

UNITED STATES DEPARTMENT OF AGRICULTURE  
ANIMAL AND PLANT HEALTH INSPECTION SERVICE  
ANIMAL CARE

**Prelicense Phone Discussion with Dog (or Cat) Breeder/Dealer Applicant**  
**INTERNAL USE**

➤ **Background and General Facility Questions**

- Have you been licensed with USDA-APHIS-Animal Care before?
- If so, how long ago were you licensed and for what timeframe?
  - Can you tell me what happened to cause this failure to renew your license?
  - Tell me about your past inspection reports – was anything cited, how were the problems fixed
  - Were there any minor issues or concerns that your inspector discussed with you previously but did not put on the report?
  - What measures have you taken to fix those issues/concerns?
  - Do you understand that there are no “teachable moments” or “minor issues” for these prelicense inspections?
- What breeds of dogs (or cats) do you have and how many are currently under your control or at your facility? How many of these animals are intact females and capable of being bred?
- Are these all of the animals and locations you are using or intending to use for regulated purposes?
- Have you ever pled ‘no contest’ or have you ever been found to have violated any Federal, State, or local laws or regulations pertaining to animals? When?
- Tell me about your facility and how and where your animals are housed.

➤ **Animals Raised/Kept Inside the Home or Animals Cohabiting with Humans (Reference Animal Welfare Inspection Guide 4-22 “Dogs and Cats in Residence Inspection”)**

- Do you keep or raise animals in your home?
- Are these animals limited to a specific area of the home or do they have unlimited access?
- Do you have a special room or area in your home that is set aside specifically for the animals – whelping room, nighttime sleeping room, etc.?
  - If you do – do you understand that this animal area will need to meet the requirements of indoor housing including surfaces, ventilation, etc.? (need to refer to Indoor housing facility questions at this point)
- Tell me about any enclosures you may use for the animals – (e.g. “vari kennels”, playpens, stack caging).
- Are they large enough to meet the floor space requirements of a primary enclosure?
- Do you understand that the areas of the home that are available to the animals must be kept clean and safe

to ensure their well-being? (Safety hazards – electrical cords, toxic plants, choking hazards, etc.)

- Do you understand that all areas housing animals and items associated with their care will need to be inspected?

➤ **Indoor Facilities (not applicable to animals cohabiting with humans):**

- How is the facility heated and cooled and how is the temperature regulated?
- What is the high temperature in the summer and the low temperature in the winter inside the facility?
- Tell me how you monitor the temperature and humidity levels?
- How is the facility ventilated? Doors, vents, windows, or some other auxiliary ventilation system?
- How is the facility lighted? Are there windows or skylights? What is the lighting schedule?
- Are interior surfaces including walls, floors, and ceilings impervious to moisture? What is used to make surfaces impervious to moisture?
- How often are surfaces replaced or repaired? (this applies to indoor kennels or indoor animal rooms – not interior of houses where humans and animals cohabitate)
- Which kinds of enclosures are present and what sizes do you use?

➤ **Outdoor Facilities (if applicable):**

- Have you discussed the following issues with your attending veterinarian:
  - Housing dogs (and cats) outside that are not acclimated to the temperatures common in your area; breeds of dogs (and cats) that cannot tolerate common seasonal temperature variations in your area; sick, infirm, old, and young dogs (and cats)?
  - Have you received written approval from your attending veterinarian to do so?
- Do your enclosures provide shelter from the heat and cold?
- Is there protection from direct sunlight, rain, wind, and snow?
- Are there wind and rain breaks at the entrance of shelter structures?
- When do you provide clean and dry bedding for the shelter structures?
- What is the bedding and how often is it replaced or refreshed?
- Are surfaces in contact with the dogs (and cats) impervious to moisture?
- What is used to make surfaces impervious to moisture?

- How often are surfaces replaced or repaired?
- Do you use metal barrels, cars, refrigerators or the like as shelter?
- What is the flooring of your enclosures?
- How often are those surfaces replaced or repaired?
- **Sheltered Facilities (if applicable):**
- How is the facility heated and cooled and how is the temperature regulated?
- What is the high temperature in the summer and the low temperature in the winter inside the facility?
- Tell me how you monitor the temperature and humidity levels?
- How is the facility ventilated? Doors, vents, windows, or some other auxiliary ventilation system?
- How is the inside of the facility lighted? Are there windows or skylights? What is the lighting schedule?
- Do your enclosures provide shelter from the heat and cold? Is there protection from direct sunlight, rain, wind, and snow?
- Are surfaces in contact with the dogs (and cats) impervious to moisture? What is used to make surfaces impervious to moisture? How often are surfaces replaced or repaired?
- Which kinds of enclosures are present and what sizes do you use?

