

Commonwealth of Virginia - Department of Health Professions  
 Humane Society & Animal Shelter Inspection Report  
[www.dhp.virginia.gov](http://www.dhp.virginia.gov)

|   |                  |  |                         |
|---|------------------|--|-------------------------|
|   |                  | Date of Inspection   |                         |
| Name of Facility  | CSR No:<br>0220  | Expiration Date  | DEA No. (If applicable) |
| Street Address  |                  | City   | State      Zip          |
| Days & Hours of Operation   | Telephone Number | Fax Number   |                         |
| Responsible Party / Person in Charge of Administration of Drugs   |                  | Supervising Veterinarian   | License No.<br>0301     |
| <input type="checkbox"/> New <input type="checkbox"/> Routine <input type="checkbox"/> Change of Location <input type="checkbox"/> Other (Describe) |                  | Controlled Substance Schedules   |                         |
| <input type="checkbox"/> No Deficiencies Identified <input type="checkbox"/> Deficiencies Identified  |                  | <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V <input type="checkbox"/> VI |                         |

§54.1-3423 The Board may register an animal shelter or pound as defined in § 3.2-6500 to purchase, possess, and administer certain Schedule II-VI controlled substances approved by the State Veterinarian for the purpose of euthanizing injured, sick, homeless, and unwanted domestic pets and animals; and to purchase, possess, and administer certain Schedule VI controlled substances for the purpose of preventing, controlling, and treating certain communicable diseases that failure to control would result in transmission to the animal population in the shelter or pound.

| <b>C</b>                 | <b>NC</b>                | <b>NA</b>                | <b>LAW/REGULATION</b>             | <b>GENERAL</b>  |
|--------------------------|--------------------------|--------------------------|-----------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18AC110-20-690<br>(C)(1)          | The proposed location shall be inspected by an authorized agent of the board prior to issuance of a controlled substances registration.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18AC110-20-690<br>(C)(1) & (C)(5) | Any person wishing to change an approved location of the drug stock, make structural changes to an existing approved drug storage location, or make changes to a previously approved security system shall file an application with the board and be inspected. Drugs shall not be stocked within the proposed drug storage location or moved to a new location until approval is granted by the board. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-580<br>(A)(1)         | Drugs ordered by a humane society or animal shelter shall only be stored and administered at the address of the humane society or shelter.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-580<br>(A)(2)         | A veterinarian shall provide general supervision for the facility and shall provide and certify training in accordance with guidelines set forth by the State Veterinarian to the person(s) responsible for administration of the drugs.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-580<br>(A)(3)         | The person in charge of administration of drugs for the facility shall obtain the required permit and controlled substances registration from the board and shall be responsible for maintaining proper security and required records of all controlled substances obtained and administered.   |

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| C                        | NC                       | NA                       | LAW/REGULATION            | GENERAL   |
|--------------------------|--------------------------|--------------------------|---------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-580 (A)(3)(a) | If person in charge of administration of drugs ceases employment with the facility or relinquishes his position, he shall immediately return the registration to the board.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-580 (A)(3)(b) | When the person in charge of administration of drugs for the facility ceases employment with the facility or relinquishes his position, an application for a new registration shall be filed with the required fee within 14 days on a form provided by the board.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | §54.1-3423 (E)            | The drugs used for euthanasia shall be administered only in accordance with <ol style="list-style-type: none"> <li>1) protocols established by the State Veterinarian and</li> <li>2) only by persons trained in accordance with instructions by the State Veterinarian.</li> </ol>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | §54.1-3423 (E)            | The list of Schedule VI drugs used for treatment and prevention of communicable diseases within the animal shelter or pound shall be: <ol style="list-style-type: none"> <li>1) determined by the supervising veterinarian of the shelter or pound and</li> <li>2) the drugs shall be administered only pursuant to written protocols established or approved by the supervising veterinarian of the shelter or pound and</li> <li>3) only by persons who have been trained in accordance with instructions established or approved by the supervising veterinarian.</li> </ol> |
| C                        | NC                       | NA                       | LAW/REGULATION            | RECORDS   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-580 (A)(2)    | Certification of training signed by the veterinarian providing the training shall be: <ol style="list-style-type: none"> <li>1) maintained at the facility for each person administering drugs and</li> <li>2) must be retained for not less than two years after the person ceases administering.</li> </ol>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-580 (A)(5)    | All invoices and order forms shall be maintained for a period of two years.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-580 (A)(6)    | Complete and accurate records shall be maintained for two years on the administration of the drug.<br>The record shall show the: <ol style="list-style-type: none"> <li>1) name and strength of the drug,</li> <li>2) date of administration,</li> <li>3) species of the animal,</li> <li>4) weight of animal,</li> <li>5) amount of drug administered</li> <li>6) signature of the person administering the drug.</li> </ol>   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | §54.1-3423 (E)            | The shelter or pound shall maintain a copy of the: <ol style="list-style-type: none"> <li>1) approved list of drugs</li> <li>2) written protocols for administering</li> <li>3) training records of those persons administering drugs on the premises of the shelter or pound.</li> </ol>   |

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| C                        | NC                       | NA                       | LAW/REGULATION            | RECORDS  |
|--------------------------|--------------------------|--------------------------|---------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-580 (A)(3)(a) | If person in charge of administration of drugs ceases employment with the facility or relinquishes his position, he shall take a complete and accurate inventory of all drugs in stock.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-580 (A)(3)(b) | The new responsible person shall take a complete and accurate inventory of all drugs in stock.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-270 (1)       | Inventories and administration records of Schedule II drugs shall be maintained separately from all other records and shall be kept in chronological order by date of administration.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-270 (2)       | All records shall be maintained at the same location as listed on the controlled substances registration or, if maintained in an off-site database, retrieved and made available for inspection or audit within 48 hours of a request by the board or an authorized agent.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-270 (3)       | All inventories required by §54.1-3404 of the Code of Virginia shall:<br>1) be signed and dated by the person taking the inventory<br>2) indicate whether the inventory was taken prior to the opening or after the close of business on that date<br>An entity which is open 24 hours a day shall clearly document whether the receipt or distribution of drugs on the inventory date occurred before or after the inventory was taken. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-270 (4)       | Any computerized system used to maintain records shall also provide retrieval via computer monitor display or printout of the history for drugs administered during the past two years. It shall also have the capacity of producing a printout of any data which the registrant is responsible for maintaining under the Drug Control Act (§54.1-3400 et seq. of the Code of Virginia).   |
| C                        | NC                       | NA                       | LAW/REGULATION            | STORAGE & SECURITY   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-710 (A)       | Drugs shall be stored under conditions which meet USP-NF specifications or manufacturers' suggested storage for each drug.<br><br>Refrigerator temperature (2° - 8°C) (36° - 46°F) Observed _____<br><br>Freezer temperature (-20° and -10°C) (-4° and 14°F) Observed _____  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-710 (B)       | Any drug which has exceeded the expiration date shall not be administered; it shall be separated from the stock used for administration and maintained in a separate, locked area until properly disposed.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 18VAC110-20-580 (A)(4)    | Drugs shall be stored in a secure, locked place and only the person(s) responsible for administering may have access to the drugs.   |

This facility has been inspected by an inspector of the Department of Health Professions. The results of the inspection have been noted. I acknowledge that the noted conditions have been deemed by the inspector as not being in compliance and have been explained to me and that I have received a copy of the inspection report.

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Date