



COMMONWEALTH of VIRGINIA

Sandra J. Adams
Commissioner

Department of Agriculture and Consumer Services
Division of Animal and Food Industry Services
Office of Animal Care and Emergency Response

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December 21, 2015

2015 Animal Custody Record Report Reminder and Notice of Change to Submission Period

Sections §3.2-6549 and §3.2-6557 of the Code of Virginia require that all public and private animal shelters and other animal releasing agencies in Virginia submit an annual summary of animal custody records to the State Veterinarian in the format he prescribes. The Animal Custody Record Online Reporting System is the prescribed format for submitting this annual summary (<http://www.vdacs.virginia.gov/animals-animal-custody-record-reports.shtml>).

Generally, the Online Reporting System is open January of each year, in order for agencies to report their previous calendar years' custody record numbers. However, the Online Reporting System is currently undergoing maintenance. **Therefore, the 2015 open submission period will be from February 1 through February 29, 2016.** We regret any inconvenience caused by this change.

The reporting deadline will be midnight February 29th, 2016 for the submission of your 2015 custody record report data. This data must be entered through the Online Reporting System according to the prescribed format detailed on the reverse side of this letter; **paper reports will not be accepted. Please be aware that as per the Virginia Animal Pound and Shelter Civil Penalty Matrix, failure to submit an annual report may result in civil penalties.**

If you have any questions or need assistance using the Online Reporting System, please send an email to animalcare@vdacs.virginia.gov or call the system administrator, Alissa Turchen, at 804-692-4001.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Bissett".

Carolynn Bissett, DVM, MPH, DACVPM
Program Manager
Office of Animal Care & Emergency Response

Please see the reverse for the State Veterinarian's Prescribed Format for Animal Record Summary Reports

*State Veterinarian's Prescribed Format (Instructions) for Animal Custody Record Reports,
Calendar Year 2015*

Please note, as defined in the Code of Virginia, **companion animals** include: nonhuman primates, guinea pigs, hamsters, domesticated rabbits, exotic animals, reptiles, and exotic birds. **Agricultural animals** include: livestock (horses, cows, sheep, pigs, goats, llamas, ostriches and emus, farmed fish, and rabbits raised for food or fiber) and poultry.

REASON FOR CUSTODY

1. **On Hand January 1:** Animals not disposed by the close of the previous year and still in custody at the beginning of 2015.
2. **Stray:** Animals found running at large, abandoned at the agency's facility or at another location, or otherwise separated from the rightful owner, whereby an owner cannot be identified and the animal's status is unknown.
3. **Seized:** Animals which were lawfully seized from an owner or property, according to §3.2-6569 of the Code of Virginia, under the authority of an animal control officer, law enforcement officer, or humane investigator.
4. **Bite Cases:** Animals confined for the purposes of satisfying a rabies quarantine related to a bite case, wherein the animal is confined at the agency facility or a foster home, and not with the owner.
5. **Surrendered by Owner:** Animals that have been lawfully surrendered by the rightful owner. **This should include animals that had been previously adopted and were subsequently returned to the agency by the owner.**
6. **Received from Another Virginia Releasing Agency:** Animals that were received as a transfer from another releasing agency operating within Virginia. **Contracted public animal shelters shall NOT report animals brought to the shelter by their contracted animal control agency in this category.**
7. **Others:** Animals that were received as a transfer from another releasing agency operating outside of Virginia, or animals that were received in a manner which is not consistent with any of the previous categories, including animals born in the custody of the agency, held at the facility for safekeeping or another similar legal matter, received from an entity which does not meet the definition of a "releasing agency" as defined in §3.2-6500, etc.

METHOD OF DISPOSITION

1. **Reclaimed by Owner:** All stray, quarantined, or seized animals that are returned to their rightful owner.
2. **Adopted:** All animals adopted to a new owner.
3. **Transferred to another Virginia Releasing Agency:** Animals that have been transferred to another releasing agency operating within Virginia. **Animal control agencies with contracted shelters shall NOT report animals taken into custody at the contracted shelter as transfers.**
4. **Transferred to Out-of-State Facility:** Animals that have been transferred to a releasing agency operating outside of Virginia.
5. **Died in Facility:** Animals that died while in custody of the agency, regardless of the reason or physical location where the death occurred. **This category shall NOT include animals that were euthanized, or animals that were dead on arrival.**
6. **Euthanized:** Animals that were euthanized while in custody of the agency, regardless of the reason or physical location where the euthanasia was performed.
7. **Miscellaneous:** Animals that were disposed in a manner which is not consistent with any of the previous categories, including animals that escaped, were stolen, were transferred to an entity which does not meet the definition of a "releasing agency" as defined in §3.2-6500, etc.
8. **On Hand December 31:** Animals not disposed by the end of the reporting year and still in custody at the beginning of 2016.

WILDLIFE ANIMAL CUSTODY RECORDS: Persons taking, liberating, euthanizing, or otherwise handling wildlife species must do so in accordance with the laws and regulations overseen by Virginia Department of Game and Inland Fisheries. This may include the maintenance of records and the reporting of such activities, as required by that agency. The inclusion of this data on this report is not intended to satisfy or circumvent those requirements.

REPORT NOTES: Although not required, a "report notes" section is included at the bottom of the report. Agencies are welcome to use this space to include any extra information they believe to be useful or pertinent to this report. Agencies may also submit written addendums if more space is needed. The addendum should include the agency name and contact information and may be emailed to animalcare@vdacs.virginia.gov, faxed to 804-371-2380, or mailed to: Office of Animal Care & Emergency Response, Virginia Department of Agriculture & Consumer Services, P.O. Box 1163, Richmond VA 23218.