



United States  
Department of  
Agriculture

**VETERINARY SERVICES MEMORANDUM NO. 515.2**

Animal and Plant  
Health Inspection  
Service

**TO:** Veterinary Services Management Team

**FROM:** John R. Clifford  
Deputy Administrator

APR 20 2011

**SUBJECT:** Review Procedures for Animal Import Center Activities, including  
Veterinary Services Operations at Associated Air and Ocean Ports and  
Privately Owned Animal Quarantine Facilities

Veterinary Services

Washington, DC  
20250

**I. PURPOSE**

This memorandum provides guidance and a structured process for the periodic internal review of Veterinary Services (VS) Animal Import Center (AIC) routine operations. Reviewed activities include operations AIC staff perform or oversee at nearby air or ocean port facilities and at more remote border crossings. This memorandum also covers the review of any Animal and Plant Health Inspection Service (APHIS)-approved privately owned facility where animal quarantine services may be performed. Additional criteria for monitoring or inspecting those facilities are mentioned in commodity-specific VS memorandums (e.g., equine, avian, and ruminant):

This memorandum does not supersede any existing supervisory or reporting obligations for VS employees or the provisions of VS Memorandum 515.1, Guidelines for Veterinary Services Program and Station Reviews. This memorandum augments VS Memorandum 515.1 by supplying additional criteria for specific reviews of VS AICs and related activities.

**II. BACKGROUND**

VS personnel reviewing AICs should use the attached checklist to review the adequacy of physical containment, biosecurity provisions, cleaning and disinfecting (C&D) procedures, and personnel operations (Attachment 1). The reviewer should also use the checklist to evaluate compliance with applicable criteria in other VS memorandums and arrangements that may be covered under other types of agreements for services (such as compliance agreements, cooperative agreements, and trust funds) performed by or on APHIS' behalf at applicable facilities.



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III. AIC LOCATIONS

A. VS currently owns and operates two AICs at the following addresses:

Miami Animal Import Center  
6300 NW 36 Street  
Miami, FL 33122  
(305) 526-2926 Office  
(305) 526-2929 Fax

New York Animal Import Center  
200 Drury Lane  
Rock Tavern, NY 12575  
(845) 564-2950 Office  
(845) 564-1075 Fax

In addition, APHIS operates an import center in Los Angeles, at the address below, that provides administrative services for animal imports and oversees additional animal import quarantine facilities:

Los Angeles Import Center  
11850 S. La Cienega Boulevard  
Hawthorne, CA 90250  
(310) 725-1970 Office  
(310) 725-9119 Fax

- B. AICs may be associated with specific locations where animal import inspection activities or other actions, such as import quarantines, take place. Reviews must cover all import-related associated activities at all locations AIC personnel supervise or monitor.

IV. ADMINISTRATIVE SCOPE AND FREQUENCY OF AIC ACTIVITY REVIEWS

- A. Each AIC and all associated activities (such as internal activities, port facility operations, and oversight of privately owned animal quarantine facilities within the AIC director's jurisdiction) will be reviewed at least once every 3 years.
- B. AIC activity reviews may be performed separately or with other scheduled activities such as import-export program, port, or station reviews carried out under VS Memorandum 515.1. However, all elements pertaining to an individual

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AIC and its activities as specified in this memorandum should be covered in a given review cycle.

- C. The elements of personnel selection, scheduling, travel and other expense authorizations, and other administrative oversights for AIC activities reviews (such as entrance or exit interviews or reports) will follow the provisions established in VS Memorandum 515.1. The review should be carefully planned to be as thorough, efficient, and cost-effective as possible.
- D. All administrative costs such as travel, lodging, meals and incidental expenses, and salaries for each review will be borne by the local budget covering each member of the review team (listed in section V.A). Reviews will be carried out during normal hours of operation to the extent practical, while still enabling a thorough review.

### V. REVIEW TEAM

- A. A review team consisting of at least three of the following will be assembled with the help of a designated point of contact (POC) at the National Center for Import and Export (NCIE), Riverdale, Maryland:
  - 1. An AIC director (or designated AIC staff member)
  - 2. A representative from a VS Area Office
  - 3. A representative from a VS Regional Office
  - 4. A representative of APHIS administrative systems
- B. The NCIE POC may also participate in the review.
- C. The team will appoint a leader for coordinating the review and drafting the report.

### VI. ROLES AND RESPONSIBILITIES

- A. Team leaders are responsible for:
  - 1. Communicating serious deficiencies to the Area Veterinarian in Charge (AVIC).
  - 2. Noting other deficiencies to include a timeline for correction.

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3. Generating a final report and forwarding it to the applicable AIC Director, AVIC, and Regional Director.

B. The AVIC of a State where an AIC is located is responsible for:

1. Ensuring the review is carried out as directed in this memorandum.
2. Ensuring any actions that may be needed as a result of the review are completed. Serious deficiencies must be corrected as soon as possible.
3. Consulting with VS Regional and NCIE personnel.
4. Delegating the responsibilities to an assistant AVIC, as needed.

