
**EQUIPMENT &
SUPPLIES**

The inspector must have the proper equipment and supplies either with him/her or in the government vehicle to conduct a thorough inspection of a facility.

EQUIPMENT

The following equipment is highly recommended:

- laptop computer/printer
- extra printer cartridge
- paper
- blank inspection forms (in case of computer/printer failure)
- reference material, such as:
 - Subpart A-Animal Welfare
 - Animal Care Resource Guide
 - Animal Care Policies
 - reference texts
- official badge and identification
- business cards
- note pad
- pen/pencil
- tape measure
- thermometer
- flashlight and extra batteries
- camera/video camera
- film/memory card
- extra batteries
- disposable boots and/or rubber boots
- soap
- disinfectant
- pail and scrub brush for rubber boots
- ear plugs
- First-Aid Kit

The following equipment is optional:

- calculator
- copy machine
- binoculars
- hand counter
- inspection checklist
- coveralls

<p>Special Equipment</p>	<ul style="list-style-type: none">• towels/paper towels <p>Nonhuman Primates The following equipment is recommended for inspecting facilities with macaques, if within 5 feet of the macaques:</p> <ul style="list-style-type: none">• respirator - Level N95 or better• coveralls - preferably disposable• full face shield and eye protection, such as safety glasses or goggles• disposable gloves• biological waste bag• disinfectant• exposure kit <p>The following equipment is recommended for inspecting facilities with other nonhuman primates:</p> <ul style="list-style-type: none">• respirator - Level N95 or better <p>Other Animals The following equipment is recommended for inspecting elephants:</p> <ul style="list-style-type: none">• respirator - Level N95 or better
<p>SUPPLIES</p>	<p>The following forms and information should be available for distribution to the research facility/general public by the inspector:</p> <ul style="list-style-type: none">• The Animal Welfare Act• AWA Regulations & Standards• Licensing and Registration Under the Animal Welfare Act - Program Aid 1117 (gray booklet)• Animal Care: Safeguarding the Welfare of Animals - Miscellaneous Publication No. 1558• Animal Care Policy Manual• APHIS Fact Sheets• prelicense packets and information (see contents on page 5.3.3)• registration packets and information (if your Region has one)• APHIS Forms for record keeping :

- 7005 - Record of Dogs & Cats on Hand
- 7006 - Record of Disposition of Dogs & Cats

- 7006A - Continuation Sheet for Record of Disposition of Dogs & Cats
- 7019 - Record of Animals on Hand (other than Dogs & Cats)
- 7020 - Record of Disposition (other than Dogs & Cats)
- 7020A - Continuation Sheet for Record of Disposition of Animals (other than Dogs & Cats)
- Animal Welfare Order Sheet for APHIS record keeping forms
- Application for License-New License (APHIS Form 7003-A)
- Application for Registration (APHIS Form 7011)
- Exercise Plan for Dogs sheets and instructions
- Letter to applicant about handling requirements for dangerous animals
- List of Commercial Tag Manufacturers
- Procedure for Obtaining a Tattoo Code
- Program of Veterinary Care - APHIS Form 7002
- Request to Add/Delete Sites
- Request to Use Microchipping as a Method of Identification
- Taxpayer Identification Number reporting form
- Voluntary Cancellation of License/Registration

Prelicense packets may contain the following forms, sheets or information:

- The Animal Welfare Act
- 9 CFR Subchapter A Regulations and Standards
- Licensing and Registration Under the Animal Welfare Act - Program Aid 1117
- Application for License - New License (APHIS Form 7003-A)
- Instructions for Completing APHIS Form 7003-A
- Taxpayer Identification Number reporting form
- Fee Schedule

**Reference Texts
& Materials**

- Credit Card Payment Authorization
- Animal Welfare Forms Order Request
- Program of Veterinary Care (APHIS Form 7002)
- Program of Veterinary Care Guidelines

The following texts and materials are information that you should have for reference. You may order any of these books, if you do not already have them (see pages 5.3.6 - 5.3.9 for ordering information). If you are unable to find any of these books, contact your Regional Office.

