



APPLICATION TO OPERATE AS A CDC-REGISTERED ANIMAL CARE FACILITY

Form Approved
OMB CO. NO. 0920-1383
Expiration 05/31/2027

FACILITY INFORMATION

Facility Name: _____ Phone: _____

Address: _____

Person Responsible for Requested Record Keeping and Reporting: _____

Email Address of Person Listed Above: _____

1. Animal Holding Facilities:

a. Provide the facility blueprint/floor plan indicating rooms or areas where arriving dogs are housed, quarantined, or isolated and the relationship of these rooms or areas to offices, laboratories, and areas where other animals are housed in the same building.

b. Number of cages/kennels/runs in the facility capable of housing dogs?

Large dogs >30 pounds: _____ Small dogs 30 pounds or less: _____

c. Number of cages/kennels/runs in the quarantine area?

Large dogs >30 pounds: _____ Small dogs 30 pounds or less: _____

2. Are newly arriving dogs held in rooms or areas with dedicated air-handling systems? Yes No

a. Air handling procedures in rooms or areas where quarantine dogs are held:

(1). Air pressure in holding rooms is Higher than Same as Lower than
Adjacent corridors and other immediately adjoining areas

(2). Is exhaust air filtered? Yes No

If Yes, specify the type of filtration: _____

b. Does the ACF have an isolation area (separate from the rabies quarantine area) for dogs displaying signs of respiratory illness? Yes No

If Yes, how many animals can be housed in the respiratory illness isolation area?

Large dogs >30 pounds: _____ Small dogs 30 pounds or less: _____

If No, describe procedures and location for isolating dogs with respiratory signs.

3. Have you developed and attached standard operating procedures for:

- | | | |
|--|-----|----|
| a. Ensuring all required documents obtained before reservation made (vaccine records, titers, AWB, photos) | Yes | No |
| b. Animal transport to/from the facility | Yes | No |
| c. Intake procedure for arriving animals | Yes | No |
| d. Communication with CDC | Yes | No |
| e. Animal husbandry | Yes | No |

Public reporting burden of this collection of information is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a currently valid OMB Control Number. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to CDC/ATSDR Reports Clearance Officer, 1600 Clifton Road NE, MS D-74, Atlanta, Georgia 30333; ATTN: PRA 0920-1383.

- f. Worker protection/use of personal protective equipment Yes No
- g. Considerations for rabies virus exposures Yes No
- h. Necropsy Yes No
- i. Laundry Yes No
- j. Cleaning and sanitizing Yes No

4. Are all necropsies (required for animals that died en route to the U.S. or the during the CDC-mandated quarantine period) performed at the ACF?

Yes No

If No, please list location where necropsy occurs: _____

5. Is entry to the area where quarantined animals are held restricted to only those personnel who are essential to its operation?

Yes No

6. Is a U.S. Department of Agriculture (USDA)-accredited veterinarian present onsite to provide routine care during business hours?

Yes No

Name:

Veterinary License Number: _____ State of Licensure: _____ Exp. Date: _____

USDA National Accreditation Number: _____ Exp. Date: _____

Address:

Email: _____ Phone: _____

7. Is a USDA-accredited veterinarian present onsite or available on short notice to provide emergency care both during and outside of business hours?

Yes No

Name:

Veterinary License Number: _____ State of Licensure: _____ Exp. Date: _____

USDA National Accreditation Number: _____ Exp. Date: _____

Address:

Email: _____ Phone: _____

If No, please provide contact information for emergency veterinary services located within 15 miles of ACF:

Clinic name:

Address:

Email: _____ Phone: _____

8. Personnel Health Program

a. Have all employees working with animals in the quarantine area received the 2-dose rabies pre-exposure (PrEP) vaccination series (in accordance with Risk Category 3 in [ACIP standards](#)):

Yes No

b. Have all rabies-vaccinated employees who received the primary vaccination rabies series ≥ 1 year ago had their rabies titers measured 1-3 years after the primary series or have they received a 3rd dose of rabies PrEP (in accordance with Risk Category 3 in [ACIP standards](#)):

Yes No

c. Is an occupational health clinic or physician accessible to employees?