C. AIC directors are responsible for:

1. Maintaining adequate staffing, including veterinary medical officers, quarantine enforcement officers (QEOs), animal health technicians (AHTs), contract or temporary employees, or others as applicable, to perform duties at AIC facilities and all applicable associated port and privately owned facilities within the director's jurisdiction.
2. Giving contract or temporary employees a compliance agreement outlining the duties and responsibilities for animal handling. A template that may be used for such compliance agreements is included as Attachment 2.
3. Reviewing, distributing, and coordinating the implementation of applicable VS regulations and guidelines (as set forth in VS memorandums, import alerts, standard operating procedures (SOPs), or technical documents) provided by VS Area, Regional, or headquarters staff for the operation or oversight of AICs, port operations, or privately owned animal quarantine facilities.
4. Immediately reporting to the applicable AVIC any serious security or biosecurity deficiencies or other issues at an AIC or any of its associated facilities. Serious deficiencies include:
  - a. Security breaches resulting in the unauthorized entry or exit of personnel or animals
  - b. Natural disasters
  - c. Compromises in biosecurity procedures that could introduce or disseminate communicable diseases

- d. Detections of notifiable animal pathogens or disease outbreaks that occur in quarantined animals
  - e. Zoonotic diseases of concern found in either animals or humans at an AIC or associated facility
5. Correcting serious deficiencies as quickly as possible and addressing other deficiencies as necessary or as directed.
  6. Documenting actions taken to address deficiencies as described in section VI.C.4 above.
  7. Arranging and coordinating with VS Area and Regional management a joint review of AIC and associated facility activities at least once every 3 years.
  8. Maintaining records in accordance with section VII of this memorandum.

D. NCIE is responsible for:

1. Providing, clarifying, or interpreting all applicable VS import regulations, policies, and guidelines (as set forth in VS memorandum, import alerts, SOPs, or technical documents) to Regional, Area, and AIC personnel, regarding the operation or oversight of AICs, associated port operations, and privately owned animal quarantine facilities.
2. Consulting as needed with applicable VS AICs, Area Offices, or Regional management contacts for mitigation of any serious security or biosecurity deficiencies or other issues at an AIC or any of its associated operations. Serious deficiencies are described in section VI.C.3 of this memorandum.
3. Coordinating the assembly of an AIC activities review team at least once every 3 years for each AIC and its associated operations.
4. Participating on request with applicable AIC, Area Office, or Regional management personnel in a joint review of AIC and associated facility activities at least once every 3 years.
5. Maintaining records as outlined in section VIII of this memorandum.

## VII. REVIEW CRITERIA

### A. AIC facilities

#### 1. Physical security and biosecurity protocols

- a. AICs must meet the criteria of the attached checklist for security and biosecurity standards. The criteria are the minimum standards needed to prevent the introduction or spread of animal or zoonotic diseases, or to minimize disease outbreaks. They are designed to prevent exposure of quarantined animals to other animals and humans. Facilities may use additional security or biosecurity criteria if needed or desired.
- b. The team will review the AIC for compliance with security and biosecurity standards. Communication of deficiencies and supervision and documentation of compliance for any outstanding issues will follow the process for roles and responsibilities as listed in section VI.

#### 2. Operating procedures

- a. AICs will keep operating protocols for the range of services provided at a facility (and any associated port operations) on file for review under the criteria of this memorandum. The AIC director will review these protocols at least once every 3 years for relevance and update them if new services are provided or others are discontinued.
- b. The team will review the facility's operational processes. The review team should examine a sufficient number of daily AIC operations on a scheduled or unscheduled basis to achieve a thorough review of all major activities. Examples of activities to review include:
  - (1) Animal handling activities (including any contracted services)
  - (2) Activities associated with imports, transits, or transfers of APHIS-regulated animal commodities
  - (3) Disease management
  - (4) Mortality handling
  - (5) C&D activities
  - (6) Permit processing
  - (7) Use of information technology (IT) systems
  - (8) Approvals and reviews of any privately owned animal quarantine centers under the AIC's jurisdiction,
  - (9) Recordkeeping

- c. Communication of deficiencies and supervision and documentation of compliance for any outstanding issues will follow the process for roles and responsibilities as listed in section VI.

3. Documents

The review team will examine a sufficient number of import permits and other documents (such as visitor logs, mortality logs, and biosecurity and C&D logs) to determine compliance with any VS guidance issued to AICs (such as import alerts and VS memorandums and notices). The team will randomly select and examine at least one permit per month for the period under review (maximum 36 months) to determine compliance with any applicable import- or transit-related criteria for the commodity.

- B. Air and ocean port facilities

1. Physical security and biosecurity protocols

APHIS personnel operating at port facilities under the jurisdiction of an AIC must maintain updated port-specific security, biosecurity, or operating protocols, or as otherwise referenced in section VII.A.1.

2. Operating procedures

The team will review the port facility's operational processes. The review team will examine a sufficient number of daily port-associated operations on a scheduled or unscheduled basis to achieve a thorough review of all major activities. Examples of activities to review include:

- a. Animal handling activities (including any contracted services)
- b. Disease management
- c. Mortality handling
- d. Routine C&D activities
- e. Permit processing
- f. Use of IT systems
- g. Recordkeeping.

3. Documents

The team will review any port-specific records to determine compliance with any applicable VS guidance provided to the facility.

