



VIRGINIA DEPARTMENT  
OF AGRICULTURE AND  
CONSUMER SERVICES

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

**ANIMAL SHELTER INSPECTION FORM**

<b>Facility Name/ID:</b>		<b>Inspection Date:</b>	
		<input type="checkbox"/> Unannounced <input type="checkbox"/> Scheduled	
<b>Facility Physical Address:</b>		<b>Facility Mailing Address:</b>	
<b>Facility Telephone Number:</b>		<b>Facility Fax Number:</b>	
<b>Facility Email Address:</b>			
<b>Type of Facility:</b> <input type="checkbox"/> Private Animal Shelter <input type="checkbox"/> Public Animal Shelter <input type="checkbox"/> Other:			
<b>Owned By:</b>		<input type="checkbox"/> City/County <input type="checkbox"/> Incorporated Humane Society <input type="checkbox"/> Other:	
<b>Operated By:</b>		<input type="checkbox"/> City/County <input type="checkbox"/> Incorporated Humane Society <input type="checkbox"/> Other:	
<b>Facility Designation:</b>		<b>Weekly Hours of Public Access:</b>	
<input type="checkbox"/> Building <input type="checkbox"/> Designated Portion of Building – schematic attached			
<b>Contractual Agreements:</b>			
<b>Facility Supervisor:</b>			
<b>Facility Supervisor Email Address:</b>			
<b>Number of Dogs on Site:</b>		<b>Number of Cats on Site:</b>	
<b>Number of Other Companion Animals on Site:</b>			
<b>Number of Indoor Enclosures:</b>		<b>Number of Outdoor Enclosures:</b>	
<b>Facility Staff/Caregivers:</b> _____ F/T _____ P/T			
<b>Responsible Party:</b>		<b>Responsible Party Name and Address:</b>	
<input type="checkbox"/> Executive – Local Governing Body <input type="checkbox"/> President – Organization Board of Directors <input type="checkbox"/> Other:			

Inspected By State Veterinarian's Representative	
<b>Name:</b>	<b>Signature:</b>
<b>Title:</b>	



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**ANIMAL SHELTER INSPECTION FORM – Page 2**

**Facility Name/ID:**

**Date:**

**Time:**

**Inspector Initials:**

**ANIMAL SHELTER REGULATIONS**

**NSF    NCV    CV**

**2 VAC 5-111-20 General Provisions—Suitability**

Animals are maintained in a manner that protects them from theft, injury, escape, and exposure to harmful substances. Enclosures safely house animals and allow for adequate separation of animals according to species, sex, age, and temperament.

**2 VAC 5-111-20 General Provisions—Temperature/Ventilation**

All enclosures maintained at a temperature comfortable for each animal. Each enclosure provides adequate ventilation for each animal.

**2 VAC 5-111-20 General Provisions—Maintenance and Sanitation**

Facility and enclosures are clean, dry, and sanitary. All animals removed from enclosure before cleaning; or confined in enclosure in a way that keeps animal dry and free from exposure to cleaning agents. All enclosures are thoroughly dry before animal placed within. All enclosures cleaned with disinfectant or germicidal agent.

**2 VAC 5-111-20 General Provisions—Drinking Water**

Drinking water is available to all animals at all times, unless otherwise ordered by a licensed veterinarian. Water receptacles kept in a sanitary condition, and are secured in a fixed position or are of a non-tip design.

**2 VAC 5-111-20 General Provisions—Appropriate Feeding and Food Storage**

All animals adequately and appropriately fed according to species and age. Feed stored in a manner that prevents spoilage, infestation, and contamination. All food utensils and receptacles properly cleaned between uses.

**2 VAC 5-111-20 General Provisions—Cage Specific Requirements**

Each animal provided access to resting platform, bedding, or perch as appropriate to its species, age, and condition. All enclosures have solid floors.

**2 VAC 5-111-30 Provision of Veterinary Treatment—Protocols and Provisions**

Facility follows licensed veterinarian's protocols for determining need for veterinary treatment, control of infectious or contagious diseases, and management of neonates and medically compromised animals. Facility has a marked isolation room and maintains enclosures to properly and safely house neonates and medically compromised animals.

**2 VAC 5-111-40 Housing of Animals Subject to a Holding Period**

Enclosure or any portion thereof used to house an animal during the holding period is entirely constructed of materials that are durable, non-porous, impervious to moisture, and able to be thoroughly cleaned and disinfected.

**2 VAC 5-111-40 Housing of Animals Subject to a Holding Period**

Enclosure or any portion thereof used to house an animal during the holding period that is part of the structural integrity of the building has a surface material that is durable, non-porous, impervious to moisture, and able to be thoroughly cleaned and disinfected.