Yes No

Name:

Phone:

Address:

9. Please attach copies of all Federal, State, and local registrations, licenses, and/or permits including a USDA Class H intermediate handlers license (and any additional licenses or registrations as deemed appropriate by USDA) and a U.S. Customs and Border Protection (CBP) Facilities Information and Resource Management System (FIRMS) code with the registration.

10. Assurance Statement

As a condition of registration, I (we) assure the Director, Centers for Disease Control and Prevention that I (we) will abide by CDC's rules and regulations for CDC-registered animal care facilities as outlined in CDC's technical instructions and 42 CFR 71.51. I (we) verify that the facility is in compliance with and agrees to continue to comply with all CDC regulations in 42 CFR 71.51. I (we) understand that failure to comply with all written instructions and regulations set forth by CDC, USDA and CBP, and state and local jurisdictions may result in the revocation of the animal care facility's status as a CDC-registered facility.

11. Typed name and Signature of Person Completing this Form:

Typed Name

Signature

Date

Part 2 – Standard Operating Procedures

In sections 1-6, please include the elements of the facility’s standard operating procedures (SOPs) that address each regulatory requirement for importing dogs from DMRVV high-risk countries. Please attach copies of these SOPs. [For additional answering space, see page 14.](#)

Animal Care Facility Contact Information

Date of Application: _____ Owner or Manager’s Name: _____

Facility name: _____

Address: _____

State: _____

County: _____

Zip Code: _____

Email: _____

Phone: _____

SECTION 1: WORKER PROTECTION PLAN AND PERSONAL PROTECTIVE EQUIPMENT

Regulation 42 CFR §71.51 (n): A written worker protection plan comparable to those in the Occupational Safety and Health Administration (OSHA) Recommended Practices for Safety and Health Programs¹ and the National Association of State Public Health Veterinarians (NASPHV) Compendium of Veterinary Standard Precautions for Zoonotic Disease Prevention in Veterinary Personnel² is required for all CDC-registered ACF for anyone whose duties may result in exposure to dogs, including procedures for appropriate response measures in the event of an emergency. An ACF must adhere to the plan and SOPs and must ensure that each worker covered under the plan also adheres to it and all pertinent SOPs. Describe the elements of the facility’s SOPs that will ensure the following:

Regulation 42 CFR §71.51 (n)	Standard Operating Procedure Meeting Regulation
1. An ACF must contact CDC within 48 hours by telephone, text, or email, as specified in the ACF’s SOP, to report suspected or confirmed communicable disease in facility worker that may be associated with handling animals. Please describe procedures to contact CDC.	
2. Describe the elements of the facility’s worker protection plan that address the following: A. Procedures to protect and train workers in how to avoid and respond to zoonotic disease exposures associated with dogs or cats;	
B. The need for personal protective equipment (PPE) when handling or in close proximity to animals and training in the proper use of PPE, including re-training and reinforcement of appropriate use both periodically and after any potential exposure incident;	
C. Infection-prevention program procedure for disinfection of kennels/cages/crates or other animal housing or handling areas, garments, supplies, equipment, and waste.	
D. Infection-prevention program that requires care takers to cleanse all bites, scratches, and/or mucosal surfaces or abraded skin exposed to blood or body fluids immediately and thoroughly.	

