

UNITED STATES DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
ANIMAL CARE  
**Dog Breeder/Dealer Pre-License Checklist**  
**INTERNAL USE**

This checklist is a tool for Inspectors to use to ensure important and relevant topics are discussed with all applicants during every first pre-license inspection. Ensuring full compliance of the applicant's facility and paperwork is critical prior to licensure. The Inspector should be on time for the scheduled inspection, be courteous, carry identification and business cards, and have all necessary equipment and supplies including gloves, shoe covers, camera and batteries, and temperature measuring equipment to conduct the inspection. Directs can be pointed out to the applicant and recorded as non-compliant items in the report, but not specifically cited as directs. SACS should be notified when direct NCIs are identified during a pre-license inspection. Photographs should not be taken nor uploaded into ACIS for prelicense inspections. Team inspections are required for third pre-licenses; one team member should be a VMO or a Compliance Specialist, if possible. This list is not intended to be all-inclusive.

**§2.40 Attending Veterinarian and Adequate Vet Care**

- Formal arrangement with Attending Veterinarian (AV)
- AV has conducted an on-site visit
- AV and Applicant signed Program of Veterinary Care (PVC)
- AV has been given appropriate authority to provide care
- Program in place to observe animals daily
- Documentation provided for dogs with pre-existing health issues
- Veterinary records are current and dogs receiving veterinary care are properly documented
- Medication is properly labeled, not expired, and the route, duration, and dosage is listed. Routine medication is also labeled correctly with the same information.
- Preventative medication protocols as listed on the PVC were discussed and compared with what was onsite
- All dogs have been observed for matted hair, long toenails, frequent scratching, obvious eye and ear issues, evident respiratory issues, lameness, adequate body condition, and dog exhibiting common behaviors associated with dental issues have been properly addressed

**§2.50 Time and Method of Identification**

- All dogs identified as required by tag, tattoo, or microchip
- Tag requirement explained
- Cage card requirement explained for newborn and weaned puppies

**§2.75 Records**

- APHIS Form 7005 – Dogs on Hand – has been explained and all required information documented including ID numbers, gender, date of birth, weight, breed, physical description, date acquired, name and required information on party dog was acquired from, date removed or sold, date of death or euthanasia
- APHIS Form 7006 – Record of Disposition – has been explained and all required information documented including date of transaction; sale, exchange, transfer,

or donation; seller's name, address, USDA license number if applicable; identification number; gender; date of birth; weight; breed; physical description; delivery by information; received by information, signature, title, and date.

**§2.126 Access and Inspection of Records and Property**

- Explained and received business hours
- Explained that by conducting regulated activity and obtaining a license, the applicant will allow APHIS Inspectors to enter the place of business during business hours; examine records; make copies of records; inspect and photograph the facilities, property, and animals; document areas of noncompliance; use a room, table, or facility to examine records or animals
- Ensure a responsible adult is present and available to accompany Inspector during entire inspection.

**§2.130 Minimum Age Requirement**

- No dogs transported in commerce under 8 weeks and weaned

**§3.1 Housing Facilities, General**

- Housing facilities are structurally sound, in good repair, protect animals from injury, contain the animal securely, and restrict other animals from entering and include all pens, yards, sides, dividers, tops, doors and gates, and structural supports
- Animal housing areas are free of clutter, junk, debris, weeds, trash, waste, and currently unused materials and are kept neat and tidy
- Surfaces in the housing facility are able to be cleaned and sanitized at a frequency and intensity to maintain a safe and hygienic environment and surfaces are removed and replaced when worn, soiled, or damaged; free of excessive rust; free of sharp or jagged edges
- Routine maintenance plan in effect
- Spot cleaning and sanitizing as often as necessary to allow animals freedom to avoid waste
- Running, potable water and electric power are available

