

Application	<p>The Exhibitor Inspection Guide is to be used as a <i>reference</i> for inspecting the facilities of USDA licensed animal exhibitors. By presenting regulatory and policy criteria and inspection procedures in a clear, concise, logical, and user-friendly format, it is designed to <i>assist</i> Animal Care personnel in performing and documenting compliance inspections and making appropriate decisions.</p> <p>The Exhibitor Inspection Guide is to be used as an <i>adjunct to - not a replacement for</i> - the 9 CFR. Although Animal Care personnel are expected to exercise professional judgment, all inspection decisions must be justified by applicable sections of the regulations and standards.</p> <p>The Exhibitor Inspection Guide is designed to be a stand alone component of the Animal Care Resource Guide. It contains all the information necessary to complete an inspection of a USDA licensed exhibitor's facility. To ensure the Exhibitor Inspection Guide is available as a reference, field inspectors should carry it in their vehicles.</p>
Related Documents	<p>X Title 9 of the Code of Federal Regulations (9 CFR) X Animal Care Policy Manual</p>
Users	<p>The Exhibitor Inspection Guide is targeted primarily at Animal Care field personnel (new or experienced), Supervisory Animal Care Specialists, and Animal Care Staff who are directly or indirectly involved in compliance inspections of USDA licensed exhibitors' facilities.</p> <p>In addition to the primary target audience, the Exhibitor Inspection Guide may serve as a reference for other APHIS personnel or Government agencies who regulate or interact with USDA licensed animal exhibitors. Interested public organizations or individuals as well as the regulated community may also be able to use this information.</p>
Usage	<p>The Inspection Guides within the Animal Care Resource Guide are based on the type of facility or activity conducted and regulated</p>

**Sections & Topics
(Information)**

Dealer, Exhibitor, Research, and Transporter.

Each Inspection Guide is designed to function as a stand alone reference. The Exhibitor Inspection Guide contains all the information necessary to complete an inspection of a USDA licensed exhibitor's facility.

The sections and topics within the Exhibitor Inspection Guide will address *all* areas/activities of an exhibitor's facility which must be inspected for compliance. If information is relevant to more than one section, it will usually appear in *all* applicable sections. The exception will be lengthy information which will appear in the primary section and be *referenced* in all other applicable sections.

**Sections & Topics
(Organization)**

Sections are identified by dividers. Each new topic within a section will begin on a right-hand (facing) page.

Topics within a section that involve step-by-step *procedures* (e.g., ACompletion of the Inspection Report) are organized in *sequential order*. For sections **not** requiring a specific order (e.g., ASpecific Types of Inspections), the topics are organized in *alphabetical order*.

Subtopics

General subtopics within each topic may include:

- X **Criteria:** A list of criteria a facility must meet to be in compliance with the applicable section of the 9 CFR. The criteria apply to *all* regulated species, and *all* criteria must be met unless specified otherwise
- X **Species Specific Criteria:** Criteria applicable *only* to the species listed.
- X **Exceptions/Exemptions:** Special circumstances or situations when a facility which does not meet one or more criteria may still be in compliance.

Meaning of Must, Should, and May

The words **Amust@**, **Ashould@**, and **Amay@** are used throughout the Guide as follows:

- X **Must** is used when the referenced actions are **required** by the 9 CFR regulations/standards or Animal Care Policies.
- X **Should** is used when the reference actions are **strongly recommended** but not specifically required by the 9 CFR regulations/standards or Animal Care Policies.
- X **May** is used when the referenced actions are **optional**.

Citations

The applicable **9 CFR regulations and standards** and **Animal Care Policies** are cited:

- X in the general statement of each topic
- X after specific items within topics or subtopics (as appropriate)
- X at the beginning of a bulleted/numbered list if applicable to the whole list
- X at the end of an item if applicable only to that item

Finding Information

Information in the Exhibitor Inspection Guide may be located by using the Table of Contents or the Index.

The **Table of Contents** lists the sections and each topic in that section with the corresponding page numbers in the Guide.

The **Index** lists **Akey@** words and the location where the information is found. (See Indexing)

Control Data

Each page is identified as follows:

- X **Header**
 - < inside corner contains name of book (i.e., **ANimal Care Resource Guide@**) and the title of the applicable inspection guide (e.g., **AExhibitor Inspection Guide@**)
 - < outside corner contains the section title (e.g., **AInspection Procedures@**) and topic heading (e.g.,

	<p>AManaging Your Territory@)</p>
Text Format	<p>X Footer</p> <ul style="list-style-type: none">< inside corner contains the program name (i.e., AAnimal Care@) and the issue date of the page (e.g., 10/03)< outside corner contains a 3-digit page number (e.g., 5.1.1) which refers respectively to the section (e.g., AInspection Procedures@), topic (e.g., AManaging Your Territory@), and the consecutive page within the topic (e.g., page 1 of AManaging Your Territory@)
	<p>Information is presented in a 2-column format as follows:</p> <p>X Left Column</p> <ul style="list-style-type: none">< topic title distinguished with boldfaced, uppercase letters and larger font< subtopic titles boldfaced to denote major headings <p>X Right Column</p> <ul style="list-style-type: none">< general statement for topic< <i>bullets</i> precede listed items when there is no inferred order, priority, or rank< <i>numbers</i> precede listed items when the items are steps of a process or procedure, or present information in a logical order
Text Variations	<p>Major headings are boldfaced to make them distinctive and easy to locate.</p> <p>Boldfacing and/or <i>italicizing</i> is used within the text to highlight important concepts or the emphasize <i>key</i> words in the text or words that aid in understanding.</p>
Pagination	<p>Each page is numbered in the lower outside corner with a 3-digit number (e.g., 2.2.3) which refers respectively to the section, topic, and page within the topic.</p>

Indexing

Each **section** is separated by a tab and consecutively numbered within the Exhibitor Inspection Guide (e.g., 2.2.1, 3.2.1).

Each **topic** begins on a right-hand (facing) page and is consecutively numbered within a section (e.g., 2.2.1, 2.3.1).

Each **page within a topic** is consecutively numbered (e.g., 2.2.1, 2.2.2).

Information in the Exhibitor Inspection Guide is referenced in the index by *key* words. The 3-digit number(s) listed by each key word (e.g., 5.1.1) refers respectively to the section (e.g. AInspection Procedures@), topic (e.g. AManaging Your Territory@), and consecutive page within the topic (e.g., page 1 of AManaging Your Territory@).

Reporting Problems

If you identify content problems in the Exhibitor Inspection Guide or have suggestions for improvement, notify APHIS AC as follows:

1. Make a copy of the applicable page (or pages)
2. Indicate the needed corrections or your recommendations on the page or on a supplemental sheet
3. Send your input to:

Joyce Barkley
USDA, APHIS, AC
4700 River Road, Unit 84
Riverdale, MD 20737-1230

If you wish to speak directly to an Animal Care staff member, you may call Animal Care Headquarters at (301) 734-7833.

Revisions

Revisions will be made as necessary to correct problems, incorporate suggestions for improvement, or reflect changes in the 9 CFR regulations/standards or Animal Care Policies. The Exhibitor Inspection Guide is formatted and paginated so that only specific pages with changes will need to be replaced.

Additional Copies

Revisions will be sent to AC personnel and posted on the Internet and can be downloaded from the APHIS AC website at (http://www.aphis.usda.gov/animal_welfare).

Exhibitor Inspection Guides and revisions or updates are available from the Animal Care Headquarters or Regional Offices.

The Exhibitor Inspection Guide and revisions/updates are accessible from the Animal Care website at (http://www.aphis.usda.gov/animal_welfare).