¹ [Safety Management - Download the Recommended Practices | Occupational Safety and Health Administration \(osha.gov\)](https://www.osha-slc.gov/Download%20the%20Recommended%20Practices%20-%20Occupational%20Safety%20and%20Health%20Administration%20(osha.gov))

² [VeterinaryStandardPrecautions.pdf \(nasphv.org\)](https://www.nasphv.org/VeterinaryStandardPrecautions.pdf)

<p>E. Infection-prevention procedures that require workers to immediately flush their eyes with water for at least 15 minutes following an exposure of blood or body fluids to the eye.</p> <p>i. Required supplies or equipment must be readily available.</p>	
<p>F. Procedures ensuring that exposed workers have direct and rapid access to a medical consultant.</p>	
<p>G. Procedures to document worker training, including for those working in the quarantine facility.</p>	
<p>H. Established schedule for worker training, not less than annually.</p>	
<p>I. Information available for workers on the known communicable disease and injury hazards associated with handling animals</p>	
<p>J. Procedures to ensure workers do not drink, eat, or smoke while physically handling animals or cages, crates, or other materials from such animals (including procedures to ensure hand hygiene immediately after handling these items)</p> <p>i. Hygiene supplies must be readily available.</p>	
<p>3. Describe procedures for ensuring that each item listed below regarding rabies is addressed:</p> <p>A. Workers in a facility housing dogs must receive rabies pre-exposure prophylaxis if working in the dog quarantine area, handling animals with signs of illness, or perform necropsies of imported animals</p> <p>i. Procedures to document required primary rabies pre-exposure prophylaxis, and either a third booster or a rabies serology titer 1-3 years after completion of primary series.</p>	
<p>B. Personnel must have direct and rapid access to a medical consultant who is capable of performing evaluations and maintaining records for zoonotic disease tests</p>	

Regulation 42 CFR §71.51 (n)	Standard Operating Procedure Meeting Regulation
<p>C. If a dog or cat is found to have laboratory-confirmed rabies:</p> <p>i. Any worker who had contact with the animal while at the ACF must promptly undergo a rabies risk assessment and may be recommended for rabies post-exposure prophylaxis; and</p>	
<p>ii. CDC must be notified by telephone, text, or email as specified in the ACF's SOPs, of the results of the medical evaluation for any potentially exposed workers within 48 hours of receiving laboratory confirmation of rabies in an imported animal</p>	

SECTION 2: CRATING, CAGING, AND TRANSPORT

Regulation 42 CFR §71.51 (o)- Equipment standards for crating, caging, and transporting live dogs must be in accordance with [USDA Animal Welfare](#) regulation standards and [International Air Transport Association](#) standards. Additionally, ACFs must establish, implement, maintain, and adhere to SOPs that ensure the items listed below are met. Describe the elements of the SOPs that will ensure the following:

Regulation 42 CFR §71.51 (o)	Standard Operating Procedure Meeting Regulation
<p>1. Dogs and cats must not be removed from crates during transport.</p>	
<p>2. Dogs and cats must only be removed from crates in an approved animal care facility. Describe procedures for removing animals from crates.</p>	
<p>3. Used PPE, bedding, and other potentially contaminated material must be removed from the ground transport vehicle upon arrival at the quarantine facility and disinfected or safely disposed of in a manner that prevents the spread of communicable disease. Describe how this will be accomplished.</p>	
<p>4. Describe how transportation vehicles will be disinfected.</p>	

SECTION 3: HEALTH REPORTING FOR DOGS AND CATS

Regulation 42 CFR §71.51 (p): An ACF must notify CDC of the events listed in this section (Section 3) by telephone, text, or email. Please provide elements of the SOPs that ensure the following:

Regulation 42 CFR §71.51 (p)	Standard Operating Procedure Meeting Regulation
<p>1. Procedures to ensure the following services are provided upon occurrence of any illness, injury, or death in an imported animal in facility:</p> <ul style="list-style-type: none"> A. Immediate isolation of animal and implementation of infection prevention and control measures if a communicable disease is suspected B. Notification to CDC within 24 hours of arrival of an ill animal or occurrence of any illness, injury, or death occurring in an imported animal C. Examination by USDA-accredited veterinarian immediately upon detection of illness and diagnostic testing to determine the cause of illness D. For any animal that dies or is euthanized due to fatal illness, necropsy (gross and histopathologic examination) and subsequent infectious disease testing to determine cause of disease E. Reporting to CDC within 24 hours for any suspected or confirmed communicable diseases, including ectoparasites <ul style="list-style-type: none"> i. ACFs must collect and store ectoparasites until they receive guidance from CDC on testing or disposal of the ectoparasites. 	
<p>2. Describe procedures to ensure all dogs undergo a veterinary exam, verification of age, microchip verification, and revaccination against rabies with a USDA-licensed rabies vaccine within one business day of arrival, plus either, confirmation of valid serology prior to arrival as described in CDC technical instructions or completion of 28-day quarantine at the ACF.</p>	
<p>3. Describe procedures to ensure all records pertaining to an animal are uploaded into SAFE TraQ and all required information has been entered in the data fields before requesting the animal be released.</p>	

