



Department of Agriculture, Trade
and Consumer Protection

Division of Animal Health
Standard Operating Procedure

SOP #	504
Revision #	New
Original Implementation Date	June 7, 2018
This Revision Implementation Date	New

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SOP Owner Bureau of Field Services Director Approval

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Dog Seller First Routine Inspection Intervals

Purpose

The purpose of this standard operating procedure is to describe criteria that if met, a Dog Seller inspector may recommend that a first routine inspection timeframe be extended, and not completed within 12 months of the pre-license inspection as is required by Policy DAH-006 (Program Standards). A first routine inspection must be completed within 24 months of the completion of a pre-license inspection.

Background

The program standard for licensed Dog Seller inspection is that a first routine inspection is completed one year after licensure, after which routine inspections are conducted at least once every two years by law. The first routine inspection being completed at a more rapid interval is designed to ensure that newly operating facilities have a clear understanding of the program requirements and any areas where understanding is missing can be addressed pro.

Occasionally facilities demonstrate a clear understanding of the program at the pre-license inspection and are very proactive in interacting with their inspector and/or the program manager regarding program requirements. For these facilities having a first routine at a minimum of 12 months after the passing the pre-license is not a productive use of time. For these low risk facilities, an inspector may recommend that a first routine be completed within 24 months of the pre license inspection, rather than the program standard of 12 months.

Scope

This SOP applies and shall be adhered to by Dog Seller Inspectors, or any other employee who conducts a pre-license inspection which will results in the issuance of a Dog Seller/Dog Facility Operator license by the Department.

Definitions

- "Department" and "DATCP" means the Wisconsin Department of Agriculture, Trade and Consumer Protection
- "Division" means the Division of Animal Health within the Wisconsin Department of Agriculture, Trade and Consumer Protection
- "BFS" means the Bureau of Field Services, within the Division of Animal Health, Wisconsin Department of Agriculture, Trade and Consumer Protection
- "CRM" means Customer Relationship Management and is the application used by the Department to manage licenses, cases, complaints, etc.



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Responsibilities

- The Dog Seller Inspector, or any other individual conducting the pre-licensing inspection will recommend whether or not the licensee may have their first routine inspection completed within an extended time interval. They will also communicate this recommendation in accordance with 2. of the *Procedure* section of this document.
- The Inspection Services Section Chief will review the inspector's recommendation and adjust the *Follow-Up By* date field on subsequent Compliance Action records in CRM as appropriate.

Procedure

1. Determine whether or not the licensee is eligible to have their first routine inspection conducted at an extended interval. This recommendation may be made if the entity meets the following requirements:
 - a. The following must be true with regards to the facility:
 - 1) No issues of non-compliance observed the pre-license inspection.OR
 - 2) If areas of non-compliance are observed at the pre-license inspection, they are consistent with the following:
 - i. Only minorⁱ areas of non-compliance are found during the pre-license inspection. These non-compliant areas are rectified without hesitation or delay, after feedback is provided by the inspector, prior to passing the pre-license.ⁱⁱ
 - ii. No areas of non-compliance are related to animal health or veterinary care.
 - b. The licensee must also convey the following:
 - 1) The applicant currently keeps records, or they convey an understanding of the importance of detailed records.
 - 2) If the facility was initially found operating without a license, they do not engage in obstruction, delay, or avoidance of obtaining licensure and applicant meets / exceeds all facility requirements.
 - 3) Proactively develops knowledge of regulations, and/or engages with staff to ensure compliance with record keeping, solicits feedback, etc.
 - 4) Exhibits understanding of the program requirements explained and exhibits a willingness to comply with them. (Has well thought out



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plans, any discussed issues are corrected, and pertinent questions are asked).

2. If eligible for an extended interval, the recommendation should be noted in the *Final Resolution Summary* field, within the applicable pre-license inspection Compliance Action record in CRM. This recommendation will not be included in the inspection report.

References

Section 173.41 (6), Wis. Stats.
Section ATCP 16.12, Wis. Stats.

ⁱ Minor violations are those that do not create a substantial risk (ex. disease spread) to animal health and are not harmful to the animals present (ex. poor facility construction or exposure to contagious disease)

ⁱⁱ Facilities that cannot demonstrate year-round compliance with facility requirements, ex. Heating, cooling and shelter, cannot be granted an extended duration for the first year routine. These facilities may be granted a license on a conditional basis and the re-inspection may be combined with the first year routine if deemed appropriate by the inspector and their supervisor.

