

**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
VETERINARY SERVICES**

**APPROVED WAREHOUSE REQUEST AND AGREEMENT
TO HANDLE RESTRICTED ANIMAL BYPRODUCTS
(HUNTING TROPHIES & MUSEUM SPECIMENS)**

1. Agreement Date:

2. Agreement Type:

- ☐ Initial
☐ Renewal
☐ Update

3. Approval Number:

4. Approved Warehouse Name:

5. Warehouse Physical Address:

6. Warehouse Mailing Address:

☐ Same as Physical Address

7. Warehouse Phone Number:

8. Warehouse Email Address:

9. Name and Title of Authorized Warehouse Official:

10. Storage Capabilities:

- ☐ Refrigerated
☐ Non-refrigerated

11. List Products Used to Clean and Disinfect Contaminated Areas per Written Protocol (*mark all that apply*):

- | | |
|---|--|
| ☐ Soap and Hot Water | ☐ Sodium Hydroxide |
| ☐ Bleach | ☐ 4% Sodium Carbonate |
| ☐ 1-Stroke Environ | ☐ Other: _____ |
| ☐ Virkon-S | |

12. Briefly Describe Disposal Methods for any Damaged Packing:

13. I understand the following conditions:

- Any restricted trophy shipped to and received at the approved warehouse shall be unloaded and handled in accordance with provisions of 9 CFR 94, 95, or 96 and as directed by a USDA inspector.
- USDA shall be notified upon movement from the approved warehouse to an approved establishment, by submission of a completed VS Form 16-78, within 5 business days of movement.
- The approved warehouse must notify the appropriate USDA office if they have received completed VS Form 16-78 from Customs and Border Protection (CBP) but the shipment has not arrived **within 30 days**. The approved warehouse must also notify the appropriate USDA office **immediately** upon receipt of a restricted shipment that is not accompanied by a VS Form 16-78.

- d) Officials of the approved warehouse shall maintain the identity of the restricted imports and keep records to show that the disposition of each shipment is in accordance with USDA requirements. These records include, but are not limited to, copies of VS Form 16-78, arrival documents (packing slip, shipping documents, etc.), and records showing traceability to final dispensation of the consignment. These records must be kept for a minimum of 3 years after disposition of the shipment. Representatives of USDA shall be given access to the approved warehouse records in connection with the restricted import in order to determine that disposition of the restricted imports is in accordance with this agreement.
- e) Restricted imports shall not be moved to an approved establishment other than that listed on the VS Form 16-78 without prior approval by USDA.
- f) Damaged or abandoned shipments shall not be moved without authorization by USDA.
- g) Any personnel handling restricted imports shall receive annual training on biosecurity. Training must be documented.
- h) The approved warehouse must have a written protocol for cleaning and disinfection any areas contaminated by restricted products, e.g. vehicles or storage areas, when required.
- i) Packing must remain unopened and intact. However, if containers are found to be leaking or broken on arrival at the approved warehouse, the transport vehicle shall be disinfected using authorized disinfectants, and the container shall be repackaged or repeated to prevent leakage prior to further movement or storage.
- j) Approved warehouses shall be maintained in a sanitary condition. Practical precautions should be taken to exclude insects, rodents, or other animals from approved warehouses.
- k) Restricted products must be kept in a secure storage area.
- l) The approved warehouse shall retain responsibility for ensuring they are inspected at least once every 365 days and maintain all required approvals. If the establishment official signing this agreement changes, USDA must be notified prior to the change and a new agreement must be completed.

14. Acknowledgement by Approved Warehouse:

I, the undersigned, hereby declare that I am authorized to represent the company listed in blocks 4 and 5. The above is true and accurate to the best of my knowledge. I understand that if any changes are made to the above, I must notify USDA prior to doing so. Such changes to my approval may require an additional inspection and thus incur additional user fee charges. I have read and understand the conditions listed in block 13. With my signature, I agree to comply with all conditions on this agreement. I understand that failure to comply with all conditions, or failure to maintain adequate documentation, may result in the revocation of the warehouse's approval. I understand that I am responsible for payment of all associated user fees (current user fees may be found in [9 CFR 130.6](#)). I understand that the warehouse may be subjected to unannounced inspections by USDA, and additional user fees may apply for those inspections.

15. Authorized Warehouse Official

Printed Name:

Signature:

Title:

Date:

16. VS Inspector:

Printed Name:

Signature:

Title:

Date:

17. Service Center Veterinarian in Charge or Designee

Printed Name:

Signature:

Title:

Date:

18. Approving Import Products Staff Veterinarian:

Printed Name:

Signature:

Title:

Date: