

**UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
VETERINARY SERVICES**

**APPROVED ESTABLISHMENT REQUEST AND
AGREEMENT TO HANDLE RESTRICTED
ANIMAL BYPRODUCTS
(HUNTING TROPHIES AND MUSEUM SPECIMENS)**

(Form to be completed annually)

1. Agreement Date:	2. Agreement Type: <input type="checkbox"/> Initial <input type="checkbox"/> Renewal <input type="checkbox"/> Update	3. Approval Number:
--------------------	---	---------------------

4. Approved Establishment Name:

5. Approved Establishment Physical Address:	6. Approved Establishment Mailing Address: <input type="checkbox"/> Same as Physical Address
---	---

7. Approved Establishment Phone Number:	8. Approved Establishment Email Address:
---	--

9. Name and Title of Authorized Approved Establishment Official:

10. Name and Title of Person Responsible for Treating Restricted Trophies:

11. Specific Restricted Trophies to be Handled *(check all applicable processing methods to be used)*

Trophy – Ruminant

- Ruminant – Bones, Skulls, Horns, Ivory, Antlers, etc.
 - 1. Rolling boil for 20 minutes
 - 2. Clean and subject to 5% hydrogen peroxide H2O2
 - 3. Other: _____
- Ruminant – antlers in velvet
 - 1. Dry heat at 360°F (180°C) for 6 hours
 - 2. Soak in 10% formalin for 4 hours
 - 3. Rolling boil for 20 minutes
 - 4. Other: _____
- Ruminant – hides
 - 1. Send to commercial tannery that is an approved establishment. List name and approval number:

 - 2. Soak in a pickling solution of acid (oxalic, sulfuric, citric) at pH <2 for at least 1 hour
 - 3. Soaking with agitation in a lime solution (or sodium carbonate) at pH > 12 for 48 hours
 - 4. Normal tanning procedure (in-house) with pH <2 for 1-3 hours or a liming step pH >12
 - 5. 1.7 Molar salt soak for 24 hours at pH 8-10
 - 6. Other: _____

-
- Ruminant – wool/hair
- 1. Industrial scouring which consists of the immersion of wool in a water-soluble detergent held at 60-70°C
 - 2. Other: _____

Trophy – Swine

- Swine – bones, tusks, etc.
- 1. Rolling boil for 20 minutes
 - 2. Clean and subject to 5% hydrogen peroxide H₂O₂
 - 3. Other: _____
- Swine – hides
- 1. Send to commercial tannery that is an approved establishment. List name and approval number: _____
 - 2. Soak in a pickling solution of acid (*oxalic, sulfuric, citric*) at pH <2 for at least 1 hour
 - 3. Soaking with agitation in a lime solution (*or sodium carbonate*) at pH > 12 for 48 hours
 - 4. Normal tanning procedure (*in-house*) with pH <2 for 1-3 hours or a liming step pH >12
 - 5. 1.7 Molar salt soak for 24 hours at pH 8-10
 - 6. Other: _____

Trophy – Avian

- Avian – other than ostrich
- 1. Send to commercial tannery that is an approved establishment. List name and approval number: _____
 - 2. Normal tanning (*in-house*)
 - 3. Degrease cape or skin with organic solvent (*e.g. acetone*) prior to mounting:
 - 4. Other: _____
- Avian – ostrich
- 1. Send to commercial tannery that is an approved establishment. List name and approval number: _____
 - 2. Normal tanning (*in-house*)
 - 3. Degrease cape or skin with organic solvent (*e.g. acetone*) prior to mounting
 - 4. Other: _____

Trimmings – Any Species

- Disinfection of trimmings that have not been treated by another approved method
- 1. Rolling boil for 10 minutes
 - 2. Incineration
 - 3. Soak in bleach solution (*1/4 cup household bleach into 1 – 2 gallons of water*) for a minimum of 2 hours
 - 4. Soak in phenol compounds (*One-Stroke Environ, Tektrol*) 0.1% for a minimum of 2 hours
 - 5. Soak in oxidizing agents (*Virkon-S*) 2% for a minimum of 2 hours
 - 6. Other: _____

Trophy – Museum

- Museum pieces
- 1. Dermestid beetles
 - 2. Soak in 10% formalin for 4 hours
 - 3. Normal mounting or tanning
 - 4. Soak in 95% ethanol
 - 5. Dry heat at 212°F (100°C) for 20 minutes
 - 6. Dry heat at 132°F (56°C) for 2 hours
 - 7. Other: _____

Trophy – Other

Other (describe trophy and treatment): _____

12. Storage before treatment

Separate area within same building

Outbuilding

Off site (list address): _____

Other (please explain): _____

13. List products used to clean and disinfect contaminated areas per written protocol (check all that apply)

Soap and hot water

Sodium Hydroxide

Bleach

4% Sodium Carbonate

One-Stroke Environ

Other: _____

Virkon-S

14. Briefly describe disposal methods for water and waste (e.g. inner packing, scraps, etc.). If burning materials, include backup plan for when burn bans are in effect.

