

Animal Vaccination Veterinary Premises

Minimum Standards
Self-Evaluation
Checklist





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ANIMAL VACCINATION VETERINARY PREMISES

Minimum Standards Self-Evaluation Checklist (Checklist)

This Checklist is intended for use at an animal vaccination veterinary premises, which means a location at a scheduled vaccination event where a veterinarian or designated veterinary personnel administer vaccinations and perform preventative procedures for parasite control on multiple animals.¹ “Designated veterinary personnel” means a registered veterinary technician (RVT), veterinary assistant, or a veterinary assistant controlled substance permit (VACSP) holder supervised by the veterinarian.²

This Checklist was developed by the California Veterinary Medical Board (Board) and its Multidisciplinary Advisory Committee with input from the public and profession in order to assist Licensee Managers (MGLs) and veterinary office managers in reviewing the animal vaccination veterinary premises for compliance with the law. The Board strongly recommends involvement of the entire staff in a team effort to become familiar with and maintain the required minimum standards.

Compliance With Minimum Standards for Premises is Required

All premises where veterinary medicine, veterinary dentistry, or veterinary surgery is being practiced, and all instruments, apparatus, and apparel used in connection with those practices, shall be kept clean and sanitary at all times, and shall conform to those minimum standards established by the Board.³

“Premises” means the location of operation where veterinary medicine, veterinary dentistry, veterinary surgery, and the various branches thereof is being practiced and includes a building, kennel, mobile unit, or vehicle.⁴ Mobile units and vehicles are exempted from independent registration with the Board if they are operated from a building or facility that is the MGL’s principal place of business and the building is registered with the Board, and the registration identifies and declares the use of the mobile unit or vehicle.⁵

¹ California Code of Regulations (CCR), tit. 16, § [2030.3, subs. \(a\)](#).

² CCR, tit. 16, § [2030.3, subs. \(b\)](#).

³ Business and Professions Code (BPC), § [4854](#).

⁴ BPC, § [4853](#), subd. (b).

⁵ *Ibid.*

Board Authority to Inspect

The Board may, at any time, inspect the premises in which veterinary medicine, veterinary dentistry, or veterinary surgery is being practiced.⁶ All animal patient medical records and equipment and drugs on the premises, or any other place where veterinary medicine, veterinary dentistry, veterinary surgery, or the various branches thereof is being practiced, or otherwise in the possession of a veterinarian for the purposes of that practice, shall be open to inspection by the Board or its authorized representatives during an inspection or investigation.⁷

The Inspection Program

The Board is required to establish a regular inspection program that will provide for random, unannounced inspections of veterinary premises.⁸ Qualified veterinarians and RVTs who are licensed or registered, as applicable, with the Board in good standing may be Board inspectors and are required to successfully complete a thorough training program, as well as participate in periodic updates. The Board also utilizes Special Investigators to conduct inspections. If you are interested in becoming a Board inspector, please refer to the Board’s [website](#) for more information.

The Inspection

A Board inspector or Special Investigator performs an inspection of the veterinary premises and completes an Inspection Report. Once the inspection is complete, the inspector will review the Inspection Report with the MGL or designated representative. Part of the inspection review is dedicated to identifying deficiencies, listing individual corrections, what items are required to be submitted to demonstrate compliance (e.g., pictures, receipts, written narratives, photocopies, etc.), and discussing corrections to comply with minimum standards requirements for the veterinary premises. The inspector or investigator may also have educational materials available to assist with the correction of certain issues. Questions are encouraged so the MGL and/or veterinary staff are clear on each issue.

Compliance Examples

Throughout this Checklist, compliance examples are provided where appropriate to help the veterinary premises meet minimum standards requirements. There are often many ways to comply with the statutes and regulations. The examples are neither prescriptive nor the only means individual veterinary premises may satisfy the minimum standard requirements.

⁶ BPC, § [4809.5](#).

⁷ BPC, § [4856](#), subds. (a) and (b).

⁸ BPC, § [4809.7](#).

