



**VIRGINIA DEPARTMENT  
OF AGRICULTURE AND  
CONSUMER SERVICES**

**DIVISION OF ANIMAL & FOOD INDUSTRY SERVICES  
OFFICE OF ANIMAL CARE AND EMERGENCY RESPONSE  
P.O. BOX 1163  
RICHMOND, VA 23218  
804-692-4001**

**ANIMAL FACILITY INSPECTION FORM – OPERATIONS**

<b>Facility Name/ID:</b>	<b>Date:</b>	<b>Time:</b>
	<b>Inspector Initials:</b>	

REQUIREMENT	NSF	F	COMMENTS
§3.2-6557 <b>Custody Record Availability</b> Custody record is readily available for each animal in facility.			Critical <input type="checkbox"/>
§3.2-6557 <b>Custody Record Completeness</b> Custody record includes: date of custody, date of the making of the record, species, color, breed, sex, age, weight, reason for custody, location where custody was taken, owner if known, license/tag/tattoo/collar or other identification, and disposition.			Critical <input type="checkbox"/>
§3.2-6546 <b>Animal Identification</b> A reasonable effort is made to determine whether each animal has a collar, tag, license, tattoo, or other identification. A reasonable effort is made to identify and notify the owner.			Critical <input type="checkbox"/>
§3.2-6546 <b>Holding Period</b> Each animal is held for the required holding period.			Critical <input type="checkbox"/>
§3.2-6546 <b>Reasonable Access</b> Facility is accessible to the public at reasonable hours during the week.			Critical <input type="checkbox"/>
§3.2-6546 <b>Animal Disposition</b> Each animal is disposed by humane euthanasia, adoption, or transferred to a lawfully operating animal shelter or other releasing agency.			Critical <input type="checkbox"/>
§3.2-6546 <b>Animal Adoption</b> No more than two animals (or one family of animals) released to any one person in a 30-day period.			Critical <input type="checkbox"/>
§3.2-6574 <b>Animal Sterilization</b> Before release, adopter of each dog or cat signs an agreement to have the animal sterilized within 30 days (unless already sterilized).			Critical <input type="checkbox"/>
§3.2-6575 <b>Sterilization Agreement</b> Agreement contains: the date of agreement, names addresses and signatures of both the releasing agency and the new owner, description of the animal, the date by which sterilization is required, and a statement detailing the requirements of this law.			Critical <input type="checkbox"/>
§3.2-6546 and Directive 79-1 <b>Euthanasia Method</b> Euthanasia is conducted using only methods and drugs prescribed by the State Veterinarian.			Critical <input type="checkbox"/>
§3.2-6546 and Directive 79-1 <b>Euthanasia Competency</b> Euthanasia is performed by a competency certified person under the general supervision of a licensed veterinarian, or performed by a licensed veterinarian.			Critical <input type="checkbox"/>
Name of licensed veterinarian supervising euthanasia:			
Name of licensed veterinarian performing euthanasia:			

NSF = No Significant Findings      F = Findings  
Critical findings are those which cause animal death, serious injury, or egregious suffering.

**REVIEWED WITH:**      **Signature** \_\_\_\_\_

**Name** \_\_\_\_\_ **Title** \_\_\_\_\_