SECTION 4: QUARANTINE FACILITIES

Regulation 42 CFR §71.51 (q): An ACF must maintain a separate quarantine area in the facility for holding animals during CDC-mandated quarantine period. Dogs arriving from high-risk countries without rabies titers, or with suspicious or questionable titer results must be quarantined for 28 days after arrival and revaccination in the ACF's quarantine area. CDC may extend the quarantine period if CDC finds or suspects that an animal is infected with, or has been exposed to, a communicable disease, or if CDC determines that additional diagnostic testing is warranted.

Regulation 42 CFR §71.51 (q)	Standard Operating Procedure Meeting Regulation
<p>1. An ACF must establish, implement, maintain, and adhere to SOPs that meet physical security requirements. Describe the security measures to ensure the following in quarantine areas of the facility:</p> <p>A. The quarantine areas must be locked and secure, with access limited to authorized and trained personnel.</p> <p>B. Access to animal quarantine areas must be limited to authorized and trained personnel who are responsible for the transport, care, or treatment of the animals.</p>	
<p>2. Describe procedures to keep the number of workers involved in the care, transport, and inspection of animals to the minimum necessary to perform these functions.</p>	
<p>3. Describe how animals will be monitored during the quarantine period for signs of any communicable disease, including signs consistent with rabies, brucellosis, leptospirosis, leishmaniasis, and ecto- and endoparasites.</p>	
<p>4. Describe procedures to ensure appropriate evaluation, monitoring and treatment of any animal that appears ill during quarantine.</p>	
<p>5. Describe or attach SOPs that ensure the ACF will not knowingly release any ill animal from quarantine without prior consultation with and written approval from CDC.</p>	
<p>6. Describe or attach protocols to ensure quarantined animals are housed in such a manner that they do not expose other quarantined animals or non-quarantined animals (including animals other than dogs or cats) to potentially infectious materials, including soiled bedding, caging, and potentially contaminated items. Animals in quarantine may not be housed together. Reference USDA AWA for specific minimum requirements. Protocols must additionally address the following:</p>	
<p>A. Before any contaminated item is removed from a quarantine area, an ACF must ensure that all animal waste, bedding, uneaten food, or other possibly contaminated items are disinfected for disposal.</p>	

<p>B. All cages, feeding bottles, reusable items, and other contaminated items must be disinfected between uses and before disposal.</p>	
<p>7. Before requesting release of an animal from quarantine, an ACF must upload all medical records and test results (if applicable) into SAFE TraQ. Provide a protocol for submitting documentation to CDC to ensure that all the following conditions have been met when requesting release from CDC-mandated quarantine:</p>	
<p>A. The 28-day quarantine period, including any required extension of quarantine, has been completed.</p>	
<p>B. The ACF veterinarian has verified the health status of the dog by examination within 24 hours of requesting release from quarantine.</p>	
<p>C. The ACF has addressed and resolved to CDC's satisfaction any animal or worker communicable disease issues that were reported to CDC during transport or quarantine.</p>	
<p>8. If CDC notifies an ACF of any evidence that animals have been exposed to a communicable disease, the ACF must implement or cooperate in CDC's implementation of additional measures to rule out the spread of suspected communicable disease before releasing an animal or shipment of animals from quarantine, including examination, additional diagnostic procedures, treatment, detention, extended quarantine, isolation, seizure, or destruction of exposed animals. Describe procedures to ensure this occurs.</p>	
<p>9. An ACF must establish, implement, and adhere to SOPs for safe handling and necropsy of any animal that dies in quarantine. Please describe elements of the facility's SOPs that ensure the following:</p>	
<p>A. The carcass of the animal must be placed in a waterproof double-bag and properly stored in a refrigerator for necropsy or specimen collection.</p>	
<p>B. A necropsy must be performed by a USDA-accredited veterinarian or veterinary pathologist.</p>	

