

Animal Custody Record Summary Report Report Walkthrough

This walkthrough will guide you step-by-step through the Animal Custody Record Summary Report submission process. If at any time you have questions that are not answered by this guide, contact the database administrator at animalcare@vdacs.virginia.gov or 804-692-4001.

For additional resources, visit: <http://www.vdacs.virginia.gov/animals-animal-custody-record-reports.shtml>

Screen 1. Login

Navigate to the Animal Custody Record login screen, located at <https://arr.va-vdacs.com/PublicReports>. Enter your PIN in the highlighted box below and select "Enter." If you do not have your PIN, use the reset option on this screen or contact the database administrator.

VIRGINIA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

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Login

Please Enter Your Personal Identification Number (PIN):

If you are a new agency and do not yet have a PIN, or if you do not know your agency's PIN, please contact the Office of Animal Care and Emergency Response at animalcare@vdacs.virginia.gov.

If you would like to reset your PIN, please provide your email address below and click on Reset PIN.
Your new PIN will be emailed to you.

Email Address

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Animal Custody Record Summary Report

Report Walkthrough

Screen 2. Contact Information

Update your organization's contact information. Keep in mind that all the information you provide will be accessible to the general public. When you are finished, select "Continue." It is NOT possible to update your agency name or agency type on this screen. If you require an update to either of these fields, contact the database administrator.

Agency Name:	Example
*Street Address1:	<input type="text" value="123 Any Street"/>
Street Address2:	<input type="text"/>
*City:	<input type="text" value="Any City"/>
*State:	<input type="text" value="VA"/>
*Zip Code:	<input type="text" value="00000"/>
County:	<input type="text"/>
*Agency Email:	<input type="text" value="xyz@email.com"/>
*Agency Phone:	(<input type="text" value="123"/>) <input type="text" value="456-7890"/>
Agency Fax:	(<input type="text"/>) <input type="text"/>
Agency Type:	Public Animal Shelter
*Contact Name:	<input type="text" value="Jane Doe"/>
*Contact Title:	<input type="text" value="Executive Director"/>

If this is a contracted public animal shelter, name of locality/localities served:

* Required Fields

Continue

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Report Walkthrough

Screen 3, Section 1. Intake Policy

Upload your agency's intake policy by selecting the "Choose File" button highlighted below. Navigate to the correct file and select "Open." If your upload is successful, the name of your intake policy file will appear to the right of the "Choose File" button.

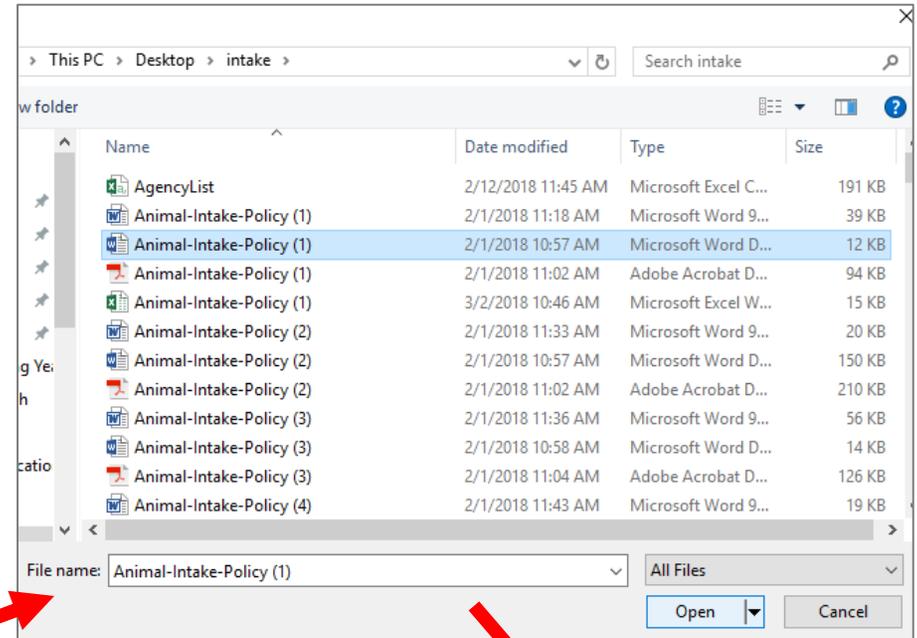
Agency Information:

Agency Name:	Example
Street Address 1:	123 Any Street
Street Address 2:	
City:	Any City
State:	VA
County:	
Zip Code:	00000
Agency Email:	xyz@email.com
Agency Phone:	(123) 456-7890
Agency FAX:	()
Agency Type:	Public Animal Shelter

Animal Intake Policy Upload No file chosen

Allowed file types:
.pdf, Word(.doc or .docx), Excel(.xls or .xlsx),
Text(.txt), .jpeg, .jpg
Maximum file size 30 MB

If this is a contracted public animal shelter, name of locality/localities served:



Animal Intake Policy Upload Animal-Intake...licy (1).pdf

Allowed file types:
.pdf, Word(.doc or .docx), Excel(.xls or .xlsx),
Text(.txt), .jpeg, .jpg
Maximum file size 30 MB



I know my file loaded successfully because I see the file name to the right of the "Choose File" button.