ANIMAL VACCINATION VETERINARY PREMISES CHECKLIST

GENERAL REQUIREMENTS

1. Contact Information/Emergency Care Referral

Objectives

- The animal vaccination veterinary premises maintains a telephone number where clients are able to contact the animal vaccination veterinary premises with questions, concerns, or emergency needs. If a live person is not available to answer calls, the telephone line includes a recorded message with information about hours of operation and a name, telephone number, and location of a veterinary premises where after-hours emergency care is available. [CCR, tit. 16, §§ 2030, subs. \(a\)\(4\), 2030.3, subs. \(c\)\(1\)](#)
- The animal vaccination veterinary premises provides written disclosure in at least 18-point type to each client prior to or at the time veterinary services are provided that includes:
 - » The telephone number where clients are able to contact the animal vaccination veterinary premises with questions, concerns, or emergency needs. [CCR, tit. 16, § 2030.3, subs. \(c\)\(4\)\(A\)](#)
 - » The hours of operation of the animal vaccination veterinary premises. [CCR, tit. 16, § 2030.3, subs. \(c\)\(4\)\(B\)](#)
 - » A name, telephone number, and location of a veterinary premises where after-hours emergency care is available. [CCR, tit. 16, § 2030.3, subs. \(c\)\(4\)\(C\)](#)

Examples of Compliance

- Having an off-hours telephone message that states when the animal vaccination veterinary premises will reopen and the name, location, and phone number of a local emergency veterinary premises.
- Providing a handout with the required information to each client.

2. Veterinarian on Site

Objective

- A veterinarian remains on site throughout the duration of the scheduled vaccination event. The veterinarian is responsible for proper administration of vaccinations and preventative procedures for parasite control and the completeness of recommendations made to the public by the designated veterinary personnel. The veterinarian is responsible for consultation and referral of clients when disease is detected or suspected. [CCR, tit. 16, § 2030.3, subs. \(c\)\(2\)](#)

3. License Displayed

Objective

- Every person holding a license issued by the Board shall conspicuously display the license in their principal place of business. [BPC § 4850](#)

Example of Compliance

- Licenses, registrations, and permits are displayed in a location easily visible to the public.

4. Veterinary Staff Identification

Objectives

- The veterinarian is identifiable to the public. [CCR, tit. 16, § 2030.3, subs. \(c\)\(5\)](#)
- All RVTs, veterinary assistants, and veterinary assistant controlled substance permit (VACSP) holders wear a name tag in at least 18-point font in any area of the veterinary premises that is accessible to members of the public. [BPC § 4826.3, subd. \(a\)](#)
- The name tag includes the name of the RVT, veterinary assistant, or VACSP holder, and if applicable, the registration or permit type and number issued by the Board. [BPC § 4826.3, subd. \(a\)](#)

Examples of Compliance

- A copy of the veterinarian licenses is posted in a location easily visible to the public.
- All RVTs, veterinary assistants, and VACSP holders wear a name tag or uniform that displays the required information.

5. Notice of No Staff on Veterinary Premises

Objective

- If animals are housed or retained for treatment and there are to be no personnel on the veterinary premises during any time an animal is left at the veterinary premises, prior notice of this fact is given to the client. [CCR, tit. 16, §§ 2030, subs. \(a\)\(2\)](#), [CCR, tit. 16, § 2030.3, subs. \(c\)\(1\)](#)

Example of Compliance

- Prior notice may be accomplished by posting a sign in a place and manner conspicuous to the clients at the entrance of the veterinary premises, stating that there may be times when there are no personnel on the veterinary premises. Written notice of “No staff on the veterinary premises between the hours of x pm and x am” stated on an admittance form, estimate, or receipt.

6. Food and Beverage

Objective

- Food and beverages are not stored or consumed in a toilet room or in an area where they may be contaminated by any toxic material. [CCR, tit. 8, § 3368, subs. \(b\)](#)

Examples of Compliance

- Food or beverages intended for human consumption are not located in treatment areas, pharmacies, laboratories, or restrooms.
- Food or beverages intended for human consumption are not located in refrigerators/freezers with vaccines or drugs.



