent with sickness, stress, or boredom? Does the behavior change when you move closer or further from the animal? For example, does the animal act stoic and appear to be normal upon closer examination, but when walking away or from a distance the animal appears to have a limp or injury or displays different behavior.

Environment: Is the animal’s environment safe? Are environmental controls (temperature, humidity, shelter from elements) adequate for the species and the season?

Is the animal:
- Huddling or shivering due to cold?
- Panting, or laying stretched out due to heat?
- Food and water receptacles used or left alone?
  - Eating and drinking enough?
- Elimination habit normal?
  - Loose or abnormal stools?
  - Vomit? Regurgitated food/water?

Animals under veterinary care: Daily observation is required for all animals at the facility whether or not the animals are under veterinary care and/or treatment. However, when observing animals under veterinary care and/or treatment, it is important to observe how the treatment is progressing.

Consider the following:
- Is the treatment working? Is the animal’s health improving, about the same, or worsening?
- When should you follow up with your attending veterinarian? If the animal’s condition is worsening or you’ve completed treatment but the animal seems about the same, is it time to call the veterinarian with an update?
What should you be documenting as part of your observation and treatment plan?

Discussing the questions above with your attending veterinarian will help you to provide for the animal’s health and well-being. Regularly review, discuss, and update your Program of Veterinary Care with your attending veterinarian to account for new guidance or treatment protocols.

Facility Spotlight – Daily Observation in Practice:
Below are examples of some of the procedures and practices that have been developed and adopted by regulated facilities to ensure effective daily observation of animals.

- Daily observation should be done as a sole task with complete focus on the animals – separate from the rest of the work and daily chores.
- Keep records of daily observations and contacts with the attending veterinarian – including animal identification, date, what the problem was, method of contact to the attending veterinarian (phone, text, email, visit), and the attending veterinarian’s advice.
- Capture information on daily observations, including photographs and videos, using a tablet or smartphone that can immediately connect to a main office computer for review.
- Create a system to log daily observation recordings, such as a notebook/binder or spreadsheet/database.
- Look at every animal and enclosure at the beginning of each day. Make a list of what needs to be fixed, repaired, clipped, moved, medicated, etc. This creates a “to-do list” for the day for planning and maintenance in addition to accomplishing daily observations.
- Provide training to all staff with responsibility for conducting daily observation on recognizing physical and behavioral concerns, and, the established protocol within the facility for documenting and communicating with the attending veterinarian.
- Monitor appetite and diet consumption as potential early indicators of concern.
- Include weekly weight checks in the observation program.

For more information contact:

USDA, APHIS Animal Care
4700 River Road, Unit 84
Riverdale, MD 20737
(301) 851-3751
E-mail: ace@aphis.usda.gov
USDA-APHIS-Animal Care

Options for Identification of Dogs & Cats

TAGS: The tags must contain the following information: USDA# (48-A-0000) & Individual # (personal ID #: 1, 27, 32, etc.)

NOTE: Tags MUST include the letters USDA

MICROCHIPS: The microchip implants must be placed in a standard anatomical location and the licensee/registrant must have an appropriate microchip scanner device available to USDAAPHIS officials.

Tattoo: The tattoo letters will be issued by this office after a written request from the licensee.

**ID TAGS**

**Metal:**

Ketchum Mfg. Co.
11 Town Shed Rd.
Lake Luzerne, NY 12846
(800)222-0460
http://www.ketchummfg.com

Nat’l Band & Tag Co.
721 York St.
New Port, KY 41072
(859)261-2035
http://www.nationalband.com

The Keyes- Davis Co.
P.O. Box 1557
Battle Creek, MI 49015
(269)962-7505
http://www.keyesdavis.com

**Plastic:**

Nat’l Band & Tag Co.
721 York St.
New Port, KY 41072
(859)261-2035
http://www.nationalband.com

**Microchips:**

AVID ID Systems
3185 Hammer Ave.
Norco, CA 92860
(800)371-7505
http://avidid.com

Home- Again
5580 Centerview Drive
Raleigh, NC 27606
(888)466-3242 (1-888-HOMEAGAIN)
https://www.homeagain.com

Revival Animal Health Inc.
P.O. Box 200
Orange City, IA 51041-0200
(800)786-4751
https://www.revivalanimal.com/

USDA does NOT endorse the specific companies listed here.
Many other companies supply tags and microchips that will comply with USDA standards.
**PROGRAM OF VETERINARY CARE**

**INSTRUCTIONS**

For use of this form, see 9 CFR 2.40 (Animal Welfare Regulations, Title 9, Subchapter A, Part III, Subpart D, Section 2.40)

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/registrant. A written program of adequate veterinary care between the licensee/registrant and the doctor of veterinary medicine shall be established. 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.

This optional form or an equivalent format may be used to meet the requirement for a written Program of Veterinary Care. This form may be used as a guideline for developing and writing the veterinary care plan for your animals.