➤ **Veterinary and Health Issues**

- Who is your AV?
- Has your attending veterinarian visited recently? When?
- What is your formal arrangement?
- How have you given your AV appropriate authority to ensure that adequate care is provided to your animals?
- Do you have a current, written program of veterinary care (PVC) signed by your AV?
- Does the written PVC reflect what you actually do at your facility?
- Does the PVC cover routine medications, vaccinations, routine treatments including routine dental care, and when needed, euthanasia?
- Do you have any expired or unlabeled medications?
- How often do you observe each animal and what do you do when problems are discovered?
- How are problems recorded and communicated to your AV?
- How do you maintain medical records?
- What is your plan for nail and hair coat maintenance; eye, ear, and dental care; and flea and tick prevention?
- Explain your exercise program for the dogs.
  - How is it scheduled and how is it documented?
  - Do you have a play yard or exercise area that is securely fenced?
  - Is it free of debris, weeds, and dangerous objects?
  - Do you have this exercise plan written down?

- Has your AV signed off on this plan?

➤ **Identification and Records**

- How are dogs/puppies (and cats/kittens) identified?
- Do you have a microchip scanner if you plan on using microchips? (Still need to ask this question but need to make clear this is not required for the PL)
- Are you familiar with APHIS Form 7005(Record of Acquisition of Dogs and Cats on Hand)?
- Have you recorded the dogs' (and cats') ID number, gender, breed, physical description, date of birth, and acquisition date on this form?
- Do you have all the acquisition information possible (name, address, USDA license number, driver's license number, etc.)?
  - If not – can you get at least directions to the seller's facility?
  - A phone number?
  - Some form of official identification?
- Are you familiar with APHIS Form 7006(Record of Disposition of Dogs and Cats)? Examples will be provided to you at the prelicense inspection. (Still need to ask this question but need to make clear this is not required for the PL)

➤ **Additional Topics**

- Use these as guidance:
  - How do you manage pest control?
  - How is waste fluid drained?
  - How is food stored in the kennel?
  - How are extra bags of food and extra bedding material stored?
  - How is housekeeping maintained?
  - What is your routine maintenance plan?
- Who will be caring for the animals, apart from you?
  - Have they had training in the care and husbandry of the animals and are they familiar with:
    - your Program of Veterinary Care
    - your exercise plans
    - your maintenance plans
    - any other procedures you have in place to ensure compliance
- Are there days and/or times during the week when you are unavailable for routine inspections?
- Is there someone else who you can authorize to be available for routine inspections?
- Are you licensed with the State?
  - If so, for how long?
  - When was your last inspection?
  - Were any issues identified?
  - If so, have they been corrected?
- Do you understand the difference between regulated and unregulated activity?
- Do you understand that you cannot conduct regulated activity until you have a USDA license?
- Do you have your copy of the Animal Welfare Act ("the blue book" or the CD)?
- Have you read through the regulations and standards that apply to your facility and to your situation?

- Do you understand that you are legally responsible for complying with all of them?
- Are you aware that once the first prelicense inspection is conducted, you have 90 days to complete the inspection process with a maximum of three inspections?
  - It can take a week or two to schedule second and third inspection so please allow for that time to schedule inspections.
- When the first prelicense inspection is conducted (please allow at least 2-4 hours), some educational components and tools will be presented. Once that is completed, a physical inspection of the facility will be conducted.
- Do you understand that 100% compliance is required to pass and receive a license?
- Do you feel that you are ready for an inspection?
- Do you have any questions?

➤ **Additional Topics for Cat Facilities**

- Describe your housing for the adult cats – are you using individual enclosures or colony housing?
- What type of queening enclosures and boxes are you using?
- What size enclosures are you using for adults and for queens and kittens?
- What is the height of the enclosures?
- What type of litter and litter pans are you using?
- Describe the resting surfaces in the enclosures – how many are in each enclosure and what height are they