<p>C. Necropsy must be performed in such a manner as to protect against exposure to infectious agents as indicated in the NASPHV Compendium of Veterinary Standard Precautions.³</p>	
<p>D. Fresh and formalin-fixed tissue specimens from major body systems that appear abnormal or have evidence of gross lesions, must be collected for laboratory examination and stored appropriately.</p>	
<p>E. Necropsy and appropriate laboratory testing of the animal must document the cause of death and/or rule out communicable illness.</p>	
<p>F. Each necropsy report must address all major organ systems and incorporate the following:</p> <p>i. Clinical history</p>	
<p>ii. Exam findings before the animal died (unless animal died before arrival at ACF)</p>	
<p>iii. Complete description of the gross appearance of all major body system at the time of necropsy. Major body systems include:</p> <p>a) Nervous system (including brain if indicated by clinical signs)</p> <p>b) Cardiovascular system</p> <p>c) Respiratory system</p> <p>d) Digestive system (including ancillary organs such as liver and pancreas)</p> <p>e) Genitourinary system</p> <p>f) Lymphatic system (including spleen)</p> <p>g) Musculoskeletal system</p> <p>h) Endocrine system</p> <p>i) Integumentary system</p>	
<p>iv. Laboratory findings, including the following:</p> <p>a) Histopathology results from any tissue that exhibited lesions during gross necropsy examination.</p> <p>b) For any tissues where histopathology results suggested evidence of infection, results of appropriate microbiological cultures.</p>	

³ [VeterinaryStandardPrecautions.pdf \(nasphv.org\)](https://www.nasphv.org/VeterinaryStandardPrecautions.pdf)

Regulation 42 CFR §71.51 (q)	Standard Operating Procedure Meeting Regulation
<p>iii. A pathologic diagnosis must be included on each necropsy report. If cause of death cannot be determined, an explanation regarding how an infectious disease was ruled out must be included in the report.</p>	
<p>iv. If an infectious cause of death is suspected, the necropsy report must document tests conducted to establish the exact etiology of the infection (e.g., for a pathologic diagnosis of pneumonia, the necropsy report must include results of histopathological and microbiological tests conducted to determine the type of pneumonia, and, if infectious, the etiologic agent).</p>	
<p>v. The printed name, state license number, state in which licensed, and signature of the veterinarian who conducted the necropsy.</p>	
<p>vi. Any samples of tissues, blood, serum, and/or transudates (bodily fluid) collected during necropsy must be retained until the cause of death is determined and other animals from the same shipment have been released from quarantine by CDC, in case other testing is required by CDC.</p>	
<p>vii. Carcass must be disposed of after necropsy through incineration.</p>	

SECTION 5: VETERINARY EXAMINATION, REVACCINATION AGAINST RABIES, AND QUARANTINE

Regulation 42 CFR §71.51 (k): All dogs arriving from DMRVV high-risk countries without a valid Certification of U.S.-issued Rabies Vaccination form shall undergo veterinary examination and revaccination at an ACF. Describe and include SOPs to ensure the following:

