
**HANDWRITTEN
INSPECTION
REPORTS**

There are certain situations where the inspector may choose to or have to hand write the inspection report.

If you hand write an inspection report, you must use the blank pre-printed inspection report form (see page 7.10.3).

You should always have a supply of blank pre-printed inspection reports either with you or in the government vehicle.

When using the pre-printed inspection report:

- hand write all information in a legible and neat manner
- use black or blue ink

Situations where the inspection report may be handwritten include, but are not limited to:

- computer failure
- printer failure
- airports where it is difficult to get a computer through security
- unique situations which may arise where the use of the computer is not feasible

If you want to give the licensee a copy of the handwritten inspection report at the time of the inspection, you can:

- make a carbon copy of the inspection report
- make a photocopy of the inspection report
- complete two original inspection report forms and sign both copies

If you do not give the licensee a copy of the handwritten inspection report at the time of the inspection, you should send a copy to hem/her by certified, return receipt mail.

REMEMBER:

1. You must enter the handwritten inspection report into the LARIS database as soon as possible
2. The narrative entered into the LARIS database must be

identical to the handwritten inspection report

NOTE: Dates of the actual inspection, Prepared, and Received should be the same as on the handwritten inspection report.

3. The following statement must be placed in the narrative section: “**This is an electronic version of the report dated xx/xx/xx.**”
4. A copy of the LARIS inspection report should be sent to the licensee by regular mail or email
5. A copy of the LARIS inspection report should be attached to the handwritten inspection report
6. The handwritten inspection report and LARIS copy should be sent following your standard procedure, i.e. SACS or the Regional Office, after it is entered into LARIS

For a *printer failure*, you may do a handwritten report or use the following procedure:

- enter the inspection report into the LARIS database
- review the inspection report with the licensee on the computer screen
- when the printer is repaired, send a copy of the inspection report to:
 - the licensee by certified, return receipt mail, and
 - to the SACS or Regional Office



United States Department of Agriculture
Animal and Plant Health Inspection Service
Animal Care

INSPECTION REPORT

Name of Licensee/Registrant	Site No.	Lic. / Reg. Number
Business Name (DBA)	Site Name	Date of Inspection
Facility Mailing Address	Site Address	Inspection Time
City, State, Zip (for facility)	Site City, State, Zip (for site)	Inspection Type

NARRATIVE

Prepared By: _____ Date: _____

Title: _____, USDA, APHIS, Animal Care LARIS ID NO. _____

Copy Received By: _____ Date: _____

Title: _____