C. Privately owned animal quarantine facilities

1. Physical security and biosecurity protocols

VS personnel operating at or supervising port facilities under the jurisdiction of an AIC must maintain copies of updated security information for privately owned quarantine facilities, biosecurity or operating protocols, or as otherwise referenced in VII.A.1. The review team leader must report any serious deficiencies the team observes to the applicable AVIC. These deficiencies must be corrected as soon as possible.

2. Operating procedures

The review team will examine a sufficient number of daily operations at privately owned animal quarantine facilities on a scheduled or unscheduled basis to achieve a thorough review of all major activities. Examples of activities to review include:

- a. Animal handling activities
- b. Transits or transfers of APHIS-regulated animal commodities
- c. Disease management
- d. Mortality handling
- e. Routine C&D activities
- f. Permit processing
- g. Use of IT systems
- h. Recordkeeping

3. Documents

The team will review random quarantine-specific records to determine compliance with any applicable VS guidance provided to the facility. Most privately owned animal quarantine facilities (equine, ruminant, avian, zoo animal, etc.) will be operating under the provisions of a separate VS memorandum for the type of commodity involved. The team will consult these to determine if the facility is in compliance with the memorandum.

VIII. REPORTS, RECORDKEEPING, AND FOLLOWUP

- A. The review team will compile a report summarizing their findings following the timelines indicated in Attachment 1 to VS Memorandum 515.1. The AIC director will retain copies of AIC security, biosecurity, and operational reviews covered

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under this memorandum. Copies may be made and distributed to any relevant APHIS or non-APHIS personnel who are part of the activities being reviewed.

- B. The team leader will send a final report to the applicable AIC Director, AVIC, and Regional Director. When supervising and documenting the compliance of the recommendations in the review team's report, VS personnel will follow sections IX.A and B of VS Memorandum 515.1.

Attachment 1: Minimum Biosecurity Standards and Review Checklist for AIC Activities

Attachment 2: Compliance agreement template (animal handling services)

**Attachment 1**

**The Animal and Plant Health Inspection Service Audit Review Team Checklist with  
Minimum Biosecurity Standards for Animal Import Quarantine Facilities  
Including Port-associated Activities and  
Privately Owned Animal Import Quarantine Facilities**

This document contains the minimum acceptable biosecurity requirements for Animal Import Centers (AICs), associated port facilities, and Animal and Plant Health Inspection Service (APHIS)-approved privately owned quarantine facilities. It supplements existing standard operating procedures at these facilities.

**Instructions for APHIS Veterinary Services (VS) Personnel**

Complete this checklist during reviews of these facilities and for approval and reapproval of privately owned animal quarantine facilities. Identify areas of noncompliance noted during reviews, and follow the instructions for notification of discrepancies in sections IV and VI, VII, and VIII of this memorandum. Complete only the applicable sections as not all sections of the checklist will apply to all types of operations or facilities.

**I. CONTROLLED MOVEMENTS FROM PORT OF ARRIVAL TO AN ANIMAL QUARANTINE FACILITY**

**A. Port of arrival activities performed or overseen by APHIS personnel**

1. Any required seals accompanying a consignment of live animals going to a quarantine facility are verified as intact. Shipments without intact seals are refused entry.

Yes  No  Not applicable

Comments:

2. Accompanying documentation is reviewed to determine compliance with APHIS import requirements and to determine eligibility for further movement within or through the United States (as applicable).

Yes  No  Not applicable

Comments:

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3. Animals that are distressed, ill, recumbent, dead, or that APHIS deems otherwise not fit for further travel are handled or disposed of under conditions of the import permit or under the criteria of VS Memorandum 592.110, Oversight of Transit Shipments of Regulated Live Animal Commodities, as applicable.

Yes  No  Not applicable

Comments:

4. APHIS personnel either clean and disinfect conveyances arriving with live animal commodities for which quarantine is required or supervise activities that a contractor performs under a valid compliance agreement (see Attachment 2, compliance agreement template).

Yes  No  Not applicable

Comments:

5. Personnel wear disposable clothing (boots, hats, gloves, coveralls) or reusable clothing that is cleaned and sanitized between uses when handling animals moving to a required quarantine or while cleaning and disinfecting (C&D). Personal protection equipment (PPE) is adequately disposed of or cleaned and disinfected between uses.

Yes  No  Not applicable

Comments:

6. Before unloading or transferring to another conveyance, organic material contaminating imported animal consignments and the adjacent cargo areas must be cleaned and disinfected. Transport boxes, loose bedding, feed, and animal and other wastes are incinerated (or disposed of by another means as directed by APHIS) at the port or securely bagged for incineration offsite (or for disposal offsite by another means as directed by APHIS). The bags are leak-proof.

Yes  No  Not applicable

Comments:

7. After animal consignments are unloaded, conveyances, cargo areas, and transport equipment are cleaned and disinfected.

Yes  No  Not applicable

Comments:

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8. All C&D disinfectants are APHIS-approved for the purpose intended and meet aircraft criteria for use, as applicable.

