



*VIRGINIA DEPARTMENT  
OF AGRICULTURE AND  
CONSUMER SERVICES*

DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES  
OFFICE OF ANIMAL CARE & EMERGENCY RESPONSE  
P.O. BOX 1163  
RICHMOND, VA 23218  
804-692-4001

**ANIMAL FACILITY INSPECTION REPORT**

<b>Facility Name/ID:</b>		<b>Inspection Date:</b>	
		<input type="checkbox"/> Unannounced <input type="checkbox"/> Scheduled	
<b>Facility Physical Address:</b>	<b>Facility Mailing Address:</b>	<b>Facility Telephone Number:</b>	
		<b>Facility Fax Number:</b>	
<b>Facility Email Address:</b>			
<b>Type of Facility:</b>	<b>Owned By:</b>	<b>Operated By:</b>	
<input type="checkbox"/> Private Animal Shelter	<input type="checkbox"/> Humane Society	<input type="checkbox"/> Humane Society	
<input type="checkbox"/> Public Animal Shelter	<input type="checkbox"/> City:	<input type="checkbox"/> City:	
<input type="checkbox"/> Other:	<input type="checkbox"/> County:	<input type="checkbox"/> County:	
	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	
<b>Weekly Hours of Public Access:</b>		<b>Other Facility Details (inc. contractual agreements):</b>	
<b>Facility Supervisor:</b>			
<b>Responsible Party:</b>		<b>Responsible Party Name and Address:</b>	
<input type="checkbox"/> Executive – Local Governing Body			
<input type="checkbox"/> President – Organization Board of Directors			
<input type="checkbox"/> Establishment Owner			
<input type="checkbox"/> Other:			

- Attachments:**
- ANIMAL FACILITY INSPECTION FORM – SHELTER REGULATIONS
  - ANIMAL FACILITY INSPECTION FORM – ANIMAL CARE
  - ANIMAL FACILITY INSPECTION FORM – OPERATIONS
  - ANIMAL FACILITY INSPECTION FORM – ANIMAL TRANSPORT

Inspected By State Veterinarian's Representative:	
<b>Name</b>	<b>Signature</b>
<b>Title</b>	



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**ANIMAL FACILITY INSPECTION FORM – SHELTER REGULATIONS**

<b>Facility Name/ID:</b>		<b>Date:</b>	<b>Time:</b>
		<b>Inspector Initials:</b>	
<b>REQUIREMENT</b>	<b>NSF</b>	<b>F</b>	<b>COMMENTS</b>
<b>2 VAC 5-111-20 General Provisions—Suitability</b> Animals are maintained in a manner that protects them from theft, injury, escape, and exposure to harmful substances. Enclosures safely house animals and allow for adequate separation of animals according to species, sex, age, and temperament.			Critical <input type="checkbox"/>
<b>2 VAC 5-111-20 General Provisions—Temperature/Ventilation</b> All enclosures maintained at a temperature comfortable for each animal. Each enclosure provides adequate ventilation for each animal.			Critical <input type="checkbox"/>
<b>2 VAC 5-111-20 General Provisions—Maintenance and Sanitation</b> Facility and enclosures are clean, dry, and sanitary. All animals removed from enclosure before cleaning; or confined in enclosure in a way that keeps animal dry and free from exposure to cleaning agents. All enclosures are thoroughly dry before animal placed within. All enclosures cleaned with disinfectant or germicidal agent.			Critical <input type="checkbox"/>
<b>2 VAC 5-111-20 General Provisions—Drinking Water</b> Drinking water is available to all animals at all times, unless otherwise ordered by a licensed veterinarian. Water receptacles kept in a sanitary condition, and are secured in a fixed position or are of a non-tip design.			Critical <input type="checkbox"/>
<b>2 VAC 5-111-20 General Provisions—Appropriate Feeding and Food Storage</b> All animals adequately and appropriately fed according to species and age. Feed stored in a manner that prevents spoilage, infestation, and contamination. All food utensils and receptacles properly cleaned between uses.			Critical <input type="checkbox"/>
<b>2 VAC 5-111-20 General Provisions—Cage Specific Requirements</b> Each animal provided access to resting platform, bedding, or perch as appropriate to its species, age, and condition. All enclosures have solid floors.			Critical <input type="checkbox"/>
<b>2 VAC 5-111-30 Provision of Veterinary Treatment—Protocols and Provisions</b> Facility follows licensed veterinarian's protocols for determining need for veterinary treatment, control of infectious or contagious diseases, and management of neonates and medically compromised animals. Facility has a marked isolation room and maintains enclosures to properly and safely house neonates and medically compromised animals.			Critical <input type="checkbox"/>
<b>2 VAC 5-111-40 Housing of Animals Subject to a Holding Period</b> Enclosure or any portion thereof used to house an animal during the holding period is entirely constructed of materials that are durable, non-porous, impervious to moisture, and able to be thoroughly cleaned and disinfected.			Critical <input type="checkbox"/>
<b>2 VAC 5-111-40 Housing of Animals Subject to a Holding Period</b> Enclosure or any portion thereof used to house an animal during the holding period that is part of the structural integrity of the building has a surface material that is durable, non-porous, impervious to moisture, and able to be thoroughly cleaned and disinfected.			Critical <input type="checkbox"/>
<b>2 VAC 5-111-40 Housing of Animals Subject to a Holding Period</b> All structures contained within an enclosure or portion thereof shall be constructed of materials that are durable, non-porous, impervious to moisture, and able to be cleaned and disinfected, or are discarded or laundered daily.			Critical <input type="checkbox"/>
<b>2 VAC 5-111-40 Housing of Animals Subject to a Holding Period</b> Enclosure and all structures therein used to house an animal subject to a holding period are thoroughly cleaned and disinfected before use by a different animal.			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**