FACILITIES

7. General Sanitary Conditions

Objective

- All premises where veterinary medicine, veterinary dentistry, or veterinary surgery is being practiced, and all instruments, apparatus, and apparel used in connection with those practices, are kept clean and sanitary at all times, and conform to the minimum standards established by the Board. [BPC § 4854](#); [CCR, tit. 16, §§ 2030, subs. \(a\)\(1\)](#), [CCR, tit. 16, § 2030.3, subs. \(c\)\(1\)](#)

Examples of Compliance

- Shelves and countertops are clean to the touch.
- Trash cans are emptied on a regular basis.
- Floors are mopped/scrubbed regularly.
- Window coverings, if required, are free of dust and debris.
- An appropriate cleaning schedule is established for all areas of the veterinary premises.
- Personal apparel is clean.
- Instruments and equipment are clean and sanitary.
- Endotracheal tubes and resuscitation bags are kept clean and stored in a sanitary manner to prevent dust, hair, and debris contamination.

8. Fresh Clean Water, Towels, and Soap

Objective

- Fresh, clean water is available for sanitizing and first aid. [CCR, tit. 16, § 2030.3, subs. \(c\)\(3\)](#)
- Disposable towels and soap are readily available. [CCR, tit. 16, § 2030.3, subs. \(c\)\(3\)](#)

9. Emergency Drugs and Equipment

Objective

- Appropriate drugs and equipment are readily available to treat an animal emergency. [CCR, tit. 16, §§ 2030, subs. \(a\)\(14\), 2030.3, subs. \(c\)\(1\)](#)

Example of Compliance

- Unexpired atropine, epinephrine, diphenhydramine, and IV catheters of various sizes are readily available.

10. Waste Disposal

Objective

- The disposal of waste materials complies with all applicable state, federal, and local laws and regulations. [CCR, tit. 16, §§ 2030, subs. \(a\)\(6\), 2030.3, subs. \(c\)\(1\)](#)

Examples of Compliance

- Maintain a contract with an approved waste control service to dispose of hazardous waste.
- Appropriately sized sharps containers are available and maintained throughout the veterinary premises.

11. Exercise Runs

Objective

- Where animals are kept at the veterinary premises for 24 hours or more, the animals are provided with an opportunity for proper exercise when medically appropriate. [CCR, tit. 16, §§ 2030, subs. \(a\)\(3\), 2030.3, subs. \(c\)\(1\)](#)

Example of Compliance

- Exercise runs or exercise areas are available, or animals are provided outdoor walks.



DANGEROUS DRUGS/ CONTROLLED SUBSTANCES

12. Drugs and Biologics

Objectives

- All drugs and biologics are maintained, administered, dispensed, and prescribed in compliance with state and federal laws. [CCR, tit. 16, §§ 2030, subs. \(a\)\(9\), 2030.3, subs. \(c\)\(1\), BPC § 4883\(g\)\(3\)](#)
- The veterinary premises does not purchase, trade, sell, or transfer dangerous drugs that are misbranded, as defined in Health and Safety Code (HSC) section 111335. [BPC §§ 4169, subd. \(a\)\(3\), 4883, subd. \(g\); see also HSC §§ 111330–111510](#)
- The veterinary premises does not purchase, trade, sell, or transfer dangerous drugs or dangerous devices after the beyond use date on the label. [BPC §§ 4169, subd. \(a\)\(4\), 4883, subd. \(g\)](#)
- Registered practitioners destroy or deliver expired controlled substances for disposal in compliance with federal regulations. [Code of Federal Regulations \(CFR\), tit. 21, §§ 1317.05, subs. \(a\), 1317.10, 1317.90, 1317.95, BPC § 4883, subd. \(g\)](#)

Examples of Compliance

- A system is in place to regularly identify and remove expired drugs from circulation on the veterinary premises, including from crash carts and emergency kits.
- Expired controlled drugs are delivered to a reverse distributor.
- Drugs and biologics are stored at proper temperatures according to their manufacturer's instructions.
- Drugs are not misbranded or mislabeled.