Yes  No  Not applicable

Comments:

9. A VS form 1-86 is issued for all applicable surfaces after adequate C&D. (APHIS retains copies for 3 years.)

Yes  No  Not applicable

Comments:

10. APHIS approved, in advance, any contingency space used for temporary holding or monitoring during a transit or transfer through an air or sea port facility. The space meets the criteria in VS Memorandum 592.110.

Yes  No  Not applicable

Comments:

11. Import and export consignments moving through the same port facility on the same day are adequately separated at all times. (If necessary, APHIS will stipulate additional restrictions to contracted animal handlers for such movements.)

Yes  No  Not applicable

Comments:

- B. Transport from an air or sea port facility to a local APHIS-operated or APHIS-approved privately owned animal quarantine facility

1. Monitoring and related procedures for animal shipments that are either transiting the United States to a third country or are transferring from one U.S. port to a nonlocal quarantine facility are performed as indicated under VS Memorandum 592.110.

Yes  No  Not applicable

Comments:

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2. During transfer to a local receiving quarantine facility, animals are not removed from any containers in which they arrive at a port, unless specified by APHIS.

Yes  No  Not applicable

Comments:

3. When in the facility itself, animal handlers, grooms, and transporters accompanying live animals to a local receiving quarantine facility wear disposable clothing (and PPE, as applicable), which minimally includes disposable coveralls, gloves, and boot covers. Hand sanitizers are used after handling animals.

Yes  No  Not applicable

Comments:

4. After clearance by Customs and Border Protection and APHIS for offloading, contractors transporting animals from an air or sea port directly to an APHIS-operated quarantine facility (or a privately owned quarantine facility located in the immediate port area) meet APHIS personnel at a specified location and time, using either a specified route or the most direct route without stopping.

Yes  No  Not applicable

Comments:

5. If animals are transported by a contractor to an APHIS-approved privately owned quarantine facility that is not located in the immediate port area, the consignment leaves the port under U.S. Department of Agriculture (USDA) seal (recorded on VS form 17-30 or VS form 1-27, as applicable). APHIS personnel escort these shipments.

Yes  No  Not applicable

Comments:

6. Bedding, feed, and equipment accompanying live animals to a required quarantine or other destination is securely enclosed within a conveyance to prevent leaking of waste or other materials. (Also see VS Memorandum 593.10, Importation of Hay, Straw, Grasses, and Similar Materials.)

Yes  No  Not applicable

Comments:

C. Entry into an animal quarantine facility

1. The movement of uncaged animals from conveyances to a receiving facility takes place in areas that preclude escape of animals (e.g., within an enclosed dock area of the facility, through an enclosed chute or alleyway, or the opening of the transporting vehicle that leads directly into the facility).

Yes  No  Not applicable

Comments:

2. Loading docks are dedicated for single-purpose use (i.e., either entrance or exit) or are cleaned and disinfected between multiple-purpose uses.

Yes  No  Not applicable

Comments:

3. Vehicles entering any part of a fenced-in quarantine facility are adequately cleaned and disinfected before leaving the perimeter.

Yes  No  Not applicable

Comments:

4. Cages holding animals or birds are offloaded directly into a quarantine confinement area.

Yes  No  Not applicable

Comments:

5. Sealed consignments are reviewed at the time consignments enter a receiving quarantine facility to ensure that any required seals are intact upon arrival.

Yes  No  Not applicable

Comments:

6. Receiving personnel compare and reconcile intake records listing numbers of animals in the consignment with the numbers of live or dead animals received at the animal quarantine facility. Receiving personnel also compare and reconcile the numbers listed on invoices and export health certificates, USDA import permits, or other accompanying documents. They also list animals that have died before arrival at the facility.

Yes  No  Not applicable

Comments:

7. Footbaths filled with APHIS-approved disinfectants are present at all points of entry and exits to a receiving facility. Entering and exiting personnel use the footbaths to disinfect their footwear (see also section II.F). Signs indicating the date of the most recent change of disinfectant are posted near each footbath. (If this is not practical, a disinfectant change log may be kept instead.)

Yes  No  Not applicable

Comments:

8. Waste materials and disposable clothing accompanying conveyances are offloaded with animals and disposed of through incineration, or alternatively, are securely bagged and held until quarantine is complete, when they can be disposed of normally.

Yes  No  Not applicable

Comments:

9. APHIS has supplied door seals for overnight use at APHIS-approved privately owned facilities.

Yes  No  Not applicable

Comments:

II. BIOSECURITY MEASURES FOR ANIMAL QUARANTINE FACILITY PERSONNEL (EMPLOYEES AND VISITORS)

- A. Animal quarantine facilities maintain current and updated copies of any specific biosecurity protocols in accordance with VS memorandums governing their approval or reapproval and make these available to APHIS on request.

Yes  No  Not applicable

Comments:

- B. To enter animal confinement areas, visitors (with the exception of attending veterinary practitioners called for emergency treatments) are approved in advance by VS.

Yes  No  Not applicable

Comments:

- C. Animal quarantine facilities retain for 3 years statements signed by visitors or employees agreeing to refrain from contact with other animal species as stipulated in the statement. The facilities will make these statements available to APHIS on request.

