

GENERAL PROCEDURES	Each inspector should develop a consistent method of conducting inspections to ensure that his/her inspections are thorough and accurate.
Preparing for the Inspection	Prior to the inspection, you (the inspector) should review the following information: <ul style="list-style-type: none">• facility's past inspections• variances or extensions that may have been granted• applicable sections of the regulations and standards• applicable sections of the Animal Care Resource Guide• applicable Animal Care Policies• other relevant resources
Conducting the Inspection	Upon arrival at the facility: <ul style="list-style-type: none">• do not enter facilities with locked gates and/or "No Trespassing" signs unless prior approval has been obtained• be alert for unsafe conditions, such as loose or vicious animals <p>Prior to conducting the actual inspection, contact licensee or authorized representative.</p> <p>If the facility, e.g. zoo, theme park or wild animal park, has an admission gate or ticket window:</p> <ul style="list-style-type: none">• go to the admission gate/ticket window• identify yourself in a professional manner• state the purpose of your visit• pay the admission fee, if required (see below) <p>Note: Do not argue with the person at the admission gate.</p> <p>If you are required to pay admission, you should:</p> <ul style="list-style-type: none">• charge the admission fee on your Purchase Visa (preferable), or• pay cash (you will be reimbursed) <p>NOTE: If you want to enter the facility to observe the exhibitor without him/her knowing you are there, pay the entrance fee and</p>

you will be reimbursed.

At most facilities, you will not be required to pay admission. However, the facility is not obligated to let you in without paying the admission fee. If an admission fee is required, you can:

- ask to speak to someone in management
- make prior arrangement for your admission if this is a venue that you inspect regularly
- pay the fee

The inspector must be accompanied by the licensee or the licensee's designated representative (who must be at least 18 years of age), when conducting the inspection.

If you do not find anyone at the facility, follow procedure for an Attempted Inspection (see Section 8.3).

For Traveling Exhibitor facility inspections, see Section 17.

The basic steps detailed below are the components of an inspection and need to be performed. However, the exact order is left to the discretion of the individual inspector.

Biosafety Measures

Biosafety measures to follow in conducting an inspection include, but are not limited to:

- follow facility's biosafety procedures, or
- put on recommended protective clothing, gear and/or boots, such as:
 - dogs/cats:
 - sanitizable or disposable boots
 - ear plugs
 - coveralls
 - disposable gloves (if touch any animals)
 - macaques:
 - respirator (Level N95 or better)
 - required if within 5 feet of animals
 - recommended if further than 5 feet

from animals

- coveralls (preferably disposable)
- full face shield and eye protection such as safety glasses or goggles
- disposable gloves
- other nonhuman primates:
 - respirator (Level N95 or better)
- elephants (TB positive or TB suspect):
 - respirator (Level N95 or better)

Animal Inspection

Basic steps to follow in conducting an inspection of the animals include, but are not limited to:

- make sure all animals are safely confined
- as you conduct the inspection, be alert for escape routes
- let the person accompanying you open and close gates and doors to prevent escapes
- observe the animals for their health and well-being:
 - avoid handling the animals
 - if you need a closer view of a **non-dangerous animal** and it can be done safely, have the owner or handler get and hold the animal
 - if a **dangerous animal** needs to be examined, make arrangements with the owner or handler to have the animal examined by the attending veterinarian
 - do not engage in diagnostic procedures
 - wear disposable gloves if you must handle any animals
- before approaching an animal, ask the handler:
 - if the animal is approachable
 - where is the safest place to be
 - about the temperament of the animal
- approach all wild animals quietly and cautiously
- stay well back from cages of all wild animals to avoid behaviors, such as:
 - nonhuman primates throwing feces
 - large cats spraying urine
 - chimps, llamas, and camels spitting

- stay behind or next to the handler
- avoid prolonged direct eye contact with animals, especially nonhuman primates
- avoid prolonged focused attention on an animal
- **be very cautious when inspecting an elephant**
(Remember that an elephant's trunk can reach out about 8 feet):
 - NEVER walk up to an elephant unless accompanied by the owner or trainer
 - NEVER get between the owner/trainer and the elephant
- ask if any animals are in quarantine, isolation, holding, off-exhibit areas, on loan/lease, or traveling

NOTE: The licensee is responsible for ensuring the safety of the inspector from the animals. If you feel unsafe, ask the licensee to correct the situation. If you feel you are in imminent danger, safely leave the area.

Facility Inspection

Basic steps to follow in conducting an inspection of the facility include, but are not limited to:

- inspect facility premises, building(s), equipment, and vehicle(s) used to transport animals
- inspect all primary enclosures for, at a minimum:
 - structural strength
 - maintenance
 - size
 - condition
 - cleanliness
 - ventilation
 - drainage
 - food & water
 - odors
 - pest control
 - security devices, such as locks, latches, or hinges

NOTE: Never enter a pen or enclosure unless absolutely necessary, the animal(s) are properly secured and you are

accompanied by a responsible person.