Industry Standards Related Texts

- AZA (American Zoological Association) Standards
NOTE: Information from these standards may not be copied and distributed to licensees/registrants.
- Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching - "Ag Guide"
- Guide for the Care and Use of Laboratory Animals - "ILAR Guide"
- Live Animal Regulations (International Air Transport Association)
- Psychological Well-Being of Nonhuman Primates (National Research Council)
- Report of the AVMA Panel on Euthanasia - 2000 edition

General Reference Texts

- Cat Owner's Home Veterinary Handbook
- Don't Shoot the Dog! The New Art of Teaching and Training
- Encyclopedia of Mammals
- Handling Fish Fed to Fish-Eating Animals
- Handling Frozen/Thawed Meat and Prey Items Fed to Captive Exotic Animals
- Information Resources for Adjuvants and Antibody Production
- Marine Mammal American Cetacean Society Guide
- Marine Mammal Water Quality: Proceedings of a Symposium, Technical Bulletin 1868
- Pictorial Guide to the Living Primates

- Pinnipeds: Seals, Sea Lions and Walruses
- Recognition and Alleviation of Pain and Distress in Laboratory Animals (National Research Council)
- Sierra Club Handbook of Seals and Sirenians
- Sierra Club Handbook of Whales and Dolphins
- Simon & Schuster's Guide to Cats
- Simon & Schuster's Guide to Dogs
- Simon & Schuster's Guide to Mammals
- Sterilization of Marine Mammal Pool Water, Technical Bulletin 1797
- Veterinary Notes for Dog Breeders
- Wild Mammals in Captivity - Principles & Techniques
- Zoo and Wild Animal Medicine - Current Therapy 3

Optional Reference Texts

- Biosafety in Microbiological and Biomedical Laboratories
- Veterinary Drug Handbook,
- Merck Veterinary Manual

Miscellaneous

The following miscellaneous forms and information are recommended for the inspector to have:

- Checklist for Animal Care Inspection sheets
- Complaint sheet
- Inspection Report blanks
- Itinerary for Traveling Facilities sheets
- photograph labels
- Search for Unlicensed Activity sheet
- State & Territory Identification Codes

ORDERING INFORMATION FOR REFERENCE TEXTS & MATERIALS

INDUSTRY STANDARDS RELATED TEXTS & MATERIALS

TITLE	AUTHOR(S)	PUBLISHER	ISBN or Ordering Info
AZA Standards	American Zoological Association		Obtain from Regional Office
Guide for the Care & Use of Agricultural Animals in Ag Research & Teaching	Federation of Animal Science Societies (FASS)	Federation of Animal Science Societies 1111 N. Dunlap Ave. Savoy, IL 61874	Obtain from FASS at 217-356-3182
Guide for the Care & Use of Laboratory Animals	Institute of Laboratory Animal Resources	National Academy Press Washington, DC	0-309-05377-3
Live Animal Regulations - 25th Edition	International Air Transport Association (IATA)	IATA 800 Place Victoria Montreal, Quebec Canada H4Z 1M1	92-9171-077-6
Psychological Well-Being of Nonhuman Primates (The)	National Research Council	National Academy Press Washington, DC	0-309-05233-5
Report of the AVMA Panel on Euthanasia-2000 edition	American Veterinary Medical Association		Obtain from AVMA at www.avma.org

GENERAL REFERENCE TEXTS & MATERIALS

TITLE	AUTHOR(S)	PUBLISHER	ISBN or Ordering Info
Cat Owner's Home Veterinary Handbook	D.G. Carlson & J.M. Griffin	Howell Book House New York, NY	0-87605-796-2
Don't Shoot the Dog!	Karen Pryor	Bantom Books New York, NY	0-553-25388-3

