

INSPECTION REPORT NARRATIVE	The narrative section of the inspection report must be accurate, precise and descriptive enough to clearly identify any noncompliant item (NCI).
Inspection notes	Prior to writing the narrative section: <ul style="list-style-type: none">• organize your inspection notes• look up Section and subsection numbers/letters• group observations under Section numbers Check off each item as you cite it in the inspection report. NOTE: The following may be used as inspection aids: <ul style="list-style-type: none">• Checklist for Animal Care Inspection Report (page 6.1.9)• Canine Care Checklist (page 6.1.10)• elephant inspection sheets (pages 6.1.11-6.1.18) These sheets should be discarded after the official inspection report has been completed.
Narrative appearance	The narrative section should be neat and orderly. You may want to: <ul style="list-style-type: none">• start each part of the four-part citation on a new line• skip a line between citations and other information• capitalize a heading or important information to make it stand out• if the narrative for an NCI is lengthy, type it into Microsoft WORD first by typing:<ul style="list-style-type: none">➤ directly into MS Word and copying and pasting into the inspection report, OR➤ into MS Word using the LARIS “narrative” screen bridge by following these directions:<ol style="list-style-type: none">3) Click the cursor into the large white “NCI Narrative” block in LARIS4. Press CTRL + E to activate MS WORD5. Type and spell check your text6. Upon completion of the narrative, close MS WORD4) Select “save” for all exit questions.Note: The text will not be saved as a separate Word document.

	<p>7. Text will be inserted into the “Narrative” block. Note: Formatting, such as bolding, italics, bullets, will not be transferred.</p> <p>NOTE: You may want to save an electronic copy of the inspection report or noncompliance citations to copy and paste into the next inspection report, if necessary. If the inspection report/citations were typed into MS Word, save as a Word document. If the citations were typed into the inspection report using the LARIS-Word bridge, save the inspection report as a PDF file.</p>
Narrative content	<p>The narrative section should contain: (see pages 7.2.5 and 7.2.6)</p> <ul style="list-style-type: none">• names of locations inspected, if applicable<ul style="list-style-type: none">➤ you and the licensee should decide on names for the different locations➤ only the names of the locations, i.e., no addresses, should be listed on the inspection report➤ be sure you are consistent when using names of locations• a detailed description, using complete sentences, of any noncompliant items identified on the inspection using the four-part citation (See “Documenting Inspection Findings” - Section 7.3)• for traveling exhibitors, on the inspection report put the name of:<ul style="list-style-type: none">➤ location, i.e. city and State, AND if applicable,➤ unit or circus name➤ other designation to identify the exhibitor inspected• names of elephants inspected• documentation of information, either verbal or written, given to a licensee or prospective licensee, such as:<ul style="list-style-type: none">➤ proposed changes in regulations/standards➤ Animal Care Policies<p>NOTE: Licensee should be informed of an Animal Care Policy relating to his/her facility before enforcement or citation as an NCI, except for a direct NCI. Discuss the Policy with the licensee and note on the inspection report that the Policy was discussed with the licensee. Cite the NCI using the</p>

- appropriate regulation or standard, **not** the Policy, on the next inspection, if not in compliance.
- other information pertinent to the inspection
- document as a “Note” any discussion about a problem(s) that is not currently a noncompliance but may become a noncompliance in the future

You may choose to include the following information in the narrative section, if the licensee/registrant does not object:

- date of last inspection
- corrected noncompliant items (NCIs) from the previous inspection, if the licensee wants them listed. This should be done as a “Note” at the end of the inspection report and:
 - each corrected NCI may be listed individually, or
 - if all NCIs are corrected, the statement, “All NCIs identified on the previous inspection are corrected.” or a similar statement may be used
- animal inventory
 - dogs and cats - differentiate between adults (A) and puppies (P) or kittens (K)
NOTE: Animals 16 weeks or older are counted as adults.
 - all other animals - list individual species and number of each species

NOTE: If you do not put the animal inventory on the inspection report, you may want to keep an animal inventory until the next inspection in order to conduct an adequate records review.

The narrative section should **NOT** contain personal or proprietary information, such as:

- name(s) of person(s) accompanying you on the inspection
- names of animal handlers
- names of buyers of animals
- names of sellers of animals
- sources of animals
- home addresses, other than the licensee’s mailing and/or business address

- home telephone numbers
- social security numbers

- driver's license numbers
- personal comments about the facility
- comments on public complaints
- recommended enforcement action
- administrative messages to the Regional Office

NOTE: The inspection report is a legal and a public document. It may be requested by the public or used in a court proceeding.



INSPECTION REPORT

**JOHN & JANE SMITH
SMITH'S WILD ANIMAL PARK**

Customer ID: 9999
Certificate: 41-C-9999

100 EXHIBITOR LANE

Site: 001
SMITH'S WILD ANIMAL PARK

ZOOVILLE, MN 55555

Inspection
Type: Routine
Date: Jun-01-2004

3.83
WATERING

Potable water must be available to the nonhuman primates and water receptacles must be kept clean and sanitary. The water receptacle in the adult chimp enclosure has a layer of debris and scum floating on the top and a thick layer of algae along the sides. The presence of debris, scum and algae is an indicator of contamination of the water which can cause illness in the animals. The water receptacle must be cleaned more frequently and thoroughly, or other appropriate measures taken to prevent a build up of dirt, debris, scum and algae in the water. Correct by 8/16/04 10 chimps affected.

3.125 (a)
GENERAL FACILITIES

Structural Strength - The indoor and outdoor housing facilities shall be structurally sound and shall be maintained in good repair to protect the animals from injury and to contain the animals. The wire next to the den in the back of the tiger pen is broken and sharp edges of the wire are sticking into the pen. There are three tigers in this pen. The pen is not being kept in good repair and the tigers could be injured by the sharp points on the wire. The wire must be fixed or the tigers moved to a safer pen. Maintenance problems must be identified and fixed in a timely manner to keep the facilities in good repair and protect the animals from injury. Correct by 8/16/04.

(Optional) Last Inspection: 12/17/03
(Optional) Inventory: Chimps - 15 Tigers - 3

Prepared By: _____ **Date:** 01-JUN-04

Title: Animal Care Inspector **Inspector ID:** 9999

Received By: _____ **Date:** 01-JUN-04

Title: OWNER



INSPECTION REPORT

GREAT ANIMAL CIRCUS
10202 CIRCUS LANE
SARASOTA, FL 01001

Customer ID: 9991
Certificate: 58-C-0999

Site: TRA

Inspection

Type: Routine

Date: Jun-29-2004

Inspection of the Orange Unit in Union City, IL.

NO NONCOMPLIANCES IDENTIFIED ON THIS INSPECTION.

Inventory: Elephants - 3 (Bozo, Bubba, and Bernie)

(Optional) NOTE: All of the noncompliances cited on the TRA inspection of March 31, 2004 in Tulsa, OK have been corrected.

Prepared By: _____
USDA, APHIS, Animal Care
Title: ANIMAL CARE INSPECTOR **Inspector ID:** 9999

Date: 29-JUN-04

Received By: _____
Title: OWNER

Date: 29-JUN-04