

**GENERAL  
INFORMATION**

The inspector must complete an official inspection report at the end of the inspection. The inspection report should follow the format of the Inspection Report Template in the laptop computer.

The inspection report must contain the following general information entered automatically by LARIS:

- research facility's name as listed on Application For Registration (APHIS Form 7011)
- mailing address as listed on Application For Registration (APHIS Form 7011)
- customer ID
- USDA registration number
- site number as assigned by LARIS (**Make sure that you are in the correct site. DO NOT** enter an inspection into an inactivated site.)
- site name, if applicable
- date of inspection

If any of the above information is incorrect in LARIS, you should contact the Regional Office to have the database corrected after you have completed the inspection report.

**Type of Inspection**

The inspection report must specify the type of inspection conducted. You must enter the type of inspection into the LARIS Inspection Report template.

*Types of Inspections are:*

- *Routine* - normal periodic, unannounced inspection including:
  - ▶ partial or focused inspection
  - ▶ re-inspection for direct noncompliant items
  - ▶ complaint inspection
  - ▶ search inspection
- *Attempted* - situation where an authorized person was not available to accompany the inspector. No inspection was conducted.

**Finalizing the  
Inspection Report**

You should finalize the inspection report in LARIS at the end of each inspection, after you have checked it for accuracy and completeness, and reviewed it with the registrant.

If you do not finalize the inspection report at the end of an inspection, BE SURE to finalize the inspection report before replicating.

NOTE: You do not have to finalize an inspection report to do an inspection report for another site of the same registrant or a different registrant.

**Adding a person,  
facility or site to  
the LARIS database**

If the person, facility, or site is **not** in the LARIS database, you should:

- complete the inspection report using the word-processing Inspection Report Template
- after the inspection, contact an ILA or the Program Specialist at the Regional Office
- provide the ILA or Program Specialist the following information:
  - ▶ research facility's full name, if applicable
  - ▶ complete mailing or business address
  - ▶ complete site address
  - ▶ county, if known
  - ▶ business telephone number, including area code
- obtain the customer number, if available
- replicate the LARIS database
- enter the information from the Inspection Report into the LARIS database exactly as it is on the word-processing Inspection Report
- attach a copy of the LARIS Inspection Report to the word-processing Inspection Report

<b>INSPECTION REPORT NARRATIVE</b>	The narrative section of the inspection report must be accurate, precise and descriptive enough to clearly identify any noncompliant item (NCI).
<b>Inspection notes</b>	Prior to writing the narrative section: <ul style="list-style-type: none"><li>• organize your inspection notes</li><li>• look up Section and subsection numbers/letters</li><li>• group observations under Section numbers</li></ul> 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"><li>• Checklist for Animal Care Inspection Report (page 7.2.5)</li><li>• Canine Care Checklist (page 7.2.6)</li></ul> These sheets should be discarded after the official inspection report has been completed.
<b>Narrative appearance</b>	The narrative section should be neat and orderly. You may want to: <ul style="list-style-type: none"><li>• start each part of the four-part citation on a new line</li><li>• skip a line between citations and other information</li><li>• capitalize a heading or important information to make it stand out</li><li>• type it into Microsoft WORD first by typing:<ul style="list-style-type: none"><li>▶ directly into MS Word and copying and pasting into the inspection report, OR</li><li>▶ into MS Word using the LARIS “narrative” screen bridge by following these directions:<ol style="list-style-type: none"><li>1. Click the cursor into the large white “NCI Narrative” block in LARIS</li><li>2. Press CTRL + E to activate MS WORD</li><li>3. Type and spell/grammar check your text</li><li>4. Upon completion of the narrative, close MS WORD</li><li>5. Select “save” for all exit questions. Note: The text will not be saved as a separate Word document.</li><li>6. Text will be inserted into the “Narrative” block. Note: Formatting, such as bolding,</li></ol></li></ul></li></ul>

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 <b>ANIMAL CARE</b>	<b>Checklist for Animal Care Inspection Report</b>
--	--

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

insp\_id

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

