Subject: Submission of Traveling Exhibitor Itinerary Policy #2

**References:** AWA Sections 10, 17

9 CFR, Part 2, Sections 2.8, 2.126

**History:** This is a new policy statement, to remain in effect until enacted into regulatory changes.

**Justification:** The Animal Plant & Health Inspection Service (APHIS), Animal Care (AC)

has been provided the authority to require whatever records or reports are needed to effectively enforce the Animal Welfare Act (AWA). In order for licensed traveling facilities to comply with the requirement of readily available access to the premises by the APHIS inspector, APHIS must be kept apprised

of the location of the facility.

**Policy:** Exhibitors who are in continuous travel status shall update their itinerary as often as necessary to ensure AC knows their whereabouts at all times.

Circuses, petting zoos, and acts with an established route shall notify AC in advance of departing their home facility and update travel information as needed.

Exhibitors who take animals from their facilities from time to time shall notify AC when any animal is gone more than four (4) consecutive days. Upon request, a licensee shall provide an itinerary of absences of less than four (4) days.

Providing notification ensures the opportunity for access for an unannounced inspection, eliminates unnecessary AC visits when a licensee has been inspected recently, and minimizes resources needed to locate the exhibitor.

The itinerary should provide the following:

- 1. Dates away from home facility
- 2. City and State for all stops
- 3. Site name or location of all stops

Similar information must be provided for all periods of "lay-over" while traveling.

2.2 AC

The licensee may provide this information to AC by any of the following methods:

- a. Mail information to the Regional office or inspector
- b. Fax information to the Regional office or inspector
- c. Voicemail information to the inspector
- d. E-mail information to the Regional office

Notice must be made in advance of travel and updated as needed.