Introductory Course for Commercial Dog Breeders

Part 3: Maintaining Your License
Learning Objectives

1. Describe annual renewal process
2. Describe how to notify APHIS AC of changes in ownership or location
3. Explain the compliance inspection process
4. Explain how inspection results are reported to licensees
5. Describe how to dispute inspection findings
6. Describe what records are publically available
7. Explain license suspension or revocation
Renewing Your License
Renewing Your License

• Valid one year from date issued
• Licensee’s responsibility to renew
• Renewal application and fees must be received on or before expiration of current license
  – If miss deadline, will have to start licensing process over
APHIS Form 7003

- Submit the following materials to the Regional Office serving your state:
  - APHIS Form 7003
  - Application fee of $10.00
  - License fee
  - Taxpayer Identification sheet
Changes in Ownership or Business Location
Changes in Ownership or Business Location

• License only applies to person(s) and the location listed on application form

• Not transferrable
  – Can’t transfer on sale of property
  – New location must be inspected before conducting business
Notice

• Send notification of change to the Regional Director at the Regional Office
• Send notice within 10 days of change
• Certified mail
Example

Bob and Suzanne hold a Class A license for a facility where they breed Collies. On June 22, Bob and Suzanne get divorced. Bob is going to continue to operate the kennel.

What, if anything, must Bob do?
Example (cont’d)

Bob must notify the Animal Care Regional Office by certified mail no later than July 2, that Suzanne will no longer be an owner of the facility.
Inspections
Compliance Inspections

Unannounced

– Any business day during regular business hours
– As often as necessary to enforce AWA, but typically once a year

Risk Based Inspection System (RBIS)

– Used to determine how often to inspect
– Based on facility’s compliance record, Inspector’s professional judgment and discretion and other factors
Attempted Inspections

• Licensee or designee not available
• Inspector will attempt to locate licensee for inspection
• Reported as an Attempted Inspection
• Repeated Attempted Inspections could result in enforcement
Complaint Inspections

• Inspection may be conducted in response to complaint received by Animal Care
Inspection Procedures
Inspection Procedures

• Licensee (or designee) goes with Inspector
• Provide Inspector access to all areas of facility, including all animals
• Inspector explains deficiencies
• May take photos or video, copy records
• Provide Inspector place to work
• May complete report off-site
Areas Inspected

Facilities

– Housing
– Primary enclosures
– Ventilation
– Lighting
– Interior Surfaces
– Outdoor shelter
Areas Inspected (cont’d)

Animals

– Adequate veterinary care
– Compatibility
– Exercise
Areas Inspected (cont’d)

Husbandry
– Sanitation
– Pest Control
– Feeding & Watering
– Handling
– Transportation
– Recordkeeping
Exit Briefing

Inspector meets with licensee:

- Review report findings
  - Discuss noncompliant items
  - Answer questions
- Provide copy of report
  - May send report by certified mail or email
- Obtain signature
- Correction Date
Licensee’s Opportunities

Exit Briefing is opportunity to:

– Discuss noncompliant items
– Ask about ways to correct deficiencies
– Discuss disagreements about report findings
– Learn about AWA requirements
– Ask questions
# Signing the Report

**Signature means:**
- Seen the report
- Received a copy

**Signature does NOT mean:**
- Agree with findings
- Can’t dispute findings

If report not available at exit interview, signature through certified mail or email acknowledgment.
Disagreements

If you disagree with the Inspector’s findings, you may:

– Discuss your concerns with the Inspector
– Submit written appeal to the Regional Office within 21 days.
Public Access Inspection Records

• Freedom of Information Act: public access to reports

• Facility inspection reports on the APHIS Animal Care website
  
  http://acissearch.aphis.usda.gov/LPASearch/faces/Warning.jspx;jsessionid=7f00000130d83fba0275cb844c56b8218e320c10fe90.e38Obx8Sb3yQby0LbN8SaxmQaNaQe0

• Monthly press releases of enforcement actions on APHIS Animal Care website
Inspection Reports
Suspension or Revocation of License
License Suspension or Revocation

- Administrator can order: if reason to believe violation of regulations or provision of the Animal Welfare Act.
- Temporary Suspension
  - 21 days
  - Oral or written notice
  - No business conducted during this time
  - Further action under Uniform Rules of Practice, Department of Agriculture
- No renewals during suspension
- Must apply to Regional Director for reinstatement
- Fines may be imposed
Conclusion

You should now know:
1. Process for annual renewal of license
2. Notice on change of ownership or location
3. Compliance inspection process
4. How inspection results are reported
5. How to dispute inspection findings
6. What records are publicly available
7. What happens during a suspension or revocation
Questions?
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