<b>Facility Name/ID:</b>	<b>Date:</b>	<b>Time:</b>
	<b>Inspector Initials:</b>	

REQUIREMENT	NSF	F	COMMENTS
<b>§3.2-6503 Adequate Feed</b> 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"/>
<b>§3.2-6503 Adequate Water</b> 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"/>
<b>§3.2-6503 Adequate Shelter</b> 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"/>
<b>§3.2-6503 Adequate Space</b> 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"/>
<b>§3.2-6503 Adequate Exercise</b> 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"/>
<b>§3.2-6503 Adequate Care, Treatment, and Transportation</b> 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"/>
<b>§3.2-6503 Veterinary Care</b> 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 Caregivers: _____ F/T _____ P/T

**COMMENTS:**

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Name \_\_\_\_\_ Title \_\_\_\_\_



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**ANIMAL FACILITY INSPECTION FORM – OPERATIONS**

<b>Facility Name/ID:</b>	<b>Date:</b>	<b>Time:</b>
	<b>Inspector Initials:</b>	

REQUIREMENT	NSF	F	COMMENTS
<b>§3.2-6557 Custody Record Availability</b> Custody record is readily available for each animal in facility.			Critical <input type="checkbox"/>
<b>§3.2-6557 Custody Record Completeness</b> 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"/>
<b>§3.2-6546 Animal Identification</b> 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"/>
<b>§3.2-6546 Holding Period</b> Each animal is held for the required holding period.			Critical <input type="checkbox"/>
<b>§3.2-6546 Reasonable Access</b> Facility is accessible to the public at reasonable hours during the week.			Critical <input type="checkbox"/>
<b>§3.2-6546 Animal Disposition</b> Each animal is disposed by humane euthanasia, adoption, or transferred to a lawfully operating animal shelter or other releasing agency.			Critical <input type="checkbox"/>
<b>§3.2-6546 Animal Adoption</b> No more than two animals (or one family of animals) released to any one person in a 30-day period. Each adopter has signed a statement specifying that he/she has never been convicted of animal cruelty, neglect, or abandonment.			Critical <input type="checkbox"/>
<b>§3.2-6574 Animal Sterilization</b> 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"/>
<b>§3.2-6575 Sterilization Agreement</b> 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 bold statement detailing the requirements of this law.			Critical <input type="checkbox"/>
<b>§3.2-6546 Euthanasia Method</b> Euthanasia is conducted using only methods prescribed by the State Veterinarian (State Veterinarian's Directive 79-1).			Critical <input type="checkbox"/>
<b>§3.2-6546 Euthanasia Competency</b> Euthanasia is performed by a competency certified person under the general supervision of a licensed veterinarian, or performed by a licensed veterinarian, in accordance with State Veterinarian's Directive 79-1.			Critical <input type="checkbox"/>
<b>§3.2-6546 Staff Signed Statements</b> Directors, operators, staff, and caregivers have each signed a statement specifying that he/she has never been convicted of animal cruelty, neglect, or abandonment.			Critical <input type="checkbox"/>

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**Name** \_\_\_\_\_ **Title** \_\_\_\_\_



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**ANIMAL FACILITY INSPECTION FORM – ANIMAL TRANSPORT**

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

REQUIREMENT	NSF	F	COMMENTS
<b>2 VAC 150-120 Primary Enclosure</b> Companion animals are transported in a primary enclosure. The primary enclosure is used to contain only companion animals.			Critical <input type="checkbox"/>
<b>2 VAC 150-120 Enclosure Strength</b> 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"/>
<b>2 VAC 150-120 Enclosure Size</b> 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"/>
<b>2 VAC 150-120 Enclosure Ventilation</b> 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"/>
<b>2 VAC 150-120 Enclosure Sanitation</b> Enclosures are cleaned to remove all organic debris after each use.			Critical <input type="checkbox"/>
<b>2 VAC 150-130 Conveyance Environment</b> 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"/>
<b>2 VAC 150-130 Conveyance Cover and Ventilation</b> 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"/>
<b>2 VAC 150-130 Conveyance Identification</b> Vehicle jurisdiction is identified on the outside.			Critical <input type="checkbox"/>
<b>2 VAC 150-130 Conveyance Equipment</b> 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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