Regulation 42 CFR §71.51 (k)	Standard Operating Procedure Meeting Regulation
<p>1. Prior to granting a reservation, ACFs must ensure they have received the following:</p> <ul style="list-style-type: none"> A. Completed Certification of Foreign Rabies Vaccination and Microchip form B. Serologic tests (if applicable) from a CDC-approved laboratory in accordance with CDC's technical instructions C. Photos of the dog's teeth to assist with age verification D. Travel itinerary for the dog confirming the dog will be arriving at the US port of entry where the ACF is located, and will not be arriving at any other US port of entry E. Receipt confirming submission of the CDC Dog Import Form 	

Regulation 42 CFR §71.51 (k)	Standard Operating Procedure Meeting Regulation
<p>2. Prior to granting a reservation, or within 24 hours of the dog's arrival, ACF must upload the Air Waybill (AWB) or other CDC-approved airline documentation. Describe this process.</p>	
<p>3. Describe procedures to ensure the dog will remain in the custody of the ACF until the requirements for release are met.</p>	

SECTION 6: REQUIREMENTS UNDER USDA ANIMAL WELFARE REGULATION STANDARDS

Regulation 42 CFR § 71.51(l), (o) CDC inspections of registered ACFs will be guided by the USDA Animal Welfare regulation standards (9 CFR parts 1, 2, and 3). While CDC will focus on the subsections listed below, violations to any part of the Animal Welfare Act are grounds for revocation of registration. Equipment standards for crating, caging, and transporting live animals must be in accordance with USDA Animal Welfare regulation standards and International Air Transport Association standards. An ACF must maintain housing facilities in accordance with USDA Animal Welfare Act requirements.

Regulation 42 CFR § 71.51(l), (o)	Standard Operating Procedure Meeting Regulation
<p>1. Describe procedures to ensure housing facilities are constructed in a manner that allows them to be readily cleaned and sanitized, or replaced.</p> <p>A. Hard surfaces which animals contact must be spot-cleaned daily and sanitized to reduce disease hazards.</p>	
<p>2. Describe the facility's drainage system that ensures liquids and waste are handled in a manner that minimizes contamination and disease risks.</p>	
<p>3. Describe the temperature and environmental monitoring procedures to ensure housing facilities are sufficiently heated and cooled to protect the animals from temperature or humidity extremes and to provide for their health and well-being, including procedures to ensure maximum and minimum temperatures are not exceeded.</p> <p>A. Address how ventilation is sufficient to minimize odors, drafts, ammonia levels, and moisture condensation.</p>	
<p>B. Address how lighting will provide a regular diurnal cycle and permit routine inspection and cleaning of the facility, and observation of animals.</p>	
<p>4. All surfaces of primary closures in contact with animals must be able to be readily cleaned and sanitized. Explain the procedures for cleaning and sanitizing surfaces, including the process and order of cleaning different areas.</p> <p>A. List the disinfectants that will be used that are EPA-registered and shown to kill rabies virus.</p>	

5. If dogs will be removed from their quarantine kennel/ cage for exercise, describe how contact between other animals and staff will be minimized during the exercise period.

6. Used primary receptacles and food and water receptacles must be cleaned and sanitized before they can be used to house, feed, or water another animal. Describe the methods used to sanitize any surface that may have been in contact with saliva (such as food bowls, kennel doors, other reusable items). Describe procedures to prevent cross-contamination of materials used by dogs not in quarantine. List the disinfectants that will be used.