- Food and bedding stored so as to avoid contamination, are off the floor and away from the walls, and kept in leak-proof containers with tightly fitting lids
- Toxic substances are stored away from food and bedding
- Waste disposal occurs at a frequently and trash containers have tightly fitting lids
- Drainage systems are in good repair and are functional to rapidly eliminate excess standing fluids

### **§3.2 Indoor Housing Facilities**

- Facility able to be heated, cooled, temperature regulated between 45 and 85 degrees, and ventilated
- Lighting sufficient to allow for complete animal observation, inspection, and cleaning of facility and to allow for the health of the dogs
- Interior surfaces are impervious to moisture including floors, walls, dividers, doors, gates, and ceilings or tops

### **§3.3 Sheltered Housing Facilities**

- Facility able to be heated, cooled, temperature regulated between 45 and 85 degrees, and ventilated
- Lighting sufficient to allow for complete animal observation, inspection, and cleaning of facility and to allow for the health of the dogs
- Shelter from direct sunlight, wind, rain, and snow
- Interior surfaces are impervious to moisture including floors, walls, dividers, doors, gates, and ceilings or tops
- Outdoor floor areas not exposed to sunlight are a hard material and outdoor floor areas exposed to the sun are compacted earth, absorbent bedding, sand, gravel, or grass

### **§3.4 Outdoor Housing Facilities**

- Old, young, sick, infirm, non-acclimated, and breeds with low heat or cold tolerance are not kept outdoors without AV acclimation or approval statement
- Necessary shelter is available for all dogs that provides adequate protection from heat and cold; protection from direct sunlight and provide adequate shade; and are equipped with wind, rain, and snow breaks. Applicant understands that clean and dry bedding must be provided when the temperature falls below 50 degrees and additional bedding required when temperature drops below 35 degrees.
- All building surfaces are impervious to moisture
- Metal barrels, cars, refrigerators, and the like are not being used as shelter

### **§3.6 Primary Enclosures**

- Structurally sound in good repair, protect animals from injury, have no rust or sharp edges, contain the animal securely, and restrict other animals from entering
- Mesh, wire, or slatted floors do not allow feet to pass through and has at least 9 gauge wires or is coated and floors are adequately supported to prevent sagging

- Provide protection from the elements
- Adequate floor space for all dogs including nursing bitches
- Dogs have a minimum of 6 inches of head room
- No regulated dog is tethered

### **§3.7 Compatibility**

- Dogs are housed in compatible groups
- Vicious or overly aggressive dogs are housed separately
- There are no enclosures housing more than 12 adult dogs
- Puppies under 4 months are only housed with dam or foster dam

### **§3.8 Exercise**

- Written, AV approved exercise plan

### **§3.9 & §3.10 Feeding and Watering**

- Potable water and palatable, nutritious food is conveniently accessible and of sufficient quantity to provide for hydration and to maintain normal weight
- Food and water receptacles are clean, smooth, and free of any damage and placed in a manner to prevent contamination

### **§3.11 Cleaning, Sanitization, Housekeeping, and Pest Control**

- All enclosures are clean
- Cleaning protocols are appropriate
- Explained the requirement to sanitize used enclosures and food and water receptacles a minimum of every 2 weeks
- Area under, above, beside, and adjacent to enclosures are clean as often as necessary
- The premise is clean, in good repair, tidy, well-manicured, and free of clutter, trash, and junk
- Effective pest control measures are appropriate

### **§3.12 Employees**

- There are a sufficient number of trained employees to care for and properly maintain the number of dogs and enclosures

### **§3.14 & §3.15 Transportation**

- Dogs are transported in an enclosure
- Enclosures can safely, securely, and comfortably transport dogs
- Enclosures have sufficient ventilation, appropriate handles or handholds, a raised floor or bedding to absorb waste, "Live Animal" labeling, and appropriate food and water container
- Feeding certification and health certificate requirement explained
- Transport vehicles are appropriate for transport with appropriate heat and air conditioning available to keep

all animals in the vehicle maintained at required temperatures

- Enclosures are able to be securely placed without tipping