Yes  No  Not applicable

Comments:

- D. All employees or visitors wear government- or facility-issued coveralls and boots dedicated to a quarantine containment area. Gloves are worn whenever possible.

Yes  No  Not applicable

Comments:

- E. Animal quarantine facility employees and visitors shower before entering and exiting a quarantine containment area or as stipulated in facility-specific protocols approved by APHIS.

Yes  No  Not applicable

Comments:

- F. Footbaths and hand sanitizers are available and used at each entry and exit of quarantine containment areas. Footbaths contain enough liquid to immerse the bottom of the boot. Brushes are provided and used on other areas of boots.

Yes  No  Not applicable

Comments:

- G. Footbath disinfectants are changed at least daily or as frequently as necessary according to manufacturer's instructions and based on organic matter load. Clipboards or signs are posted near each footbath with the most recent date of disinfectant change.

Yes  No  Not applicable

Comments:

- H. In lieu of footbaths, disinfecting mats are used when they provide adequate immersion and disinfection of footwear. Before using such mats, an APHIS quarantine enforcement officer or other APHIS personnel overseeing a quarantine facility has approved their use.

Yes  No  Not applicable

Comments:

- I. Attending veterinary practitioners do not use personal equipment unless it is cleaned and disinfected.

Yes  No  Not applicable

Comments:

### III. PHYSICAL SECURITY

- A. The quarantine facility has visible signs indicating that it is a quarantine facility and prohibits entry by unauthorized personnel.

Yes  No  Not applicable

Comments:

- B. Any required fencing or other perimeter security equipment specific for the type of animal being quarantined is in place and functional. Access to fenced-in perimeters is limited to authorized personnel entering at a single point of access or exit. Gates are kept locked at all times and access is guarded by security personnel.

Yes  No  Not applicable

Comments:

- C. The facility is of sound construction using solid materials.

Yes  No  Not applicable

Comments:

- D. With the exception of an entry door leading to a central reception area that is not directly connected to an animal quarantine containment area, all exterior doors are locked on the outside at all times (subject to local codes for emergency exits).

Yes  No  Not applicable

Comments:

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- E. The pins on the hinges of exterior doors cannot be removed.  
 Yes  No  Not applicable  
Comments:
- F. If exterior locks are used on entry and exit doors, hasps are tamper-proof.  
 Yes  No  Not applicable  
Comments:
- G. All window openings to the outside are double screened. Interior screens are metal or nylon mesh and are intact. Exterior screens are metal and are separated from interior screens by at least 3 inches.  
 Yes  No  Not applicable  
Comments:
- H. Access to animal quarantine containment areas is from within the building. Containment areas are not directly connected to any areas exterior to the building.  
 Yes  No  Not applicable  
Comments:
- I. Quarantine containment areas are large enough to prevent overcrowding.  
 Yes  No  Not applicable  
Comments:
- J. The water supply to quarantine containment areas is adequate for cleaning and animal maintenance.  
 Yes  No  Not applicable  
Comments:
- K. Indoor heating and ventilation systems control the ambient temperature, humidity, and odors at levels that are not injurious to animals or APHIS personnel.  
 Yes  No  Not applicable  
Comments:

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L. Separate space in the facility is designated as an office for recordkeeping.

Yes  No  Not applicable

Comments:

M. The facility contains a necropsy and sample collection area that has an autoclave, freezer, hot and cold running water, drainage, adequate storage for equipment, and the means for adequate C&D of the area.

Yes  No  Not applicable

Comments:

N. A separate room is available with refrigerated storage space for carcasses retained for laboratory or other examination.

Yes  No  Not applicable

Comments:

O. A hood for collecting samples or performing necropsies is installed and functional.

Yes  No  Not applicable

Comments:

P. Lighting is adequate throughout the facility for visual inspection of the animals.

Yes  No  Not applicable

Comments:

Q. A fire alarm and voice communication system are in both the quarantine and nonquarantine areas.

Yes  No  Not applicable

Comments:

R. Either a television monitoring system or sufficient windows provide a full view of all lots in the quarantine area. This does not include the changing rooms or showers.

Yes  No  Not applicable

Comments:

S. Each quarantine containment area has separate storage space for equipment dedicated to that area.

Yes  No  Not applicable

Comments:

T. Showers are located at the entrance to each quarantine containment area and to the necropsy area.

Yes  No  Not applicable

Comments:

U. Permanent restrooms are in both the nonquarantine and quarantine areas of the facility.

Yes  No  Not applicable

Comments:

V. The facility has an area for breaks and meals in the quarantine area.

Yes  No  Not applicable

Comments:

W. The facility has a laundry area inside the quarantine facility.

Yes  No  Not applicable

Comments:

#### IV. EQUIPMENT USED DURING QUARANTINES

A. All equipment is dedicated to the animal quarantine facility or to a specific quarantine containment area within the facility.

Yes  No  Not applicable

Comments:

B. The facility provides disposable or clean and sanitized reusable clothing and footwear for anyone who has been granted access to the facility, before they enter any quarantine containment areas.

Yes  No  Not applicable

Comments:

V. CLEANING AND DISINFECTING

- A. All construction materials in contact with animals can withstand continued C&D.

Yes  No  Not applicable

Comments:

- B. All equipment within the facility is cleaned and disinfected before use.