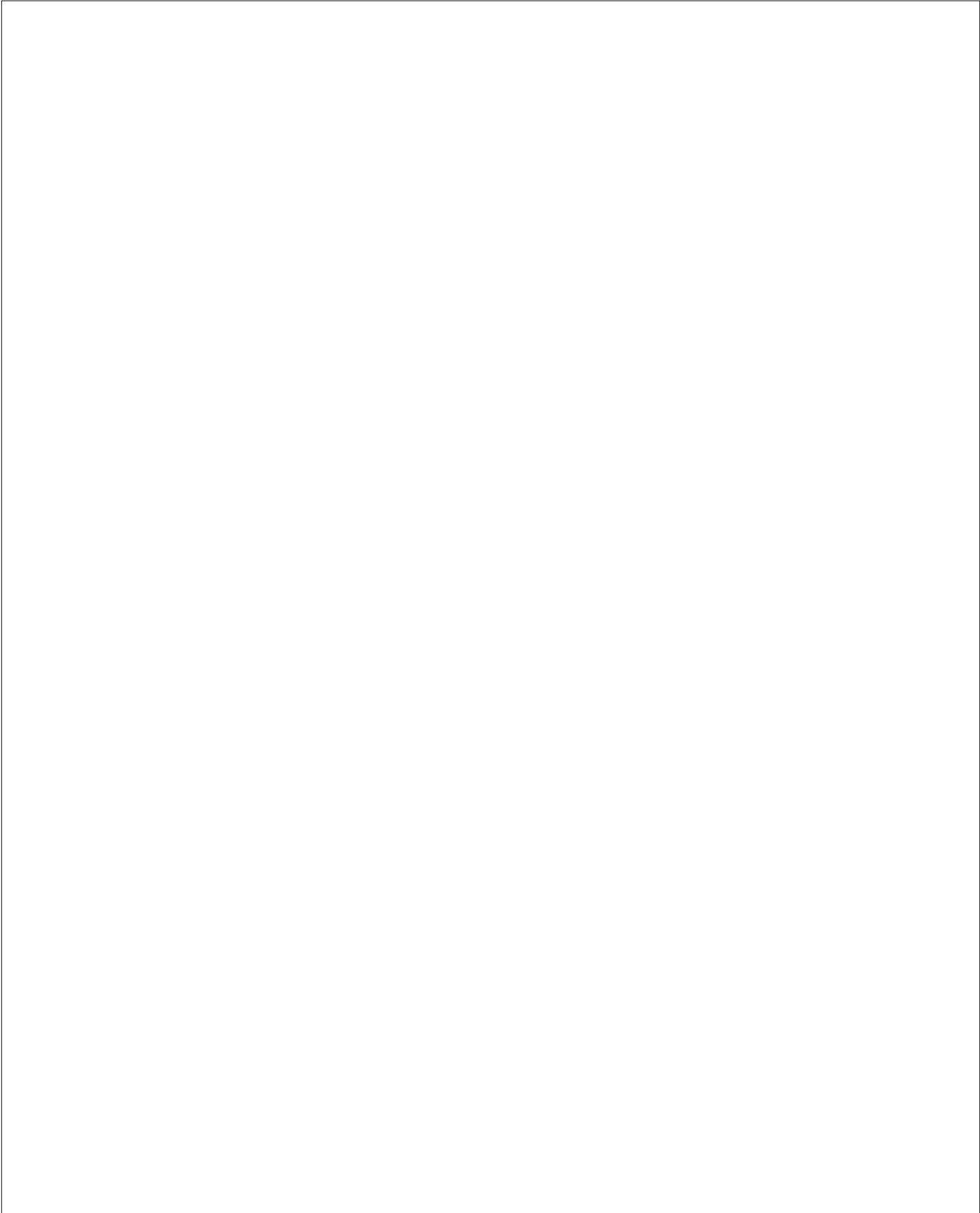
7. Primary conveyances must be designed, constructed, and maintained in a manner that at all times protects the health and well-being of the animals transported in them, maintains appropriate temperature, allows for animals to be moved in case of emergency, and cargo areas kept clean. Describe the facility's conveyance vehicles and procedures to verify they meet these requirements.

A. Describe the temperature requirements for the facility's vehicles and how temperature will be maintained and monitored during transportation.

B. Primary enclosures used to transport dogs must be constructed to be strong enough to contain animals securely and comfortably, contain the animal appropriately, properly ventilated, and sanitized between before each use. Describe the enclosures utilized and procedures to ensure they meet requirements and are sanitized between uses.

Additional Answering Space

(Please note Section and Number continuing from)

A large, empty rectangular box with a thin black border, occupying most of the page. It is intended for the student to write their answers to the questions on the previous page.