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. Ensure the additional sheets include Section and Item Numbers.

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**SECTION I. PROGRAM ESTABLISHMENT**

<table>
<thead>
<tr>
<th>A. LICENSEE/REGISTRANT</th>
<th>B. VETERINARIAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. NAME</td>
<td>1. NAME</td>
</tr>
<tr>
<td>2. BUSINESS NAME</td>
<td>2. CLINIC NAME</td>
</tr>
<tr>
<td>3. USDA LICENSE/REGISTRATION NUMBER</td>
<td>3. STATE LICENSE NUMBER</td>
</tr>
<tr>
<td>4. STREET MAILING ADDRESS</td>
<td>4. BUSINESS ADDRESS</td>
</tr>
<tr>
<td>5. CITY, STATE, AND ZIP CODE</td>
<td>5. CITY, STATE, AND ZIP CODE</td>
</tr>
<tr>
<td>6. HOME TELEPHONE</td>
<td>7. BUSINESS TELEPHONE</td>
</tr>
<tr>
<td>6. BUSINESS TELEPHONE</td>
<td></td>
</tr>
</tbody>
</table>

We have read and completed this Program of Veterinary Care and understand our responsibilities.

Regularly scheduled visits by the veterinarian will occur at the following frequency: ________________________.

C. NOTES:
SECTION II. DOGS AND CATS

A. VACCINATIONS – SPECIFY THE FREQUENCY OF VACCINATION FOR THE FOLLOWING DISEASES

<table>
<thead>
<tr>
<th>CANINE</th>
<th>FELINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUVENILE</td>
<td>ADULT</td>
</tr>
<tr>
<td>PARVOVIRUS</td>
<td>PANLEUK</td>
</tr>
<tr>
<td>DISTEMPER</td>
<td>RESP. VIRUSES</td>
</tr>
<tr>
<td>HEPATITIS</td>
<td>RABIES</td>
</tr>
<tr>
<td>LEPTOSPIROSIS</td>
<td>OTHER (specify)</td>
</tr>
<tr>
<td>RABIES</td>
<td></td>
</tr>
<tr>
<td>BORDETELLA</td>
<td></td>
</tr>
<tr>
<td>OTHER (specify)</td>
<td></td>
</tr>
</tbody>
</table>

B. PARASITE CONTROL PROGRAM – DESCRIBE THE FREQUENCY OF SAMPLING OR TREATMENT FOR THE FOLLOWING

1. ECTOPARASITES  (fleas, ticks, mites, lice, flies)

2. BLOOD PARASITES  (heartworm, Babesia, Ehrlichia, other)

3. INTESTINAL PARASITES  (faecal, de-worming)

C. EMERGENCY CARE – DESCRIBE PROVISIONS FOR EMERGENCY, WEEKEND, AND HOLIDAY CARE

D. EUTHANASIA

1. SICK, DISEASED, INJURED, OR LAME ANIMALS SHALL BE PROVIDED WITH VETERINARY CARE OR EUTHANIZED. LICENSEES AND REGISTRANTS, IN CONSULTATION WITH THEIR ATTENDING VETERINARIANS, CAN USE METHODS OF EUTHANASIA THAT MEET THE DEFINITION OF EUTHANASIA IN THE ANIMAL WELFARE REGULATIONS, WHICH ALLOWS FOR THE USE OF HUMANE METHODS THAT EITHER:
   - PRODUCE RAPID UNCONSCIOUSNESS AND SUBSEQUENT DEATH WITHOUT EVIDENCE OF PAIN OR DISTRESS, OR
   - UTILIZE ANESTHESIA PRODUCED BY AN AGENT THAT CAUSES PAINLESS LOSS OF CONSCIOUSNESS AND SUBSEQUENT DEATH.

APPROPRIATE METHODS MAY INCLUDE, BUT ARE NOT LIMITED TO, THOSE DESCRIBED IN THE "AVMA GUIDELINES FOR EUTHANASIA OF ANIMALS".

EUTHANASIA WILL BE CARRIED OUT BY THE:  □ VETERINARIAN  □ LICENSEE/REGISTRANT

2. METHOD(S) OF EUTHANASIA

E. ADDITIONAL PROGRAM TOPICS – THE FOLLOWING TOPICS HAVE BEEN DISCUSSED IN THE FORMULATION OF THE PROGRAM OF VETERINARY CARE:

□ CONGENITAL CONDITIONS  □ EXERCISE PLAN (dogs)
□ QUARANTINE CONDITIONS  □ PROPER HANDLING OF BIOLIGICS
□ NUTRITION  □ VENEREAL DISEASES
□ ANTHELMINTIC ALTERATION  □ PEST CONTROL AND PRODUCT SAFETY
□ OTHER (specify)  □ PROPER USE OF ANALGESICS AND SEDATIVES

