

SEARCH INSPECTION	A search is an investigation of anything relating to unregistered activity.
Subjects of Searches	<p>Subjects of searches include, but are not limited to:</p> <ul style="list-style-type: none">• a research facility whose registration was canceled due to non-renewal without explanation• a non-registered research facility purchasing regulated animals• previously identified violators <p>Use good judgment to decide when you have made a reasonable effort to verify a research facility's activities.</p> <p>Examples of ways to verify a research facility's possible regulated activities are:</p> <ul style="list-style-type: none">• making phone calls• checking broker records• checking dealer records• visiting the facility• communicating with other inspectors
Sources of Information	<p>Sources of information include, but are not limited to:</p> <ul style="list-style-type: none">• anonymous tips• general public• animal protection groups• whistle blowers• APHIS personnel• journal/newspaper articles• dealer records• city, county, or State agency• State health certificates• other Federal agency <p>Sources may provide information by the following methods:</p> <ul style="list-style-type: none">• phone calls• letters• e-mail• personal contact

NOTE: The informant does not have to give his/her name. If the informant does give his/her name, the person's name should not be given out, in order to maintain confidentiality.

**Information
Follow-up**

Decide if the information supplied to the Animal Care program involves a regulated activity or animal.

If the information **does not** involve a regulated activity/animal:

- educate the informant about regulated activities/animals
- thank the informant for his/her interest in the welfare of animals
- refer the informant to the appropriate office/agency, if known. Possible referral agencies include:
 - ▶ NIH - OLAW
 - ▶ AAALAC
 - ▶ US Fish & Wildlife Service
 - ▶ State wildlife agency
 - ▶ State animal welfare agency
- take no further action

If the information **does** involve a regulated activity/animal:

- thank the informant for his/her interest in the welfare of animals
- complete the top portion of a Search sheet (see page 8.8.7)
- determine if the information applies to a research facility in your territory

If the information applies to a research facility **not in your territory**:

- tell the informant that the facility is not in your territory but that you will forward the information to the Regional Office for distribution to the appropriate inspector
- give the informant the Regional Office's phone number for follow-up
- forward the Search sheet and any supplemental information (e.g., copies of records, invoices, sale bills) to the Regional Office

	<p>If the information applies to a research facility in your territory, conduct a search.</p>
<p>Conducting the Search</p>	<p>Verify the information received by:</p> <ul style="list-style-type: none"> • contacting the research facility • gathering additional information, such as: <ul style="list-style-type: none"> ▶ contacting witnesses ▶ assessing records ▶ reviewing newspaper or journal articles
<p><i>No Regulated Activity</i></p>	<p>If regulated activities are not being conducted:</p> <ul style="list-style-type: none"> • complete the bottom portion of Search sheet • submit your findings to your SACS or Regional Office
<p><i>Regulated Activity</i></p>	<p>If regulated activities are being conducted:</p> <ul style="list-style-type: none"> • inform and make available to the responsible person at the research facility all the pertinent aspects of the AWA and regulations/standards • explain that the activity requires a USDA registration • request a decision about the continuation of this activity • give or have the Regional Office send an Application for Registration (APHIS Form 7011), an application packet, and other pertinent forms and information • decide whether or not to request permission to inspect the facility. Situations where you may decide not to request permission to inspect include, but are not limited to: <ul style="list-style-type: none"> ▶ you are able to see animals and no major problems are observed ▶ responsible person is uncooperative and threatening ▶ person is not able to make a decision about obtaining a registration at that time
<p><i>Inspection Allowed</i></p>	<p>If the responsible person allows an inspection of the facility, the inspection report should be completed as follows:</p> <ul style="list-style-type: none"> • classify the inspection as "Routine" • note in the narrative that this was a "Search" inspection <ul style="list-style-type: none"> ▶ document all noncompliant items <p>NOTE: No correction date(s) should be given.</p>

- ▶ include a citation of "SECTION 2.30(a) - CONDUCTING REGULATED ACTIVITIES WITHOUT A REGISTRATION" and describe the regulated activity
- ▶ state the following at the end of the inspection report:
"NO REGULATED ACTIVITIES MAY BE CONDUCTED UNTIL USDA REGISTRATION IS OBTAINED."

If after the inspection the responsible person refuses to sign the inspection report, send the report to him/her by certified, return receipt mail.

