



**VIRGINIA DEPARTMENT
OF AGRICULTURE AND
CONSUMER SERVICES**

**DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES
OFFICE OF ANIMAL CARE AND HEALTH POLICY
P.O. BOX 1163
RICHMOND, VA 23218
804-786-2483**

ANIMAL FACILITY INSPECTION FORM – POUND REGULATIONS

Facility Name/ID:	Date:	Time:
	Inspector Initials:	

REQUIREMENT	NSF	F	COMMENTS
2 VAC 5-110-10, 2 VAC 5-110-20 Drinking Water Water for drinking shall originate from a potable source. Durable, non-toxic water receptacles provided and secured in a fixed position or are of a non-tip design.			Critical <input type="checkbox"/>
2 VAC 5-110-40 Animal Housing—Temperature/Ventilation All kennel buildings and enclosures protect against weather extremes. Building maintained at a temperature comfortable for each animal. Each building and enclosure provides adequate ventilation for each animal.			Critical <input type="checkbox"/>
2 VAC 5-110-40 Animal Housing—Maintenance and Sanitation Floors and walls of enclosures, buildings, and runs are of a surface material that permits proper cleaning and disinfecting. Each kennel building and enclosure is clean, dry, and sanitary.			Critical <input type="checkbox"/>
2 VAC 5-110-40 Animal Housing--Suitability Animals are maintained in quarters that prevent escape, protect them from injury, and safeguard them from being stolen. Provisions are made for the separation of animals according to species, sex, age, and temperament.			Critical <input type="checkbox"/>
2 VAC 5-110-50 Cage Construction Cages are constructed of stainless steel, fiberglass, heavy galvanized metal, galvanized wire, or equivalent. Cages have solid bottoms.			Critical <input type="checkbox"/>
2 VAC 5-110-50 Cage Size Enclosures are constructed and maintained to provide sufficient space for each animal to turn freely, and easily stand, sit, and lie in a comfortable position.			Critical <input type="checkbox"/>
2 VAC 5-110-60 Sanitation Process There are faucet and hose connections at convenient locations for washing and cleaning the animal housing areas. Disinfectants or germicidal agents are used to clean the housing/confinement area.			Critical <input type="checkbox"/>
2 VAC 5-110-70 Food Preparation Food preparation/storage area adequately equipped. Equipment and utensils are made of easily cleanable, non-corrosive, and nontoxic materials. A sink with hot and cold water is provided for cleaning equipment and utensils.			Critical <input type="checkbox"/>
2 VAC 5-110-70 Food Storage Bins used to store food provide protection against insects and rodents. Food is stored on shelves or pallets a minimum of 12 inches above the floor, or in bins on rollable castors.			Critical <input type="checkbox"/>
2 VAC 5-110-90 Disposal Dead animals are disposed of by burial, incineration, or other approved method. Dead animals are disposed of within 24 hours, or refrigerated.			Critical <input type="checkbox"/>
2 VAC 5-110-100 Isolation Area There is a designated and marked isolation area for incoming animals which are ill or suspected of being ill. Ill and suspected ill animals are confined separately in this area for a minimum of 48 hours before being placed in the main housing area.			Critical <input type="checkbox"/>

NSF = No Significant Findings F = Findings
Critical findings are those which cause animal death, serious injury, or egregious suffering.

REVIEWED WITH: Signature _____

Name _____ Title _____



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ANIMAL FACILITY INSPECTION FORM – ANIMAL CARE

Facility Name/ID:	Date:	Time:
	Inspector Initials:	

REQUIREMENT	NSF	F	COMMENTS
§3.2-6503 Adequate Feed Each animal provided adequate feed as defined in §3.2-6500 (sufficient, nutritive, accessible, easily consumed, provided in a sanitary manner at suitable intervals, at least daily).			Critical <input type="checkbox"/>
§3.2-6503 Adequate Water Each animal provided adequate water as defined in §3.2-6500 (clean, fresh, potable, drinkable temperature, sufficient volume, at suitable intervals to maintain normal hydration).			Critical <input type="checkbox"/>
§3.2-6503 Adequate Shelter Each animal provided adequate shelter as defined in §3.2-6500 (suitable, safe, protects from weather extremes, properly lighted, properly cleaned, enables animal to be clean and dry, provides a solid resting surface).			Critical <input type="checkbox"/>
§3.2-6503 Adequate Space Each animal provided adequate space as defined in §3.2-6500 (allows each animal to stand, sit, lie, turn about, make all normal body movements in a comfortable, normal position, and interact safely with other animals).			Critical <input type="checkbox"/>
§3.2-6503 Adequate Exercise Each animal provided adequate exercise as defined in §3.2-6500 (opportunity for the animal to move sufficiently to maintain normal muscle tone and mass for the age, species, size, and condition of the animal).			Critical <input type="checkbox"/>
§3.2-6503 Adequate Care, Treatment, and Transportation Each animal provided adequate care as defined in §3.2-6500 (good animal husbandry, handling, production, management, confinement, feeding, watering, protection, shelter, transport, veterinary care, and euthanasia when necessary).			Critical <input type="checkbox"/>
§3.2-6503 Veterinary Care Each animal provided veterinary care as defined in §3.2-6500 when needed to prevent suffering, impairment of health, disease progression, or disease transmission.			Critical <input type="checkbox"/>

