
**Entry Procedures for Persons Accessing Animal Import Quarantine Facilities Overseen
by Veterinary Services**

1. Purpose and Background

The purpose of this document is to specify the procedures for the entry of persons, including U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Veterinary Services (VS) employees, into animal import quarantine facilities operated or supervised by VS.

As provided in title 9, *Code of Federal Regulations* (9 CFR) 93.106 (c)(3)(i), 93.310, 93.413, and 93.512, all persons other than VS employees assigned to the quarantine must request approval from VS to enter USDA-operated or supervised animal quarantine facilities except for those individuals excluded from these requirements as indicated in this document. All requests for entrance into a VS-controlled quarantine facility must be made in advance to the USDA veterinarian in charge of the facility.

This guidance document represents the Agency's position on this topic. It does not create or confer any rights for or on any person and does not bind the U.S. Department of Agriculture (USDA) or the public. The information it contains may be made available to the public. While this document provides guidance for users outside VS, VS employees may not deviate from the directions provided herein without appropriate justification and supervisory concurrence.

2. Document Status

- A. Valid through March 9, 2019
- B. This document replaces Veterinary Services Memorandum No 591.46 v 2, which is cancelled.

3. Reason for Reissuance

This document has been updated to further clarify the visitor policy for some locations.

4. Authority and References

- A. Authorities (*Code of Federal Regulations* (CFR)):
 - [7 CFR 371.4](#)
 - [9 CFR 93.106\(c\)\(3\)\(i\)](#)
 - [9 CFR 93.310](#)
 - [9 CFR 93.413](#)
 - [9 CFR 93.512](#)

5. Audience

VS employees, other Federal and State agencies, and members of the public

6. Guidance

A. VS Personnel Assigned to a Quarantine Facility:

- 1) Must sign an affidavit stating that they do not have possession of susceptible species of livestock, zoological animals, or birds and that they will avoid contact with these species outside of the quarantine station while quarantine is underway.
 - a. Any employee who is unable to sign the affidavit due to contact with livestock, zoological animals or birds outside the quarantine will be required to shower into the quarantine and to comply with all other applicable biosecurity measures. These employees must also sign an agreement stating that they will immediately inform their supervisor if any of the animals with which they have contact with are, or appear to be, affected by a potentially contagious condition.
- 2) Must wash their hands prior to entering the quarantine facility, wear the special protective clothing provided while in the facility, and shower out of the quarantine facility.
- 3) At the discretion of the USDA veterinarian in charge of the quarantine due to increased risk of disease entering the quarantine area, employees may also be required to shower into the quarantine.

B. Non-VS Personnel Assigned to a Quarantine Facility:

- 1) Must be listed on employee records provided by the facility owner to the USDA veterinarian responsible for the quarantine. No employee may enter the quarantine before receiving approval from the USDA veterinarian responsible for the quarantine.
- 2) Must sign an affidavit stating that they do not have possession of susceptible species of livestock, zoological animals, and birds and that they will avoid contact with these species outside of the quarantine station while quarantine is underway.
 - a. Any employee who is unable to sign the affidavit due to contact with livestock, zoological animals or birds outside the quarantine will be required to shower into the quarantine and to comply with all other applicable biosecurity measures. These employees must also sign an agreement stating that they will immediately inform their supervisor and the USDA veterinarian in charge if any of the animals with which they have contact with are, or appear to be, affected by a potentially contagious condition.

- 3) Must wash their hands prior to entering the quarantine facility, wear the special protective clothing provided while in the facility, and shower out of the quarantine facility.
- 4) At the discretion of the USDA veterinarian in charge of the quarantine due to increased risk of disease entering the quarantine area, employees may also be required to shower into the quarantine.

C. Non-employees Granted Entrance (Visitors):

- 1) Visitors include USDA personnel and other government officials who do not work in the quarantine facility as well as anyone associated with the animals in quarantine and other personnel who wish to enter the quarantine area.
- 2) For the protection of the animals in quarantine, granting entry to non-employees should be kept to a minimum.
- 3) All persons entering an animal quarantine facility must obtain prior approval from the USDA veterinarian in charge of the quarantine.
- 4) Once permission is obtained, all visitors, with the exception of veterinary practitioners will be requested to sign an affidavit stating they have not been in physical contact with livestock, zoological animals, or birds, other than those currently in the quarantine, for 3 days prior to entering the animal quarantine facility. If they have had contact with such animals and thus, cannot sign the affidavit, they will be requested to identify the location and species of all livestock, zoological animals or birds they have had contact with in the last three days and sign an affidavit that none of those animals had any infectious or contagious disease they are aware of. Every visitor must sign an affidavit of no contact or provide the details of contact.
- 5) All visitors must shower in and change into clean clothing before entering the quarantine area. They must also shower out and change clothes when leaving the quarantine area.
- 6) Persons entering the quarantine facility, with the exception of veterinary practitioners, will be requested to sign an affidavit stating that they will remain away from livestock, zoological animals, or birds, other than those currently in the quarantine for a specified number of days after leaving the quarantine facility. If they will have contact with other animals and thus, cannot sign the affidavit, they must identify the location and species of all livestock, zoological animals or birds they expect to have contact with during the specified time period. Every visitor must sign an affidavit of no contact or provide the details of contact. The USDA veterinarian in charge will review any statement of contact as a part of the determination of whether the visitor will be allowed access. If the contact is deemed to be risky, access will be denied.

- a. If the quarantined animals originated from a country or region considered by USDA as being affected with foot-and-mouth disease (FMD), visitors must remain away from livestock for 7 days after leaving the quarantine facility.
 - b. If the quarantined animals originated from a country or region considered by USDA as being free of FMD, visitors must remain away from livestock for 3 days after leaving the quarantine facility.
 - c. Persons entering bird quarantine facilities must sign an affidavit stating that they will not have contact with birds for 3 days after leaving the quarantine facility or until the completion of the quarantine.
- 7) Veterinary practitioners may be permitted entry solely to treat injuries and illnesses of quarantined animals at the request and approval of the USDA veterinarian in charge of the quarantine facility. A record must be kept of all treatments including drug name, dosage, time, date, and route of administration. This record must be provided to the USDA veterinarian in charge.
 - 8) Any equipment brought into the quarantine facility should remain in the quarantine until the release of the quarantine. If the equipment must be removed from the quarantine before the quarantine is released, it must be cleaned and disinfected before leaving the facility.
 - 9) While reviewing animal holding areas, the visitors (other than grooms, other animal handling specialists, or veterinary practitioners) may look into but not enter stalls or animal rooms, and may not have physical contact with any animals in the facility.
 - 10) No materials such as briefcases, lunch boxes, cameras, or notebooks may be taken into or out of the animal quarantine facility unless specifically approved by the USDA veterinarian in charge of the quarantine facility.
 - 11) Files and other paperwork accompanying the imported animals must be handled appropriately to reduce the risk of contamination.
 - 12) A log must be maintained at the quarantine facility to record all visitors. The log must include the date of the visit, time in, time out, purpose of the visit, name, address, and occupation of each visitor. This log must be retained by the importer/operator of the facility for at least 1 year after the release of the quarantine or as long as required by any individual agreement for record keeping, whichever is longer.

7. Inquiries

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