15. I understand the following conditions:

- a) The authorized establishment official listed in box 9 is responsible for handling the restricted imports in accordance with USDA regulations and requirements. They may designate an alternate responsible person by listing this person in box 10.
- b) Any restricted trophy shipped to and received at the approved establishment will be unloaded, handled, and treated in accordance with provisions of 9 CFR 94, 95, or 96 and as directed by a USDA inspector. The establishment will only treat materials for which it has USDA approval as listed in box 11. If the establishment receives a shipment for which they do not have approval from USDA, they will notify USDA immediately for further guidance.
- c) Approved establishments will either disinfect or process restricted imports within 30 days after receipt. **The approved establishment must notify the appropriate USDA office (contact information will be provided during the inspection) if unable to process the restricted material within 30 days of receipt.** The approved establishment must notify USDA upon completion of processing of restricted imports, by submission of a completed VS Form 16-78, within 5 business days of treatment.
- d) The approved establishment must notify the appropriate USDA office if they have received a completed VS Form 16-78 from Customs and Border Protection (CBP) but the shipment has not arrived **within 30 days**. The approved establishment must also notify the appropriate USDA office **immediately** upon receipt of a restricted shipment unaccompanied by a VS Form 16-78.
- e) Officials of the approved establishment will maintain the identity of the restricted imports and keep records to show the disposition of each shipment is in accordance with USDA requirements. These records include, but are not limited to, copies of VS Form 16-78, arrival documents (packing slip, shipping documents, etc.), treatment records, and records showing traceability to final dispensation of the consignment. The establishment must keep these records for a minimum of 3 years after disposition of the shipment. The establishment must give access to representatives of USDA to the approved establishments' records in connection with the restricted import in order to determine disposition of the restricted imports is in accordance with this agreement.
- f) If restricted imports are moved to a secondary establishment for processing, the approved establishment will retain responsibility for ensuring: the secondary establishment is approved to receive and treat the particular item, the secondary establishment is accepting of the shipment, USDA approves the transfer prior to it occurring, the trophies are moved in closed transport vehicles, the transfer is documented, and appropriate paperwork accompanies the shipment and is sent to USDA.
- g) Any personnel handling restricted imports must receive annual training on biosecurity and processing of restricted materials. The approved establishment must document the training.

- h) Establishment must have effective written procedures for treatment processes and biosecurity.
- i) Establishment must have a written protocol for cleaning and disinfecting processing areas and any areas contaminated by restricted product, e.g. vehicles or storage areas, when required.
- j) If containers are leaking or broken on arrival at the approved establishment, the establishment will disinfect the transport vehicle using authorized disinfectants and repack or repair the container to prevent leakage prior to further movement or storage.
- k) The approved establishment will maintain in sanitary condition any premises on or in which any restricted import is stored, handled, or processed. The establishment will take practical precautions to exclude insects, rodents, or other animals from the premises. Clothing and shoes worn by persons who handle restricted imports, or who work in areas where these imports are handled, should be disposable or changed after working with restricted imports.
- l) Secure storage facilities must be available at the approved establishment, or restricted imports must be held under lock or seal at the establishment in the conveyance used to transport them.
- m) The approved establishment will retain responsibility for ensuring they receive a USDA inspection at least once every 365 days and maintain all required approvals. USDA must receive notification prior to any changes in the physical location of the establishment or if the establishment official authorized to sign this agreement is changed; such changes will require a new, signed agreement.

16. Acknowledgement of Approved Establishment

I, the undersigned, hereby declare that I am an authorized representative of the company listed in boxes 4 and 5. The above is true and accurate to the best of my knowledge. I understand USDA must receive notification prior to any changes to the information supplied in this document (e.g. *use of alternative treatment methods or approval to receive additional types of trophies*). Such changes to my approval may require an additional inspection and, thus, incur additional user fee charges. I have read and understand the conditions listed in box 15. With my signature, I agree to comply with all conditions on this agreement. I understand that failure to comply with all conditions, or failure to maintain adequate documentation, may result in the revocation of the establishment's approval. I understand that I am responsible for payment of all associated user fees per [9 CFR 130.11](#). I understand that USDA may subject the establishment to unannounced inspections and additional user fees may apply for those inspections.

17. Authorized Establishment Official	
Printed Name: _____	Title: _____
Signature: _____	Date: _____
18. VS Inspector:	
Printed Name: _____	Title: _____
Signature: _____	Date: _____
19. Service Center Director or Designee:	
Printed Name: _____	Title: _____
Signature: _____	Date: _____
20. Approving VS Strategy and Policy Import Products Staff Veterinarian:	
Printed Name: _____	Title: _____
Signature: _____	Date: _____