13. Drug Security Controls

Objectives

- Controlled substances listed in Schedule I are stored in a securely locked, substantially constructed cabinet. [CFR, tit. 21, § 1301.75, subs. \(a\)](#)
- Controlled substances listed in Schedules II, III, IV, and V are stored in a securely locked, substantially constructed cabinet. [CFR, tit. 21, § 1301.75, subs. \(b\)](#)

Examples of Compliance

- Controlled drugs are locked in a substantial, secure safe with access limited to licensed veterinarians, RVTs, and VACSP holders.
- Refrigerated controlled drugs are stored inside a locked box and secured to the refrigerator with a locking cable.
- A compliant smart cabinet system is used to house and dispense controlled substances. Access to the smart cabinet system is limited to licensed veterinarians, RVTs, and VACSP holders.
- Controlled drugs being transported are stored inside a locked box and secured to the vehicle with a locking cable.

14. Controlled Substance Records

Objectives

- Federal Drug Enforcement Administration (DEA) registrants maintain complete and accurate records on a current basis for each controlled substance purchased, received, sold, stored, distributed, dispensed, or otherwise disposed of. [CFR, tit. 21, §§ 1304.03, 1304.21, and 1304.22](#)
- All records are available on the veterinary premises for inspection and copying by authorized DEA or Board personnel. [CFR, tit. 21, § 1304.04, subs. \(a\)](#); [BPC § 4856](#)
- A complete and accurate dispensation log that meets all federal and state requirements is maintained for each controlled substance. [CFR, tit. 21, § 1304.22, subs. \(c\)](#)

- An initial inventory of controlled substances on hand is recorded on the date the practitioner first engages in the dispensing of controlled substances. Ongoing biennial inventories of controlled substances are recorded at least every two years. [CFR, tit. 21, § 1304.11](#)
- Records and inventories of Schedule II controlled substances are maintained separately from all other records. [CFR, tit. 21, § 1304.04, subs. \(f\), \(g\)](#)

Board Resources for Compliance

[Controlled Drug Dispensation Record Sample](#)

[Biennial Controlled Drug Inventory Sample](#)

[Controlled Substance Administration FAQs](#)

DEA, Diversion Control Division Resources for Compliance

[Practitioner's Manual](#)

15. Dispensed Drugs

Objective

- All drugs dispensed are labeled with the following information ([CCR, tit. 16, § 2032.2, subs. \(b\)](#)):
 - Name, address, and telephone number of the facility. [CCR, tit. 16, § 2032.2, subs. \(b\)\(1\)](#)
 - Client's name. [CCR, tit. 16, § 2032.2, subs. \(b\)\(2\)](#)
 - The species and name, number, or other identifying information for the animal. [CCR, tit. 16, § 2032.2, subs. \(b\)\(3\)](#)
 - Date dispensed. [CCR, tit. 16, § 2032.2, subs. \(b\)\(4\)](#)
 - Directions for use, including, if applicable, withdrawal time. [CCR, tit. 16, § 2032.2, subs. \(b\)\(5\)](#)
 - The manufacturer's trade name of the drug or the generic names, strength (if more than one dosage form exists), and quantity of drug, and the expiration date when established by the manufacturer. [CCR, tit. 16, § 2032.2, subs. \(b\)\(6\)](#)
 - Name of prescribing veterinarian. [CCR, tit. 16, § 2032.2, subs. \(b\)\(7\)](#)

16. Veterinary Assistant Handling of Controlled Substance

Objectives

- No veterinary assistant shall obtain or administer a controlled substance unless the person is designated by a licensed veterinarian to obtain or administer controlled substances and holds a valid VACSP. [BPC § 4836.1, subd. \(b\)](#)
- No person utilizes the term “veterinary assistant controlled substances permit,” or any other words, letters, or symbols, including, but not limited to, the abbreviation “VACSP,” with the intent to represent that person is authorized to act as a permit holder, unless that person is a VACSP holder. [CCR, tit. 16, § 2087.3, subs. \(c\)](#)

Example of Compliance

- The VACSPs are valid by proper association with the MGL.

17. Controlled Substance Utilization and Review System (CURES) Reporting

Objectives

- All veterinarians dispensing controlled substances are registered with [CURES](#). HSC [§ 11165 \(a\) – \(d\)](#)
- All veterinarians dispensing controlled substances submit [weekly CURES reports](#) to the PMP Clearinghouse.