Refusal of Inspection

If the responsible person refuses to allow an inspection of the facility:

- inform the responsible person that the research facility is in violation of the Animal Welfare Act by conducting a regulated activity without a registration
- give or have the Regional Office send an Application for Registration (APHIS Form 7011), application packet, and other pertinent forms and information to the responsible person
- submit a memo with the Search sheet:
 - ▶ describe the regulated activity that is being conducted
 - ▶ indicate that an inspection was not permitted
 - ▶ make a recommendation regarding enforcement action

No Inspection Conducted

If you decide **not to conduct an inspection:**

- inform the responsible person that the research facility is in violation of the Animal Welfare Act by conducting a regulated activity without a registration
- give or have the Regional Office send an Application for Registration (APHIS Form 7011), an application packet and other pertinent forms and information to the responsible person

**Post-Search
Procedures**

- submit a memo to the Regional Office:
 - ▶ describe the regulated activity being conducted
 - ▶ indicate the reason why you did not conduct an inspection

After conducting the search, ALWAYS:

- complete the Search sheet
- submit the Search sheet with the inspection report or memo to your SACS or the Regional Office following your standard procedure
- if an **inspection was conducted**, submit:
 - ▶ the inspection report, AND
 - ▶ a memo with your recommendation for an enforcement action (see Section 9.3)
- for a **refusal of inspection**, submit a memo:
 - ▶ describing the regulated activity being conducted
 - ▶ indicate that an inspection was not permitted
 - ▶ make a recommendation regarding an enforcement action (see Section 9.3)
- if you **decided not to conduct an inspection**, submit a memo:
 - ▶ describing the regulated activity being conducted
 - ▶ indicate the reason why you did not conduct an inspection
 - ▶ if appropriate, make a recommendation for an enforcement action (see Section 9.3)
- submit any photos taken of the regulated activity

If the inspection report was completed using the Microsoft Word inspection report template, then you should:

1. contact an ILA or the Program Specialist at the Regional Office
2. provide the ILA/Program Specialist the following information:
 - ▶ person or business's full name
 - ▶ complete business address
 - ▶ complete site address

- ▶ county, if known
- ▶ business telephone number, including area code
- 3. obtain the customer number, if available
- 4. replicate the LARIS database, after you have been informed that the person has been entered into LARIS
- 5. enter the information exactly as it is on the Word Inspection Report into the LARIS database
NOTE: Date of the actual inspection, date prepared, and date received should be the same as on the Word Inspection Report.
- 6. place the following statement in the narrative section: **“This is an electronic version of the report dated xx/xx/xx.”**
- 7. send a copy of the LARIS Inspection Report to the research facility by regular mail or email
- 8. attach a copy of the LARIS Inspection Report to the Word Inspection Report
- 9. submit the Inspection Reports to your SACS or the Regional Office following your standard procedure

**Follow-up
Procedure**

If the research facility you contacted on a search was conducted a regulated activity and the facility has not applied for a registration within 30 days, you should revisit the facility to determine if it is still conducting the regulated activity.

If the research facility is **no longer** conducting a regulated activity, you should

- complete and send a Search sheet to your SACS or the Regional Office, OR
- send a memo to your SACS or the Regional Office documenting your findings

If the research facility is **still** conducting a regulated activity, you should:

- if safe and appropriate, remind the person that a USDA registration is required to conduct this activity
 - document the regulated activity either by:
 - ▶ conducting another inspection, if possible
- NOTE: Any noncompliances not corrected,

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- including conducting regulated activities without a registration, should be designated as "REPEAT" noncompliances. OR
 - ▶ completing another Search sheet, OR
 - ▶ writing a memo detailing your findings
 - take photographs, if possible
 - recommend an enforcement action (see Section 9.3)
 - send the information to your SACS or Regional Office
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SEARCH FOR UNLICENSED ACTIVITY

Search Conducted by _____ Date Conducted _____

Name of Establishment _____ Customer No. if applicable _____

Person Contacted _____

Address _____

City _____ State _____ Zip _____ Phone No _____

Reason for search _____

Regulated activity verified Yes No Non-compliances present Yes No Inspection Report done? Yes No

Application packet and information provided? Yes No

Details of Search:

INSPECTOR _____	DATE _____
REVIEWED BY _____	DATE _____