- inspect public barriers for adequate protection of the public and animals, if appropriate
- inspect areas surrounding exhibit enclosures for, at a minimum:
 - maintenance
 - cleanliness
 - housekeeping
 - pest control
- inspect all quarantine, isolation, holding, and off-exhibit areas as described above
- inspect the condition of the perimeter fence, if appropriate
- inspect all food, diets, and food preparation areas
- review husbandry practices
- review personnel experience and training
- observe handling techniques of personnel
- note problems that may occur at other times of the year
- review veterinary care
- inspect hospital area
- inspect drugs for expiration dates
- ask questions concerning the operation of the facility if necessary to ascertain compliance.
Examples of questions to ask include:
 - Are there any other locations, rooms, barns, sheds, etc. where:
 - animals are housed or held
 - food and bedding is stored
 - medical supplies are kept
 - Are animals taken off the facility? If so, by whom and how are they transported?
 - Are docent animals somewhere that you have not inspected
- inspect any animal transport vehicles
- review acquisition and disposition records
- review other records as needed to ensure the proper care and treatment of the animals, including but not limited to:
 - water quality records
 - health records

- keeper logs
- elephant foot care records

- training logs
- feeding records
- behavior records

· Ask if there are any animal-related records other than those already seen, such as loan or lease agreements

The following inspection aids may be used when conducting the inspection and may be discarded after the inspection report has been completed:

- Checklist for Animal Care Inspection sheet - page 6.1.9
- Canine Care Checklist - page 6.1.10
- Elephant Inspection Checklist - page 6.1.11
- Housing and Travel inspection sheet for elephants - page 6.1.12
- Asian Elephant Ear Evaluation sheet - page 6.1.13
- Asian Elephant Foot Evaluation sheet - page 6.1.14
- Asian Elephant Skin Evaluation sheet - page 6.1.15
- African Elephant Ear Evaluation sheet - page 6.1.16
- African Elephant Foot Evaluation sheet - page 6.1.17
- African Elephant Skin Evaluation sheet - page 6.1.18

Identification of Noncompliant items

If noncompliant items are noted during the inspection:

- identify the noncompliant item(s)
- make notes on the noncompliant item(s)
- point out each noncompliance to the licensee or designated representative
- explain why an item is noncompliant
- discuss possible solutions if asked
- discuss any problem that is not currently a noncompliance but may become an NCI in the future

NOTE: If no animals are present in an area with a noncompliance, the NCI should be cited only if the area is:

- currently in use but no animals are there on the day of your inspection, or

	<ul style="list-style-type: none"> • ready for use <p><i>Leased Animals</i> Under certain circumstances where a noncompliance is noted for a leased animal, it may be necessary to cite both the lessee and lessor, if the lessor is USDA licensed. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • animal in poor condition • inexperienced handler • abusive handling • danger to the public • injury to the animal or the public <p>You should contact your SACS to discuss the situation.</p>
<p>Identification of Unsafe Conditions</p>	<p>Be alert for unsafe facility conditions:</p> <ul style="list-style-type: none"> • if the conditions is a violation of the AWA, note or cite on the inspection report. Examples would be: <ul style="list-style-type: none"> ➤ electrical wires within reach of animals ➤ electrical wires near water • bare wiring ➤ unprotected heat lamps • if the conditions are not a violation of the AWA, report these items to the licensee or a responsible person at the facility. Examples would be: <ul style="list-style-type: none"> ➤ unlocked controlled substances ➤ locked emergency exits ➤ absence of smoke detectors • if the conditions adversely affect you, the inspector, leave the area
<p>NCI Noted While Off-Duty</p>	<p>If you are <i>on your own time and notice a noncompliance</i> at a licensed facility or an unlicensed exhibitor, you are not required to take any action. However, if you choose to take action, listed below are some suggested actions:</p> <ul style="list-style-type: none"> • assess the severity of the noncompliance

- take appropriate immediate action if required
- *if in your territory*: return to the facility when on duty and conduct an inspection or evaluation of the incident
- *if not in your territory*: contact your SACS when on duty to determine a course of action

NOTE: Remember that you cannot work overtime without your SACS approval.

After you have conducted an inspection or evaluation of the situation, you should send to your SACS:

- the inspection report, if appropriate
- a memo documenting the situation and the action taken
- an “Animal Incident Report” if appropriate

Life-Threatening Situation

If it is a life-threatening situation, such as a dangerous animal escape, you should:

- leave the area immediately
- contact facility personnel/management
- call 911, if appropriate

Non-Life Threatening Dangerous Situation

If you believe that the noncompliance results in a non-life threatening but dangerous situation to the animal or the public, you should speak to the licensee or a responsible person.

If the licensee does not correct the NCI at that time, you should:

- speak to the management of the venue
- call your SACS or Regional Office emergency contact number and discuss a course of action
- contact local authorities, such as the local police or humane society, if appropriate, e.g., a non-regulated species is involved

No Immediate Danger

If you believe that the noncompliance results in no immediate danger to the animal or the public, you may choose to:

- take no action at that time, or

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- speak to the licensee or responsible person
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