18. Current DEA Registration

Objective

- Every veterinarian who dispenses controlled substances is registered with the DEA. [CFR, tit. 21, § 1301.11, subs. \(a\)](#)

Example of Compliance

- All veterinarians who prescribe controlled substances have a DEA registration.

PRACTICE MANAGEMENT

19. Licensee Manager / MGL

Objectives

- The MGL has ensured the veterinary premises complies with the requirements in BPC sections 4853, 4854, 4855, and 4856. [CCR, tit. 16, § 2030.05, subs. \(b\)](#)
- The MGL has ensured the physical and operational components of the veterinary premises meet the minimum standards of practice as set forth in CCR, title 16, sections 2030 through 2032.5 and title 24, section 1251. [CCR, tit. 16, § 2030.05, subs. \(b\)](#)
- The MGL has ensured no unlicensed activity is occurring within the veterinary premises or in any location where any function of veterinary medicine, veterinary surgery, or veterinary dentistry is being conducted off the veterinary premises under the auspices of the veterinary premises registration. [CCR, tit. 16, § 2030.05, subs. \(c\)](#)
- The MGL maintains a physical presence within the veterinary premises that is reasonable to ensure the requirements of CCR, title 16, section 2030.05, subsections (a) through (c) are met. [CCR, tit. 16, § 2030.05, subs. \(d\)](#)

Note: The MGL is not responsible for individual practice violations of licensed veterinarians.⁹

20. Veterinary Reference Library

Objective

- Current veterinary reference materials are readily available to veterinary personnel. [CCR, tit. 16, §§ 2030, subs. \(a\)\(12\), 2030.3, subs. \(c\)\(1\)](#)

Example of Compliance

- Veterinarians have journal subscriptions, online reference materials, textbooks, and/or electronic reference materials at work.



⁹ CCR, tit. 16, § [2030.05](#), subs. (e).

21. Record Keeping

Objectives

- Written records of all animals receiving veterinary services are kept by the veterinary premises. Medical records are maintained for a minimum of three (3) years after the animal's last visit. [BPC § 4855](#); [CCR, tit. 16, § 2032.3, subs. \(b\)](#).
- All animal patient records are legible and contain the following ([CCR, tit. 16, § 2032.3, subs. \(a\)](#)):
 - » Name or initials of the person responsible for entries.
 - » Name, address and phone number of the client.
 - » Name or identity of the animal, herd, or flock.
 - » Except for herds or flocks, age, sex, breed, species, and color of the animal.
 - » Dates (beginning and ending) of custody of the animal, if applicable.
 - » A history or pertinent information as it pertains to each animal, herd, or flock's medical status.
 - » Data, including that obtained by instrumentation, from the physical examination.
 - » Treatment and intended treatment plan, including medications, dosages, route of administration, and frequency of use.
- » Records for surgical procedures include a description of the procedure, the name of the surgeon, the type of sedative/anesthetic agents used, their route of administration, and their strength if available in more than one strength.
- » Diagnosis or assessment prior to performing the treatment or procedure.
- » If relevant, a prognosis of the animal's condition.
- » All medications and treatments prescribed and dispensed, including strength, dosage, route of administration, quantity, and frequency of use.
- » Daily progress, if relevant, and disposition of the case.
- Radiographs and digital images, except for intraoral radiographs, have a permanent identification legibly exposed in the radiograph or attached to the digital file, which include the following ([CCR, tit. 16, § 2032.3, subs. \(c\)\(2\)](#)):
 - » The hospital or clinic name and/or veterinarian's name,
 - » Client identification,
 - » Patient identification, and
 - » The date radiograph was taken.