TITLE	AUTHOR(S)	PUBLISHER	ISBN or Ordering Info
Encyclopedia of Mammals (The)	David Macdonald (editor)	Facts on File, Inc New York, NY	0-87196-871-1
Handling Fish Fed to Fish-Eating Animals	Susan Crissey	National Ag Library 10301 Baltimore Ave Beltsville, MD	National Technical Information Srvc. 1-800-553-6847
Handling Frozen/Thawed Meat and Prey Items Fed to Captive Exotic Animals	Susan Crissey Kerri Slifka Pam Shumway Susan Spencer	National Ag Library 10301 Baltimore Ave Beltsville, MD	National Technical Information Srvc. 1-800-553-6847
Information Resources for Adjuvants & Antibody Production	Cynthia Smith (editor)	National Ag Library 10301 Baltimore Ave Beltsville, MD	National Technical Information Srvc. 1-800-553-6847
Marine Mammals American Cetacean Society Guide	Richard Ellis	American Cetacean Society	Available thru www.acsonline.org/ordrform.htm
Marine Mammal Water Quality: Proceedings of a Symposium, Technical Bulletin 1868	John Coakley Richard Crawford	USDA, APHIS	Available from Regional Office
Pictorial Guide to the Living Primates (The)	Noel Rowe	Pogonias Press East Hampton, NY	0-9648825-1-5
Pinnipeds: Seals, Sea Lions & Walruses	Marianne Riedman		0520064984
Recognition and Alleviation of Pain and Distress in Laboratory Animals	National Research Council	National Academy Press Washington, DC	0-309-04275-5
Sierra Club Handbook of Seals and Sirenians	Randall Reeves Brent Stewart &	The Sierra Club	Available thru www.sierraclub.org

(The)	Stephen Leatherwood		org/books/
TITLE	AUTHOR(S)	PUBLISHER	ISBN or Ordering Info
Sierra Club Handbook of Whales & Dolphins (The)	Randall Reeves & Stephen Leatherwood	The Sierra Club	Available thru www.sierraclub. org/books/
Simon & Schuster's Guide to Cats	Mordecai Siegal (editor)	Simon & Schuster, Inc New York, NY	0-671-49170-9
Simon & Schuster's Guide to Dogs	Elizabeth Meriwether Schuler (editor)	Simon & Schuster, Inc New York, NY	0-671-25527-4
Simon & Schuster's Guide to Mammals	Sydney Anderson (editor)	Simon & Schuster, Inc New York, NY	0-671-42805-5
Sterilization of Marine Mammal Pool Water, Technical Bulletin 1797	Stephen Spotte	USDA, APHIS	Available on Animal Care website
Veterinary Notes for Dog Breeders	Annette Carricato	Howell Book House New York, NY	0-87605-805-5
Wild Mammals in Captivity - Principles & Techniques	Devra Kleimann (editor)	University of Chicago Press Chicago, IL	0-226-44003-6
Zoo & Wild Animal Medicine - Current Therapy 3	Murray Fowler (editor)	W.B. Saunders Co. Philadelphia, PA	0-7216-3667-5 (3rd edition preferred)

OPTIONAL REFERENCE TEXTS

TITLE	AUTHOR(S)	PUBLISHER	ISBN or Ordering Info
Biosafety in Microbio- logical & Biomedical	Jonathan Richmond & Robert McKinney	Superintendent of Documents	017-040-00547- 4

Laboratories-4th edition (May 1999)	(editors)	U.S. GPO Washington, DC 20402	Superintendent of Documents 202-512-2250
TITLE	AUTHOR(S)	PUBLISHER	ISBN or Ordering Info
Veterinary Drug Handbook, most current edition	Donald Plumb	Iowa State University (ISU) Press Ames, IA	ISU Press 1-800-862-6657
Merck Veterinary Manual (The), most current edition	Susan Aiello, et al	Merck & Company Rahway, N.J.	