Yes  No  Not applicable

Comments:

- C. Vehicles, including tires, are cleaned and disinfected before entering or leaving the quarantined area.

Yes  No  Not applicable

Comments:

- D. The facility operator is responsible for the proper cleaning or disposal of soiled or contaminated clothing used in the facility.

Yes  No  Not applicable

Comments:

- E. Any area that has held quarantined animals and all equipment used within that area is cleaned and disinfected after each use. This is done under a VS representative's supervision after each shipment completes its quarantine period and before a new shipment is allowed to enter the area.

Yes  No  Not applicable

Comments:

VI. DISEASE MANAGEMENT WITHIN QUARANTINE CONTAINMENT AREAS

- A. Each lot or consignment of animals in a quarantine containment area is adequately separated to prevent the spread of pathogens and diseases within or from the facility.

Yes  No  Not applicable

Comments:

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- B. Individual animals are inspected for signs of disease on a scheduled basis, and adequate records regarding these examinations are kept for each animal or group of animals housed in one enclosure, as applicable.

Yes  No  Not applicable

Comments:

- C. Sick animals are adequately isolated from the rest of the lot or consignment (and all other animals at a quarantine facility) and placed in areas that allow supportive therapy. Only facility employees and attending veterinarians have access to sick animals. Staff handling sick animals does so after giving care to healthy animals in the same shipment. Staff attending sick animals changes clothing after handling sick animals and before attending to healthy animals.

Yes  No  Not applicable

Comments:

- D. Adequate preparations are made in advance to notify APHIS when a suspicion or diagnosis of applicable communicable diseases has been made in an animal quarantine facility.

Yes  No  Not applicable

Comments:

- E. A Daily Log (VS Form 17-12 or equivalent, as approved by an APHIS representative) is maintained. Any mortalities, hatchings, etc., are accounted for using this form. All laboratory specimens removed from the facility are listed on the reverse side of VS Form 17-12 or approved equivalent. Records are kept for a minimum of 3 years after the date they were issued.

Yes  No  Not applicable

Comments:

VII. FEED AND LITTER MANAGEMENT

- A. Feed supplies are stored in the barn or confinement area of need, but away from animal sources of contamination. Any manure that is not incinerated remains on the premises, is securely bagged, and is not removed until the end of the quarantine period.

Yes  No  Not applicable

Comments:

- B. Feed and bedding storage areas are vermin and moisture free.

Yes  No  Not applicable

Comments:

VIII. VECTOR CONTROLS

- A. Arriving animals are treated with appropriate insecticides upon entering the facility. The products are used in accordance with title 9, *Code of Federal Regulations*, section 72.13.

Yes  No  Not applicable

Comments:

- B. The facility uses effective methods for rodent and insect removal to prevent feeds from being infested or contaminated.

Yes  No  Not applicable

Comments:

- C. Documentation is kept (and made available to VS on request) for any facility-level treatments for infestations of insects or other vectors.

Yes  No  Not applicable

Comments:

IX. WASTE MANAGEMENT

- A. A functional and effective incinerator is present; or if the facility uses an offsite incinerator, materials for incineration are transported under seal and VS supervision.

Yes  No  Not applicable

Comments:

- B. Wastewater or other liquid wastes drain to a municipal or septic waste treatment system and are not discharged untreated from quarantine containment areas or other sections of the facility.

Yes  No  Not applicable

Comments:

X. RECORDKEEPING

- A. Visitor logs are maintained for 3 years and are made available to APHIS on request for review.

Yes  No  Not applicable

Comments:

- B. Records of disinfectant changing are maintained for 3 years and are made available to APHIS on request for review.

Yes  No  Not applicable

Comments:

- C. Import permits and other import-related documents (health certificates, laboratory tests, etc.) are maintained for 3 years and are made available on request to APHIS for review.

Yes  No  Not applicable

Comments:

- D. Equipment maintenance records are maintained (as applicable) for 3 years and made available to APHIS on request for review.

Yes  No  Not applicable

Comments:

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E. Medical treatment records are maintained for 3 years and are made available to APHIS on request for review.

Yes  No  Not applicable

Comments:

F. Mortality records (and other population reconciliations, such as entry and exit counts, escaped or otherwise unaccounted-for animals) are maintained for 3 years and are made available to APHIS on request for review.

Yes  No  Not applicable

Comments:

G. Disease management records (if applicable) are maintained for 3 years and are made available to APHIS on request for review.

Yes  No  Not applicable

Comments:

DATE: \_\_\_\_\_

Reviewer(s) Printed Name(s):

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Reviewer(s) Signature(s)

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The completed and signed original checklist must be submitted to the Assistant Director,  
Live Animal Imports (National Center for Import and Export)

Copies must be submitted to:

The VS Area Veterinarian in Charge from the applicable State

The VS Regional Import Export Coordinator in the applicable region

The VS AIC director

The owner or operator of a privately owned APHIS-approved quarantine facility if  
applicable

**Attachment 2**  
**Compliance Agreement Template Between Contractors and**  
**Animal and Plant Health Inspection Service for**  
**Regulated Animal and Other Cargo Handling Services**

This compliance agreement lists duties and responsibilities of the contractor providing animal or other cargo handling services to the Animal and Plant Health Inspection Service (APHIS) Veterinary Services (VS). Contractors carry out these responsibilities when operating at [list airport or other port or facility name] and other extended facilities at [list airport or other port or facility name]. The contractor follows these requirements to ensure safe, effective, and efficient operations at port facilities involving the movements of APHIS regulated animals and other APHIS-regulated cargo and provides quality service to VS clients, animals, and cargo that are being handled.