- Non-digital intraoral radiographs are inserted into sleeve containers and include the information required in CCR, title 16, section 2032.3, subsection (c)(2)(A)–(D). Digital images have identification criteria listed in CCR, title 16, section 2032.3, subsection (c)(2)(A)–(D) attached to the digital file. [CCR, tit. 16, § 2032.3, subs. \(c\)\(3\)](#)
- Each time a veterinarian initially prescribes, dispenses, or furnishes a dangerous drug, as defined in BPC section 4022, to an animal patient in an outpatient setting, the veterinarian offers to provide, verbally, in writing, or by email to the client, a consultation that includes the following information ([BPC § 4829.5, subs. \(a\), \(b\)](#)):
 - » The name and description of the dangerous drug.
 - » Route of administration, dosage form, dosage, duration of drug therapy, the duration of the effects of the drug, and the common severe adverse effects associated with the use of a short-acting or long-acting drug.
 - » Any special directions for proper use and storage.
 - » Actions to be taken in the event of a missed dose.
 - » If available, precautions and relevant warnings provided by the drug’s manufacturer, including common severe adverse effects of the drug.
 - » Drug documentation if requested and if available.
- This task may be delegated to an RVT or veterinary assistant. [BPC § 4829.5, subd. \(c\)](#)
- It is noted in the medical record of the animal patient whether the client was provided or declined the drug consultation. [BPC § 4829.5, subd. \(d\)](#)
- The veterinarian has performed a physical examination appropriate for the procedure on the animal patient within 12 hours prior to administration of general anesthesia. The results of the physical examination are documented in the animal patient’s medical records. [CCR, tit. 16, § 2032.4, subs. \(b\)\(1\)](#)
- Records for procedures involving general anesthesia include the following information: [CCR, tit. 16, § 2032.4, subs. \(b\)\(6\)](#)
 - » A description of the procedure.
 - » Name of the surgeon.
 - » The type of the sedative and/or anesthetic agents used.
 - » The route of administration of the sedative and/or anesthetic agents used.
 - » The strength of the sedative and/or anesthetic agents used, if available in more than one strength.



SELF INSPECTION CHECKLIST

Animal Vaccination Veterinary Premises

LEGEND

CCR – California Code of Regulations
B&P – Business & Professions Codes
H&S – Health & Safety Codes
CFR – Title 21 of the Code of Federal Regulations

GENERAL

- Contact Information CCR 2030(a)(4)/2030.03(c)(1)
- Telephone Number CCR 2030.3(c)(4)(A)
- Hours of Operation CCR 2030.3(c)(4)(B)
- After Hours Emergency Care CCR 2030.3(c)(4)(C)
- Veterinarian On Site CCR 2030.3(c)(2)
- License/Registration/Permit Displayed B&P 4850
- Staff Identification CCR 2030.3(c)(5)/B&P 4826.3(a)
- Notice of No Staff on Premises CCR 2030(a)(2)/CCR 2030.3(c)(1)
- Food & Beverage CCR 3368(b)

FACILITIES

- General Sanitary Conditions B&P 4854/CCR 2030(a)(1)/2030.3(c)(1)
- Clean Water, Towels and Soap CCR 2030.3(c)(3)
- Emergency Drugs & Equipment CCR 2030(a)(14)/2030.3(c)(1)
- Waste Disposal CCR 2030(a)(6)/2030.3(c)(1)
- Exercise Runs CCR 2030(a)(3)/2030.3(c)(1)

DANGEROUS & CONTROLLED DRUGS

- Drugs & Biologics B&P4883(g)(3)/CCR 2030(a)(9)/2030.3(c)(1)
- Drug Misbranding H&S 111335/111330-111510/B&P 4169(a)(3)/4883(g)
- Expired Drugs B&P 4169(a)(4)/4883(g)
- Drug Security Controls CFR 1301.75(a)&(b)
- Controlled Drugs Reverse Distribution CFR 1317.05(a)/1317.10/ 1317.90/ 1317.95/B&P4883(g)
- Controlled Substance Records CFR 1304.03/1304.21/1304.22
- Records Available for Inspection CFR 1304.04(a)/ B&P 4856
- Dispensation log CFR 1304.22(c)
- Biennial inventories CFR 1304.11
- Separate Schedule II Records CFR 1304.04(f)&(g)
- Dispensed Drugs CCR 2032.2(b)
- VACSP B&P 4836.1(b)/CCR 2087.3(c)
- CURES Reporting H&S 11165(a)-(d)
- Current DEA CFR 1301.11(a)

PRACTICE MANAGEMENT

- Managing Licensee CCR 2030.05
- Veterinary Reference Library CCR 2030(a)(12)/2030.3(c)(1)
- Record Keeping CCR 2032.3/B&P 4855
- Drug Consultations B&P 4829.5
- Name Tags B&P 4826.3(a)



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