Animal Custody Record Summary Report

Report Walkthrough

Screen 3, Section 2. Reason for Custody

This section summarizes the intake method for each animal your organization had custody of during the reporting year. If this is your first report, fill in any animals you had on hand January 1 in Column A. If this is NOT your first report, Column A will already include any animals you had on hand at the end of the previous reporting year.

For each applicable category and species, fill in the sum total of animals for which the reason for custody applies.

Reason for Custody

Species	A On Hand January 1	B Stray	C Seized	D Bite Case Quarantine	E Surrendered by Owner	F Received From Another Virginia Releasing Agency*	G Received From Out-of-State Releasing Agency	H Other**	Totals
Dogs	2	4	0	0	12	0	0	0	18
Cats	0	15	0	0	0	27	0	0	42
Other Companion Animals	0	0	1	0	0	0	0	0	1
Hybrid Canines	0	0	0	0	0	0	0	0	0
Equine	0	0	0	0	0	0	0	0	0
Livestock	0	0	0	0	0	0	0	0	0
Poultry	0	0	0	0	0	0	0	0	0
Totals	2	19	1	0	12	27	0	0	61



If you are unsure of any of these terms, see the “Definitions of Report Fields” aid. This aid is available at: <http://www.vdacs.virginia.gov/animals-animal-custody-record-reports.shtml>

Animal Custody Record Summary Report Report Walkthrough

Screen 3, Section 3. Method of Disposition

This section summarizes the disposition method for each animal your organization had custody of during the reporting year. For each applicable category and species, fill in the sum total of animals for which the method of disposition applies. Finally, fill in any animals you had on hand December 31 in Column Q.

Method of Disposition

Species	J Reclaimed by Owner	K Adopted	L Transferred to another VA Releasing Agency***	M Transferred to Out-of State Releasing Agency	N Died While in Custody	O Euthanized	P Other****	Q On Hand December 31	Totals
Dogs	<input type="text" value="0"/>	<input type="text" value="15"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="18"/>
Cats	<input type="text" value="11"/>	<input type="text" value="30"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="42"/>
Other Companion Animals	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
Hybrid Canines	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Equine	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Livestock	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Poultry	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Totals	<input type="text" value="11"/>	<input type="text" value="45"/>	<input type="text" value="3"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="61"/>



Helpful Tip: Each animal in your custody will have an intake AND disposition method. Therefore, the total for each species in the “Reason for Custody” section MUST match the total for each species in the “Method of Disposition” section.

Animal Custody Record Summary Report

Report Walkthrough

Screen 3, Section 4. Wildlife Received and Disposition Information

Complete this section ONLY if your organization had custody of wildlife during the reporting year. Persons 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 (DGIF). This may include the maintenance of records and the reporting of such activities, as required by DGIF. The inclusion of this data on this report is NOT intended to satisfy or circumvent those requirements.

Wildlife Received and Disposition Information:

Submitted to Licensed Rehabilitator	Liberated	Euthanized	On Hand Dec. 31
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

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Screen 3, Section 5. Explanatory Notes

Four columns in the report require explanations: columns F and H in “Reason for Custody,” and columns L and P in “Method of Disposition.” Any numbers entered into these columns MUST be accompanied by an explanatory note in this section. In addition, one optional box is available for any information you would like to be included in your report.

*** Column F: Names and addresses of Virginia releasing agencies from which animals were received.**

Releasing Agency A, 1234 Example Lane, Anytown, VA 00000; Releasing Agency B, 5678 Example Hwy, Anytown, VA 00000; Releasing Agency C, 9876 Example Road, Anytown, VA 00000; Releasing Agency C, 5432 Example Circle, Anytown, VA 00000; Releasing Agency D, 1379 Example Street, Anytown, VA 00000

**** Column H: Include other reasons for custody, i.e. births at the facility, or animals taken into custody for a reason not designated by another category. An explanation is required.**

maximum 2000 characters

***** Column L: Names and addresses of Virginia releasing agencies to which animals were transferred.**

maximum 2000 characters

****** Column P: Include other methods of disposition, i.e. escaped, stolen, or otherwise not disposed of in a method in accordance with Virginia code. An explanation is required.**

One guinea pig stolen; referred to law enforcement.

Any other miscellaneous explanatory notes:

We work closely with our sister organization, Example 2, which accepts poultry, livestock, and equines.



Helpful Tip: Separate addresses with commas (,) or semicolons (;) to save space. Creating column-style lists (separating addresses with line breaks) takes up extra characters and will cause you to reach the 2,000 character limit very quickly!

