



ANIMAL CONTROL - INFORMATION SHEET
Georgia Department of Agriculture (Hereinafter "GDA")

GENERAL INFORMATION:

- [1] "Animal Shelter Agent is used as stated in the "Rules of "GDA" 40-13-13-.02(6) Animal Protection"
- [2] "Animal Shelter"; "Establishment"; "Foster Home"; "Maintain"; "Person"; "Pet"; are used as defined in the "Rules of "GDA" 40-13-13-.01 Animal Protection"
- [3] The license holder must read the "License Holder - Priority Information" document;
- [4] A GDA licensed establishment or person operating with a "GDA" animal shelter license must comply with the following: {A} "Georgia Animal Protection Act" O.C.G.A. 4-11-1; {B} "Rules of "GDA" Chapter 40-13-13 Animal Protection"
- [5] Documents: {A} "GDA" required information must be recorded on "GDA" approved paper documents or "GDA" approved computer documents; {B} Documents requiring a signature must be signed; {C} All required information documents must be available for inspection at the address listed on the current "GDA" animal shelter license;

ALL RECORDS REQUIRE THE FOLLOWING INFORMATION THAT IS APPLICABLE TO THE TRANSACTION:

- [1] Transactions: {A} Transaction Date; {B} Name, physical address, city, state, zip of the establishment and person involved in the transaction; {C} "GDA" license number; {D} Phone number; {E} Pet identification number; {F} Pet type; {G} Pet description;

INCOMING RECORD KEEPING REQUIREMENTS:

- [1] Incoming records include but not limited to the following: {A} Impounding or harboring seized, stray, homeless, abandoned, or unwanted dogs, cats, and other animals; {B} Release of ownership to animal control; {C} Live births; {D} Custodial care; A custodial care provider that receives a fee or compensation must have a "GDA" kennel license; {E} See the "Animal Control – Record Keeping Form";
- [2] Interstate shipment requirements: {A} "Rules of "GDA" 40-13-13-.06 Animal Protection"; {B} If a certificate of veterinary inspection is required it must be made available for "GDA" inspection;

OUTGOING RECORD KEEPING REQUIREMENTS:

- [1] Outgoing records include but not limited to the following: {A} Adoption; {B} Animal control release of ownership; {C} Owner reclaim; {D} Euthanized; {E} Deceased; {F} Escaped; {G} Stolen; {H} Custodial care; A custodial care provider that receives a fee or compensation must have a "GDA" kennel license; {I} See the "Animal Control - Record Keeping Form";

PET LOCATION RECORD KEEPING REQUIREMENTS:

- [1] The current location must be recorded for all pets that are not maintained at the address listed on the current "GDA" animal shelter license; {A} This information can be recorded in the comments area on the "Animal control – Record Keeping form"; {B} Location name, physical address, and dates at the location must be included; {C} Foster home locations must be recorded on foster home forms; {D} See the "Animal Control - Pet Location Form";

FOSTER HOME/ANIMAL SHELTER AGENT REQUIREMENTS:

- [1] A Foster Home/Animal Shelter Agent that receives a fee or compensation for a licensable activity must obtain a "GDA" license;
- [2] Foster Home/Animal Shelter Agent - Agreement: {A} A Foster Home/Animal Shelter Agent must enter into the "Foster Home/Animal Shelter Agent - Agreement"; {B} See the "Foster Home/Animal Shelter Agent - Agreement";
- [3] Foster Home/Animal Shelter Agent - Inspection Report: {A} An initial inspection prior to placing a pet with the Foster Home/Animal Shelter Agent; {B} Twice yearly inspections, one each summer & winter; {C} For your Foster Home/Animal Shelter Agent that is your pet transporter, the transport vehicle must be inspected; {D} See the "Foster Home/Animal Shelter Agent - Inspection Report";
- [4] Foster Home/Animal Shelter Agent - Pet Inventory form: {A} Name of the "GDA" licensed establishment or person and Foster Home/Animal Shelter Agent; {B} Pet identification number; {C} Date in and date out; {D} See the "Foster Home/Animal Shelter Agent - Pet Inventory Form".