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A. VACCINATIONS – LIST THE DISEASES FOR WHICH VACCINATIONS ARE PERFORMED AND THE FREQUENCY OF THE VACCINATIONS (enter N/A if not applicable)

CARNIVORES

HOOFED STOCK

PRIMATES

ELEPHANT’S

MARINE MAMMALS

OTHER (specify)

B. PARASITE CONTROL PROGRAM – DESCRIBE THE FREQUENCY OF SAMPLING OR TREATMENT FOR THE FOLLOWING

1. ECTOPARASITES (fleas, ticks, mites, lice, flies)

2. BLOOD PARASITES

3. INTESTINAL PARASITES

C. EMERGENCY CARE

1. DESCRIBE PROVISIONS FOR EMERGENCY, WEEKEND, AND HOLIDAY CARE

2. DESCRIBE CAPTURE AND RESTRAINT METHOD(S)

D. EUTHANASIA

1. SICK, DISEASED, INJURED, OR LAME ANIMALS SHALL BE PROVIDED WITH VETERINARY CARE OR EUTHANIZED. LICENSEES AND REGISTRANTS, IN CONSULTATION WITH THEIR ATTENDING VETERINARIANS, CAN USE METHODS OF EUTHANASIA THAT MEET THE DEFINITION OF EUTHANASIA IN THE ANIMAL WELFARE REGULATIONS, WHICH ALLOWS FOR THE USE OF HUMANE METHODS THAT EITHER:
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   APPROPRIATE METHODS MAY INCLUDE, BUT ARE NOT LIMITED TO, THOSE DESCRIBED IN THE “AVMA GUIDELINES FOR EUTHANASIA OF ANIMALS”.

   EUTHANASIA WILL BE CARRIED OUT BY THE: ☐ VETERINARIAN ☐ LICENSEE/REGISTRANT

2. METHOD(S) OF EUTHANASIA

E. ADDITIONAL PROGRAM TOPICS – THE FOLLOWING TOPICS HAVE BEEN DISCUSSED IN THE FORMULATION OF THE PROGRAM OF VETERINARY CARE:

☐ PEST CONTROL AND PRODUCT SAFETY

☐ ENVIRONMENT ENHANCEMENT (primates)

☐ QUARANTINE PROCEDURES

☐ WATER QUALITY (marine mammals)

☐ ZOOSES

☐ SPECIES-SPECIFIC BEHAVIORS

☐ OTHER (specify) _______________________________________________________

☐ PROPER STORAGE AND HANDLING OF DRUGS AND BIOLOGICS

☐ PROPER USE OF ANALGESICS AND SEDATIVES

F. LIST THE SPECIES SUBJECTED TO TUBERCULOSIS TESTING AND THE FREQUENCY OF SUCH TESTS
B. VACCINATIONS – LIST THE DISEASES FOR WHICH VACCINATIONS ARE PERFORMED AND THE FREQUENCY (enter N/A if not applicable)

C. PARASITE CONTROL PROGRAM – DESCRIBE THE FREQUENCY OF SAMPLING OR TREATMENT FOR THE FOLLOWING
1. ECTOPARASITES (fleas, ticks, mites, lice, flies)

2. INTERNAL PARASITES (Helminths, Coccidia, other)

D. EMERGENCY CARE – DESCRIBE PROVISIONS FOR EMERGENCY, WEEKEND, AND HOLIDAY CARE

E. EUTHANASIA
1. SICK, DISEASED, INJURED, OR LAME ANIMALS SHALL BE PROVIDED WITH VETERINARY CARE OR EUTHANIZED. LICENSEES AND REGISTRANTS, IN CONSULTATION WITH THEIR ATTENDING VETERINARIANS, CAN USE METHODS OF EUTHANASIA THAT MEET THE DEFINITION OF EUTHANASIA IN THE ANIMAL WELFARE REGULATIONS, WHICH ALLOWS FOR THE USE OF HUMANE METHODS THAT EITHER:
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   APPROPRIATE METHODS MAY INCLUDE, BUT ARE NOT LIMITED TO, THOSE DESCRIBED IN THE “AVMA GUIDELINES FOR EUTHANASIA OF ANIMALS”.

   EUTHANASIA WILL BE CARRIED OUT BY THE: ☐ VETERINARIAN ☐ LICENSEE/REGISTRANT

2. METHOD(S) OF EUTHANASIA

F. ADDITIONAL PROGRAM TOPICS – THE FOLLOWING TOPICS HAVE BEEN DISCUSSED IN THE FORMULATION OF THE PROGRAM OF VETERINARY CARE:

☐ PASTURELLLOSIS ☐ SPECIES SEPARATION
☐ PODODERMATITIS ☐ MALOCCLUSION/OVERGROWN INCISORS
☐ CANNIBALISM ☐ PEST CONTROL AND PRODUCT SAFETY
☐ WET TAIL ☐ HANDLING
☐ OTHER (specify) _____________________________________________________________

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