Animal Custody Record Summary Report Report Walkthrough

Screen 3, Section 6. Reviewing Before Submission

Before you submit your report, double check the following:

1. An animal intake policy is uploaded.

<p>Animal Intake Policy Upload Choose File No file chosen</p> <p>Allowed file types: .pdf, Word(.doc or .docx), Excel(.xls or .xlsx), Text(.txt), .jpeg, .jpg Maximum file size 30 MB</p> <div style="text-align: center; font-size: 2em; color: red; margin-top: 10px;">✗</div>	<p>Animal Intake Policy Upload Choose File Animal-Intake...licy (1).pdf</p> <p>Allowed file types: .pdf, Word(.doc or .docx), Excel(.xls or .xlsx), Text(.txt), .jpeg, .jpg Maximum file size 30 MB</p> <div style="text-align: center; font-size: 2em; color: green; margin-top: 10px;">✓</div>
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2. Your species totals are the same in “Reason for Intake” and “Method of Disposition.”

Reason for Custody		Method of Disposition	
Species	Totals	Species	Totals
Dogs	18	Dogs	23
Cats	42	Cats	4
Other Companion Animals	1	Other Companion Animals	0
Hybrid Canines	0	Hybrid Canines	0
Equine	0	Equine	0
Livestock	0	Livestock	7
Poultry	0	Poultry	0
Totals	61	Totals	34

✗

Reason for Custody		Method of Disposition	
Species	Totals	Species	Totals
Dogs	18	Dogs	18
Cats	42	Cats	42
Other Companion Animals	1	Other Companion Animals	1
Hybrid Canines	0	Hybrid Canines	0
Equine	0	Equine	0
Livestock	0	Livestock	0
Poultry	0	Poultry	0
Totals	61	Totals	61

✓

Animal Custody Record Summary Report Report Walkthrough

Screen 3, Section 7. Reviewing Before Submission, Continued

Before you submit your report, double check the following:

3. Every unused box in the “Reason for Intake” and “Method of Disposition” tables is filled in with a zero (0).

	NaN
0	0
0	
0	0
	NaN
0	0
0	0
NaN	NaN

0	0
13	
0	0
0	0
0	0
72	72
0	0
85	85

4. If numbers are entered in columns F, H, L, or P, an explanation is included in the corresponding text box.

F Received From Another Virginia Releasing Agency*		* Column F: Names and addresses c
0		maximum 2000 characters
27		

F Received From Another Virginia Releasing Agency*		* Column F: Names and addresses of Virginia
0		Releasing Agency A, 1234 Example Lane, A
27		Anytown, VA 00000; Releasing Agency C. 5

Once you have verified each of the above items, select the “Submit Report” at the bottom of the screen.

Submit Report

Animal Custody Record Summary Report

Report Walkthrough

Screen 4. Confirming Submission

After you select “submit report,” a message will appear notifying you that your report was submitted successfully. Print or save this page for your records. **If this message does not appear, your report was NOT submitted. Scroll down the page to view any validation errors.**

PUBLIC REPORT

Results - Reporting Year 2017

The Agency Data report was successfully submitted for review on 3/9/2018 1:18:08 PM
You may edit this report at any time during the open submission period.

Agency Information:

Agency Name:	Example
Street Address 1:	123 Any Street
Street Address 2:	
City:	Any City
State:	VA
County:	
Zip Code:	00000
Agency Email:	xyz@email.com
Agency Phone:	(123) 456-7890
Agency FAX:	()
Agency Type:	Public Animal Shelter
Date Submitted:	3/9/2018 1:18:08 PM

Animal Custody Record Summary Report Report Walkthrough

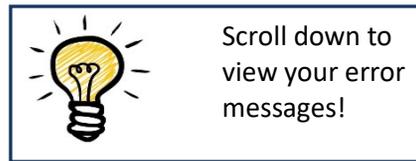
Screen 5. Error Messages

If there is a problem with your report, any of the following error messages will appear. **Note: These messages are NOT visible at the top of the page. You must scroll down to view error messages.** You must correct the problem, and then select “Submit Report” at the bottom of the page.

EDIT REPORT

Agency Information:

Agency Name:	Example
Street Address 1:	123 Any Street
Street Address 2:	
City:	Any City
State:	VA
County:	
Zip Code:	00000
Agency Email:	xyz@email.com
Agency Phone:	(123) 456-7890
Agency FAX:	()
Agency Type:	Public Animal Shelter
Animal Intake Policy Upload	<input type="button" value="Choose File"/> No file chosen
Allowed file types:	.pdf, Word(.doc or .docx), Excel(.xls or .xlsx), Text(.txt), .jpeg, .jpg
Maximum file size	30 MB
	View Intake Policy



If this is a contracted public animal shelter, name of locality/localities served:

Validation Error(s):
You must enter reasons for custody if 'Column H' has a value greater than 0 .



You have entered numbers in a column that requires a description, but you have not provided a description. Proceed to page 7 for instructions.

Error(s): Total Received = 0, Total Disposed = 23, Discrepancy = 23, for species = Dogs
Error(s): Total Received = 13, Total Disposed = 4, Discrepancy = 9, for species = Cats
Error(s): Total Received = 72, Total Disposed = 7, Discrepancy = 65, for species = Livestock



Total received and total disposed for each species must match exactly. Proceed to page 8, item 2 for instructions.

Validation Error(s):
You must upload an Animal Intake Policy. Allowed file types: .pdf, Word(.doc or .docx), Excel(.xls or .xlsx), Text(.txt), .jpeg, .jpg



You must upload an intake policy. Proceed to page 3 for instructions.