I. GENERAL

- A. The contractor provides personnel to adequately assist in animal restraint, perform routine animal husbandry activities (removal of equine leg wraps, feeding, watering, etc.), and assist in animal processing per the appropriate procedures.
- B. Services that may be provided to VS include:
  - 1. Transporting imported live APHIS-regulated animals to U.S. Department of Agriculture (USDA)-operated quarantine facilities, APHIS-approved privately owned quarantine facilities, or other locations specified by APHIS.
  - 2. Assisting with services, such as cleaning and disinfecting (C&D), related to imports of live APHIS-regulated animals.
  - 3. Assisting with other services related to handling live animals, as specified by APHIS and with the contractor's agreement.
- C. Contractor personnel must have knowledge of and demonstrate competency in animal restraint and in other prescribed duties in accordance with the training requirements of section V.
- D. The contractor must provide APHIS with a telephone, cell phone, or other contact number and respond to calls within 30 minutes.
- E. Vehicles that the contractor uses to haul livestock must be currently licensed and registered with the appropriate authorities for the types of transport services provided.

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- F. Contractor personnel driving vehicles used for livestock transportation must have a valid driver's license for the type of vehicle used.
- G. All vehicles must be cleaned and disinfected before transporting livestock. When other subcontracted commercial transport companies are used, the contractor will coordinate with the company representative to ensure conveyances are cleaned and disinfected under the supervision of an accredited veterinarian before the conveyances arrive, or will ascertain that the conveyances are clean and ready for disinfection when they arrive at the contractor's facility.
- H. The contractor's personnel will meet clothing, equipment, and other biosecurity-related requirements per the appropriate procedures. Personnel must change into clean coveralls and boots to enter an APHIS-operated or supervised animal quarantine facility. Personnel must also shower per instructions posted at the facility.
- I. At APHIS discretion, the contractor may be directed to provide dedicated personnel and equipment to accommodate multiple sequential imports or transits or to accommodate simultaneous imports and transits of APHIS-regulated live animal consignments.
- J. In some cases, APHIS will specify that the contractor's personnel may not make contact with other shipments on the same day or for another time. APHIS may provide specific C&D instructions for these personnel.
- K. Before disinfecting any surfaces or materials, the contractor must thoroughly clean the items to remove all organic materials using steam, high pressure, detergents, or other specific techniques as directed by the APHIS quarantine enforcement officer (QEO) or other APHIS personnel.
- L. Only a licensed veterinary private practitioner, the owner, and (if applicable) a team veterinarian traveling with team animals are authorized to administer medication, either by injection or orally, to any animal in APHIS' care. The contractor must coordinate the administration of any medications provided by such personnel under this section with the QEO or an animal health technician (AHT).
- M. Any accounts payable to the USDA must be kept current. An account that is 30 days past due will require payment in full in advance of further participation in Federal import and export activities.

- N. The contractor must make advanced arrangements for the adequate containment and disposal of wastewater from C&D procedures, if the contractor is to provide these services. Such liquid will either be directed into a municipal or private sewage system (e.g., sewers or septic system) that is treated with chlorine or other means to neutralize pathogens such as viruses or bacteria. Alternatively, and subject to applicable Federal, State, or local ordinances, C&D wastewater may be suctioned or otherwise directed into portable containers and disinfected in situ.
- O. Contractor personnel who may be traveling with animals cannot park their vehicles overnight or for extended periods at Federal facilities. Personal or transport vehicles may be removed from government property at the owner's expense.
- P. The contractor must exercise ongoing quality control over the contractor's personnel practices to ensure expertise in animal handling in an efficient, effective, safe, and humane manner and to ensure cooperation with APHIS port veterinarians and AIC staff and their designated representatives (see section V on training).

## II. IMPORTS

As mutually agreed by the contractor and APHIS, the contractor will:

- A. Provide an adequate number of personnel to:
  - 1. Transport imported live APHIS-regulated animals as directed by APHIS
  - 2. Service regulated animal waste material; aircraft or other conveyances; stalls, pens, gates, coops, and other equipment used in hauling animals
- B. Clean and disinfect aircraft arriving with animals or aircraft waiting to load animals as directed by the QEO, AHT, or other APHIS representative supervising this process.
- C. Immediately bag all manure and waste material taken from regulated conveyances, or from an APHIS or privately owned animal quarantine facility, as applicable, in sealed leak-proof plastic bags. Transport the bags to the directed disposal site (incinerator, USDA AIC, etc.). Ensure the waste material remains in the bags until disposed of appropriately.
- D. After animals are removed from the transport vehicle, transport any accumulated animal wastes, dirt, feed, bedding, other organic materials, and disposable carrier materials to an incinerator. Transport stalls, gates, reusable pens and crates, and other applicable equipment to a designated location (such as a dedicated vehicle

wash area) for C&D. The QEO or AHT will supervise this procedure. If C&D is performed at an AIC, do not remove drain covers in the C&D area, unless specified by the QEO.

