

**SENDING
INSPECTION
REPORTS TO
REGIONAL OFFICE**

All inspection reports must be sent to the Regional Office or your SACS at the end of each work week.

You must attach all appropriate forms, sheets, and memos to the inspection report.

Examples of information that should be attached to the inspection report, when applicable, include, but are not limited to:

- certified mail receipt
- verification of receipt of inspection report sent by email
- change of address information
- site add/delete sheet
- recommendation for enforcement action
- photos
- Animal Inventory sheet
- Application for Registration (APHIS Form 7011)
- complaint form
- search form

Even though you replicate, you must send in the hard copy of the Inspection Report in a timely manner.

Research Facility Registered in a Different Region

If you inspect a site of a research facility which is not registered in your region, you should send the inspection report to your Regional Office for forwarding to the other Regional Office.