**2 VAC 5-111-40 Housing of Animals Subject to a Holding Period**

All structures contained within an enclosure or portion thereof shall be constructed of materials that are durable, non-porous, impervious to moisture, and able to be cleaned and disinfected, or are discarded or laundered daily.

**2 VAC 5-111-40 Housing of Animals Subject to a Holding Period**

Enclosure and all structures therein used to house an animal subject to a holding period are thoroughly cleaned and disinfected before use by a different animal.

**NSF = No Significant Findings    NCV = Non-critical Violation**

**CV = Critical Violation (noncompliance which causes animal death, serious injury, or egregious suffering)**

**Details for each finding of violation will be provided in the "Summary of Findings" included with the Inspection Report.**

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

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



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**ANIMAL SHELTER INSPECTION FORM – Page 3**

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

<b>ANIMAL CARE LAWS</b>	NSF	NCV	CV
<b>§3.2-6503 Adequate Care</b> Each animal is provided (as defined in §3.2-6500) adequate feed, water, shelter that is properly cleaned, space, exercise, care, treatment, transportation, and veterinary care.			
<b>§3.2-6546 (B) Establishment</b> Facility is accessible to the public at reasonable hours during the week. Directors, operators, staff, and caregivers have each signed a statement specifying that he/she has never been convicted of animal cruelty, neglect, or abandonment.			
<b>§3.2-6546 (C) Holding Period</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. Each animal is held for the required holding period.			
<b>§3.2-6546 (D) Animal Disposition</b> Each animal is disposed by humane euthanasia, adoption, or transferred to an animal shelter or lawfully operating releasing agency. Each adopter has signed a statement specifying that he/she has never been convicted of animal cruelty, neglect, or abandonment.			
<b>§3.2-6546 (D) Euthanasia Method</b> Euthanasia is conducted using only methods prescribed by the State Veterinarian. (State Veterinarian – Division Administrative Directive 79-1 Methods Prescribed or Approved for Animal Euthanasia and Competency Certification Requirements)			
<b>§3.2-6557 Custody Record Completeness</b> A custody record is made immediately for each animal. 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.			
<b>§3.2-6574 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).			
<b>§3.2-6575 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 bold statement detailing the requirements of this law.			

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

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



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**ANIMAL FACILITY INSPECTION FORM – Page 4**

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

Animal transport vehicle on site and in active-use status       No active-use animal transport vehicle on site

<b>Vehicle Used By:</b>	<b>Jurisdiction/Affiliation:</b>
<input type="checkbox"/> City/County <input type="checkbox"/> Animal Control Officer <input type="checkbox"/> Pound <input type="checkbox"/> Humane Society	

<b>Vehicle License Plate #:</b>	<b>Vehicle ID:</b>

REGULATIONS GOVERNING TRANSPORTATION OF COMPANION ANIMALS	NSF	NCV	CV
<b>2 VAC 150-120 Primary Enclosure</b> Companion animals are transported in a primary enclosure. The primary enclosure is used to contain only companion animals.			
<b>2 VAC 150-120 Enclosure Strength</b> The structural strength of the enclosures is sufficient to contain the animals and to withstand the normal rigors of transporting, and the interior of the enclosure is free from any protrusions that can be injurious to the animal, and have solid bottoms.			
<b>2 VAC 150-120 Enclosure Size</b> The primary enclosure is large enough to ensure that each animal has sufficient space. The openings of such enclosures are easily accessible at all times for emergency removal of the animal.			
<b>2 VAC 150-120 Enclosure Ventilation</b> Apertures are sufficient to provide proper ventilation and normal breathing. Projecting rims prevent obstruction of ventilation openings and provide minimum air circulation space of 3/4" OR the front surface is at least 90% open and covered with bars/mesh.			
<b>2 VAC 150-120 Enclosure Sanitation</b> Enclosures are cleaned to remove all organic debris after each use.			
<b>2 VAC 150-130 Conveyance Environment</b> Conveyance cargo space is constructed to ensure safety and comfort, protect health, and prevent ingress of fumes and gases. The cargo space is clean, free of injurious materials or substances, and has a supply of air sufficient for normal breathing.			
<b>2 VAC 150-130 Conveyance Cover and Ventilation</b> Vehicle is enclosed so that all sides and top are covered, screens or ventilation systems assure adequate ventilation, and protection from weather extremes is provided by insulation or automatic heating/cooling.			
<b>2 VAC 150-130 Conveyance Identification</b> Vehicle jurisdiction is identified on the outside.			
<b>2 VAC 150-130 Conveyance Equipment</b> Vehicle is equipped with a working flashlight, a pair of safety gloves, proper restraint equipment, a first aid kit, at least one gallon of potable water, and a blanket. Suitable bedding material is available for puppies and kittens.			

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

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