

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 7.2.5)• Canine Care Checklist (page 7.2.6) 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• 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">1. Click the cursor into the large white “NCI Narrative” block in LARIS2. Press CTRL + E to activate MS WORD3. Type and spell/grammar check your text4. Upon completion of the narrative, close MS WORD5. Select “save” for all exit questions. Note: The text will not be saved as a separate Word document.6. Text will be inserted into the “Narrative” block. Note: Formatting, such as bolding,

italics, bullets, will not be transferred.

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.

Narrative content

The narrative section should contain: (see pages 7.2.7)

- names of locations inspected, if applicable
 - ▶ you and the registrant/representative should decide on names or designations, such as Bldg A or Bldg 1, for the different locations
 - ▶ only the names of the locations, i.e., no addresses
 - ▶ be 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)
- documentation of information, either verbal or written, given to a registrant or facility representative, such as:
 - ▶ new regulations or changes in regulations/standards
 - ▶ proposed changes in regulations/standards
 - ▶ specific topics discussed
- 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
- a statement that the inspection and exit interview was conducted with the registrant or his/her representative. No specific name(s) should be used (except yours), only the person’s title or position. For example:
 - ▶ “Inspection and exit interview conducted by (*your name*) with registrant.”
 - ▶ “Inspection and exit interview conducted by this inspector with facility manager.”
 - ▶ “Inspection conducted by (*your name*) with facility manager; exit interview conducted by this inspector with IACUC Chair.”

NOTE: On the first inspection after the implementation of a new or change in a regulation/standard, the registrant should be informed of the change. Do not cite as an NCI unless it is a “direct” NCI. Note on the inspection report that the regulation/standard was discussed with the registrant/representative. If not in compliance on the next inspection, cite the NCI using the appropriate regulation or standard. **An Animal Care Policy should never be referred to on an inspection report.**

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

- corrected noncompliant items (NCIs) from the previous inspection, if the registrant/representative 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

The narrative section should **NOT** contain:

- date of last inspection
- animal inventory
- references to Animal Care Policies
- personal or proprietary information, such as:
 - ▶ name(s) of person(s) accompanying you on the inspection
 - ▶ names of principal investigators or research facility personnel
 - ▶ names of sellers of animals
 - ▶ sources of animals
 - ▶ names of buyers of animals
 - ▶ addresses, other than the research facility’s mailing and/or business address
 - ▶ telephone numbers, other than your contact information if applicable
 - ▶ 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: Remember that the inspection report is a legal and a public document. It may be requested by the public or used in a court proceeding.

U.S. Department of Agriculture Animal and Plant Health Inspection Service ANIMAL CARE	Checklist for Animal Care Inspection Report
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Name of Licensee/Registrant _____ Site No. _____ Li c./Reg./No. _____

Site Name _____ Date of Inspection _____

FACILITIES (permanent and transport)	
	Structure & Construction
	Condition & Site
	Surfaces & Cleaning
	Utilities/Washrooms/Storage
	Drainage & Waste Disposal
	Temperature/Ventilation/Lighting
	Shelter from elements
	Capacity/Perimeter fence/Barrier

PRIMARY ENCLOSURE	
	General Requirements
	Space & Additional Requirements
	Protection from Predators

ANIMAL HEALTH AND HUSBANDRY	
	Exercise & Socialization
	Environment Enhancement
	Feeding
	Watering
	Cleaning Sanitation
	Housekeeping & Pest Control

OTHER	
	Identification
	Records & Holding Period
	Handling
	Veterinary Care
	IACUC
	Personnel Qualifications

CANINE CARE REMINDERS

- ___ Daily observation of all dogs within kennel.
- ___ All dogs requiring veterinary care have been attended.
- ___ Veterinary records have been updated.
- ___ Outdated medications have been disposed of properly.
- ___ Attending veterinarian has made a kennel inspection within 12 months.
- ___ All dogs have convenient access to feed and water.
- ___ All feed and water bowls have been cleaned and sanitized within last 2 weeks.
- ___ All open bags of feed and bedding are in tightly lidded containers.
- ___ All unopened bags of feed stored off of floor and away from walls.
- ___ All enclosures spot cleaned daily.
- ___ Areas behind and below enclosures have been cleaned as necessary.
- ___ All enclosures have been cleaned and sanitized within last 2 weeks.
- ___ All surfaces in contact with dogs are impervious to moisture.
- ___ Surfaces within enclosures are free of sharp points and edges.
- ___ Mesh floors of sufficient size to prevent feet falling through.
- ___ Adequate floor space is provided for all dogs.
- ___ All dogs have a minimum of 6 inches headroom in enclosure.
- ___ Nursing bitches have additional space required for litter.
- ___ All dogs in outside kennels have necessary shelters.
- ___ All outside shelters have wind and rain breaks in place.
- ___ All outside kennels have sufficient shade structures.
- ___ Temperature controlled areas are between 45-85 degrees F.
- ___ All animal areas within kennel are well ventilated.
- ___ Doors, flaps, gates, etc. are in good repair and operate properly.
- ___ All drains are functioning properly.
- ___ Pest control measures are in place as necessary.
- ___ Items not necessary for animal husbandry are not kept within kennel area.
- ___ Animal husbandry items are stored in proper areas within kennel.
- ___ All dogs and weaned puppies have an approved means of identification.
- ___ Records of dogs on hand have been updated and are accurate.



United States Department of Agriculture
Animal and Plant Health Inspection Service

cust_id

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site_id

INSPECTION REPORT

**JOHN DOE UNIVERSITY
100 INVESTIGATOR LANE
RESEARCH, MN 55555**

**Customer ID: 9999
Certificate: 41-R-9999**

**Site: 001
MAIN BUILDING**

Inspection

Type: Routine

Date: Mar-01-2006

The following locations were inspected: Main Building, Research Bldg A, & Swine Barn

2.31 (c)(2)

INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC)

c) IACUC Functions. With respect to activities involving animals, the IACUC, as an agent of the research facility, shall: (2) Inspect, at least once every six months, all of the research facility's animal facilities, including animal study areas, using title 9, chapter 1, subchapter A-Animal Welfare, as a basis for evaluation;

The IACUC has not conducted an inspection of the research facility's animal facilities since April 15, 2005.

The animal facilities must be inspected to assess compliance with the Animal Welfare Act standards and to ensure the health and well-being of the animals.

An IACUC inspection of all regulated animal facilities must be conducted and documented and then conducted at least every 6 months thereafter.

Correct by April 1, 2006

3.83

WATERING

Potable water must be available to the nonhuman primates and water receptacles must be kept clean and sanitary.

The water receptacles in the macaques enclosures in Bldg A have a layer of debris and scum floating on the top.

The presence of debris and scum 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, and scum in the water.

Correct by 3/2/06 10 chimps affected.

Inspection and exit interview conducted by this inspector with facility's attending veterinarian.

Prepared By: _____

Date:

Title: Animal Care Inspector

Inspector ID: 9999

MAR-1-2006

Received By: _____

Date:

Title: ATTENDING VETERINARIAN

MAR-1-2006

