

<b>EXTENSION OF CORRECTION DATE</b>	<p>An extension is an additional amount of time granted through the Regional Office for the correction of a noncompliant item.</p>
	<p>A licensee may request an extension if he/she will not be able to correct the NCI by the correction date.</p> <p>If at the time of the inspection, a licensee anticipates that an extension will be needed:</p> <ul style="list-style-type: none"><li>• explain to him/her how to request an extension (see below)</li><li>• document on the inspection report that the procedure for requesting an extension was explained to the licensee</li></ul> <p>NOTE: Extensions are for special circumstances and should not be suggested to the licensee for correction of routine noncompliant items.</p> <p>An extension request, whether anticipated or unexpected, must be:</p> <ul style="list-style-type: none"><li>• in writing</li><li>• appropriate, i.e., only for indirect NCI related to facility maintenance</li><li>• specific as to the reason/justification for the request. For example:<ul style="list-style-type: none"><li>➤ unexpected delays during the correction process, such as budget or severe weather delays</li><li>➤ unforeseen special circumstances that prevent completion, such as death or serious illness in the family</li></ul></li><li>• sent to the appropriate Animal Care (AC) Regional Office</li><li>• received by the AC Regional Office <b>prior</b> to the original correction date</li></ul> <p>The Regional Office will notify, in writing, the licensee as to whether or not the extension was granted.</p>