- E. Immediately after the QEO or AHT issues the C&D certificate (VS Form 1-86), remove stalls, gates, pens, and equipment from the designated cleaning location. Return equipment not owned by APHIS to airlines or other conveyance owners.
- F. Ensure the trucks used to transport dirty stalls, equipment, and animal waste materials are bird proof and cleaned and disinfected immediately under the supervision of a QEO or AHT. Remove the trucks to the import center immediately after cleaning. Clean and disinfect the trucks at the approved drain at the import truck wash. Do not remove drain covers under any circumstances.
- G. Unless otherwise specified by APHIS, disinfect aircraft surfaces with a 4 percent carbonate and 0.1 percent sodium silicate solution, regardless of the animal commodity involved. This is the only permitted disinfectant for this use.
- H. Disinfect nonaircraft surfaces with One Stroke Environ, Virkon S, or other APHIS-approved disinfectant. Follow the manufacturer's instructions for disinfecting nonaircraft surfaces.

### III. CONSIGNMENTS TRANSITING OR TRANSFERRING THROUGH U.S. PORTS

As mutually agreed by the contractor and APHIS, the contractor will:

- A. Notify APHIS personnel in a timely manner of any change in loading or departure schedules when becoming aware of such changes. Monitor aircraft and crew activities for readiness to load on schedule.
- B. Provide other supportive duties (in coordination with APHIS personnel) that may include the procurement of auxiliary ground air conditioning equipment, the design and deployment of adequate temporary penning systems for the loading plan, or will provide other equipment that may be required by the shipper (or designated representative) or APHIS.
- C. Coordinate the C&D status of aircraft to be used for transporting livestock and ascertain the carrier has been cleaned and disinfected before setting up temporary penning systems.
- D. Provide personnel and services for proper C&D of aircraft that are used for

livestock transports transiting the United States to foreign destinations. Ensure C&D is supervised by APHIS or Customs and Border Patrol (CBP) personnel.

- E. Unless otherwise specified by APHIS, disinfect aircraft surfaces with a 4 percent carbonate and 0.1 percent sodium silicate solution, regardless of the animal commodity involved. This is the only permitted disinfectant for this use.
- F. Disinfect nonaircraft surfaces with One Stroke Environ, Virkon S, or other disinfectants approved by APHIS. Follow the manufacturer's instructions.

#### IV. VERIFICATION

- A. VS will monitor all conveyances or equipment that are cleaned and disinfected within the port operational areas. When the conveyance and equipment are adequately cleaned and disinfected, VS will issue VS Form 1-86. The contractor is required to retain this record for 3 years.
- B. The contractor must maintain a log to record treatments performed on contaminated conveyances and equipment. The log will include the flight or truck number, equipment treated, type of disinfectant used, and the date treatments were performed. The log will be made available to VS for review on request.
- C. VS personnel will periodically take and test samples from disinfectant solutions to ensure that the contractor is using a solution of 4 percent carbonate and 0.1 percent sodium silicate.

#### V. TRAINING

- A. The contractor will present a training program consisting of a minimum of 1 hour of classroom instruction and 4 hours of job training provided or supervised by APHIS and CBP personnel, before new employees may be permitted to handle materials arriving with international flights.
- B. The contractor will give previously trained employees at least 1 hour of review training annually.
- C. The training program must be presented in English and any other applicable languages for the contractor's employees and cover the following:
  - 1. Humane and effective animal handling and restraint techniques
  - 2. An explanation of USDA's 28-hour rule for feeding, watering, and resting

transported animals

3. Basics of C&D
  4. Definitions of regulated garbage
  5. Explanations of the applicable regulations for handling regulated and other types of garbage
  6. Inclusion of film, slides, or other training aids on foreign animal and plant diseases
  7. Specific step-by-step outlines, by text, illustration, or pictures, of the proper foreign garbage handling procedures, from cleaning and disinfecting aircraft to disposal for that facility
- D. Documents showing proof of training, signed by a providing or supervising CBP officer or APHIS representative, must be provided to the AIC Director before implementing this agreement or as requested.

## VI. TERMINATION

- A. VS can terminate this agreement at any time if the contractor is judged to not be in compliance with all applicable terms as described above.
- B. APHIS or the contractor can terminate this agreement if discontinuation is mutually agreeable.
- C. If terminated at the contractor's request, the contractor will give sufficient advance notice to APHIS to allow for continuity of animal or cargo handling services at facilities APHIS oversees.

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I, the contractor (or designated legal representative), have reviewed this agreement and agree to provide services and maintain quality control to ensure that these duties, requirements, and restrictions are met. I agree to cooperate with any other direction provided by APHIS relating to import and export operations that are to be carried out in accordance with established regulations, policies, and directives.

Contractor or Company Name: \_\_\_\_\_

Represented by (print name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For VS (print name and title): \_\_\_\_\_

Date: \_\_\_\_\_