Number of Dogs on Site:	Number of Cats on Site:	Number of Other Companion Animals on Site:
Number of Runs:	Number of Cages:	Number of Animal Caretakers: F/T P/T

COMMENTS:

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ANIMAL FACILITY INSPECTION FORM – OPERATIONS

Facility Name/ID:	Date:	Time:
	Inspector Initials:	

REQUIREMENT	NSF	F	COMMENTS
§3.2-6557 Custody Record Availability Custody record is readily available for each animal in facility.			Critical <input type="checkbox"/>
§3.2-6557 Custody Record Completeness Custody record includes: date of custody, date of the making of the record, species, color, breed, sex, age, weight, reason for custody, location where custody was taken, owner if known, license/tag/tattoo/collar or other identification, and disposition.			Critical <input type="checkbox"/>
§3.2-6546 Animal Identification A reasonable effort is made to determine whether each animal has a collar, tag, license, tattoo, or other identification. A reasonable effort is made to identify and notify the owner.			Critical <input type="checkbox"/>
§3.2-6546 Holding Period Each animal is held for the required holding period.			Critical <input type="checkbox"/>
§3.2-6546 Reasonable Access Facility is accessible to the public at reasonable hours during the week.			Critical <input type="checkbox"/>
§3.2-6546 Animal Disposition Each animal is disposed by humane euthanasia, adoption, or transferred to a lawfully operating animal shelter or other releasing agency.			Critical <input type="checkbox"/>
§3.2-6546 Animal Adoption No more than two animals (or one family of animals) released to any one person in a 30-day period.			Critical <input type="checkbox"/>
§3.2-6574 Animal Sterilization Before release, adopter of each dog or cat signs an agreement to have the animal sterilized within 30 days (unless already sterilized).			Critical <input type="checkbox"/>
§3.2-6575 Sterilization Agreement Agreement contains: the date of agreement, names addresses and signatures of both the releasing agency and the new owner, description of the animal, the date by which sterilization is required, and a statement detailing the requirements of this law.			Critical <input type="checkbox"/>
§3.2-6546 and Directive 79-1 Euthanasia Method Euthanasia is conducted using only methods and drugs prescribed by the State Veterinarian.			Critical <input type="checkbox"/>
§3.2-6546 and Directive 79-1 Euthanasia Competency Euthanasia is performed by a competency certified person under the general supervision of a licensed veterinarian, or performed by a licensed veterinarian.			Critical <input type="checkbox"/>

Name of licensed veterinarian supervising euthanasia: _____

Name of licensed veterinarian performing euthanasia: _____

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ANIMAL FACILITY INSPECTION FORM – ANIMAL TRANSPORT

Facility Name/ID:	Date:	Time:
	Inspector Initials:	
Vehicle Owned/Operated By:	Vehicle ID:	
<input type="checkbox"/> City/County <input type="checkbox"/> Animal Control Officer <input type="checkbox"/> Pound <input type="checkbox"/> Humane Society		
Jurisdiction/Affiliation:	Vehicle License #:	

REQUIREMENT	NSF	F	COMMENTS
2 VAC 150-120 Primary Enclosure Companion animals are transported in a primary enclosure. The primary enclosure is used to contain only companion animals.			Critical <input type="checkbox"/>
2 VAC 150-120 Enclosure Strength The structural strength of the enclosures is sufficient to contain the animals and to withstand the normal rigors of transporting, and the interior of the enclosure is free from any protrusions that can be injurious to the animal, and have solid bottoms.			Critical <input type="checkbox"/>
2 VAC 150-120 Enclosure Size The primary enclosure is large enough to ensure that each animal has sufficient space. The openings of such enclosures are easily accessible at all times for emergency removal of the animal.			Critical <input type="checkbox"/>
2 VAC 150-120 Enclosure Ventilation Apertures are sufficient to provide proper ventilation and normal breathing. Projecting rims prevent obstruction of ventilation openings and provide minimum air circulation space of 3/4" OR the front surface is at least 90% open and covered with bars/mesh.			Critical <input type="checkbox"/>
2 VAC 150-120 Enclosure Sanitation Enclosures are cleaned to remove all organic debris after each use.			Critical <input type="checkbox"/>
2 VAC 150-120 Conveyance Environment Conveyance cargo space is constructed to ensure safety and comfort, protect health, and prevent ingress of fumes and gases. The cargo space is clean, free of injurious materials or substances, and has a supply of air sufficient for normal breathing.			Critical <input type="checkbox"/>
2 VAC 150-120 Conveyance Cover and Ventilation Vehicle is enclosed so that all sides and top are covered, screens or ventilation systems assure adequate ventilation, and protection from weather extremes is provided by insulation or automatic heating/cooling.			Critical <input type="checkbox"/>
2 VAC 150-120 Conveyance Identification Vehicle jurisdiction is identified on the outside.			Critical <input type="checkbox"/>
2 VAC 150-120 Conveyance Equipment Vehicle is equipped with a working flashlight, a pair of safety gloves, proper restraint equipment, a first aid kit, at least one gallon of potable water, and a blanket. Suitable bedding material is available for puppies and kittens.			Critical <input type="checkbox"/>

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