



**Wisconsin Department of Agriculture, Trade and Consumer Protection  
Division of Animal Health**

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**Dog Seller and Dog Facility Operator Inspection**

s.173.41, Wis. Stats and ch.16, Wis. Admin. Code

**Inspection:** Dog Seller Routine Inspection

**Inspection Date:** 04/21/2015                      **Inspector:** Erin Carter

**Legal Entity:** Humane Society of Waupaca County, Inc.

**License # / DBA:** 266938 / Humane Society of Waupaca County, Waupaca Humane, HSWC

**Location (Property):**

2293 Commercial Dr Waupaca, WI 54981 Waupaca County

*Personal information you provide may be used for purposes other than that for which it was originally collected s.15.04(1)m), Wis. Stats.*

**Inspection of your operation on 04/21/2015 revealed the following results.**

Regulation	Result	Comment
<b>0. General License Information, s. ATCP 16.02, Wis. Adm. Code</b>		
<b>General License Information</b>		
0.1.1 Dog seller license and report are posted in a prominent place.	Compliant	
0.1.2 Dog Seller license number is in advertisements.	Compliant	
<b>I. Record Keeping, s. ATCP 16.14, Wis. Adm. Code</b>		
<b>General Dog Records</b>		
1.1.1. Records present and in written or readily readable electronic form.	Compliant	
1.1.2. Records retained for at least 5 years and / or made available to the department.	Compliant	
<b>Locations at Which Dogs are Kept</b>		
1.2.1. Address of each location where dogs are kept.	Compliant	
1.2.2. Name of individual responsible for administering that location.	Compliant	
1.2.3. Name and address of home custody provider, if applicable.	Compliant	
<b>Dog Records</b>		
1.3.1. Breed of dog recorded.	Compliant	
1.3.2. Sex of dog recorded.	Compliant	
1.3.3. Date of birth recorded.	Compliant	
1.3.4. Approximate age of dog recorded.	Compliant	
1.3.5. Color of dog recorded.	Compliant	
1.3.6. Distinct markings on dog recorded.	Compliant	
1.3.7. Location at which dog is kept (including home custody provider, if applicable) recorded.	Compliant	
1.3.8. Record of official individual animal identification (tag, tattoo, microchip) if any assigned.	Compliant	
1.3.9. Statement that the dog was born under license holder's custody or legal control, if that is the case.	Compliant	
1.3.10. Dog was not born under the license holder's custody / control, date on which license holder acquired custody or control.	Compliant	
1.3.11. Dog was not born under the license holder's custody / control, name and address of person from whom dog was acquired.	Compliant	
1.3.12. Dog was not born under the license holder's custody / control, person's USDA animal care facility license or registration number (if any).	Compliant	
1.3.13. If dog is no longer under the license holder's custody or control, date on which the dog left custody / control of licensee.	Compliant	

1.3.14. If dog is no longer under the license holder's custody or control, disposition of dog.	Compliant	
1.3.15. If dog is no longer under the license holder's custody or control, identity of the person whom assumed custody / control.	Compliant	
1.3.16. CVI that accompanied dog when it entered or left the licensee's custody / control.	Compliant	
1.3.17. Records include vaccination information.	Compliant	
1.3.18. Records include observation information.	Compliant	
1.3.19. Records include any treatment that occurred & who administered the healthcare.	Compliant	
1.3.20. Breed registration records kept if applicable.	Compliant	

#### Behavior and Socialization Plan

1.4.1. Behavior and socialization plan which meets requirements of 4.5.1 – 4.5.5	Compliant	
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### II. Dog Sales; Certificate of Veterinary Inspection, s. ATCP 16.16, Wis. Adm. Code

#### Dogs Sold are Accompanied by a Valid CVI

2.1.1. Dogs sold are accompanied by a valid CVI.	Compliant	
2.1.2. CVI contains signature of certified veterinarian.	Compliant	
2.1.3. CVI is a valid form issued by the department.	Compliant	
2.1.4. CVI contains name and address of seller.	Compliant	
2.1.5. CVI contains the number, breed, sex and age of dog(s).	Compliant	
2.1.6. CVI contains information regarding whether the dog is spayed, neutered or sexually intact.	Compliant	
2.1.7. Dog(s) vaccination record contains the type of vaccine.	Compliant	
2.1.8. Dog(s) vaccination record contains the manufacturer of the vaccine,	Compliant	
2.1.9. Dog(s) vaccination record contains the serial and lot numbers of the vaccine.	Compliant	
2.1.10. Dog(s) vaccination record contains the date administered & person administering.	Compliant	
2.1.11. Information required for import under ss. ATCP 10.06(4) and ATCP 10.80, Wis. Adm. Code	Compliant	
2.1.12. Valid negative Brucellosis test if dog(s) sold at public auction & is not spayed / neutered.	Not Applicable	
2.1.13. Veterinarian statement, signature and date of signature on CVI.	Compliant	
2.1.14. Valid issuance and expiration dates.	Compliant	
2.1.15. Distribution of CVI copies to buyer, seller and issuing veterinarian.	Compliant	
2.1.16. Re-issued CVIs updated, as necessary and copies distributed to buyer, seller an issuing veterinarian.	Compliant	
2.1.17. CVI incorporating information from prior CVI includes a statement identifying prior CVI.	Compliant	

### III. Age at Which Dogs May be Sold, s. ATCP 16.18, Wis. Adm. Code

#### Dog(s) Sale and Custody Transfer Meets Necessary Criteria

3.1.1. Dog is at least 7 weeks old.	Compliant	
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### IV. Dog Care; General, s. ATCP 16.20, Wis. Adm. Code

#### Food and Water

4.1.1. Feeding frequency adequate.	Compliant	
4.1.2. Size of ration and / or nutritional content adequate.	Compliant	
4.1.3. Wholesome, uncontaminated and / or palatable.	Compliant	
4.1.4. Amount and quality of fresh water adequate.	Compliant	
4.1.5. Food and water containers suitable.	Compliant	
4.1.6. Adequate sanitization of food and water containers.	Compliant	

#### Animal Health and Veterinary Care

4.2.1. Proper handling.	Compliant	
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4.2.2. Daily body, mobility and behavior checks completed.	Compliant	
4.2.3. Dogs suspected of communicable disease are isolated.	Compliant	
4.2.4. Adequate grooming. (nails trimmed, no hair matting)	Compliant	
4.2.5. Veterinarian exams or adherence to veterinarian recommendations.	Compliant	
4.2.6. Sick or injured dogs receiving timely veterinarian care or humanely euthanized.	Compliant	

#### Exercise

4.3.1. Daily access to exercise area where a running stride can be achieved.	Compliant	
4.3.2. Supervised physical activity.	Compliant	

#### Dog Grouping and Separation

4.4.1. Compatible grouping of dogs.	Compliant	
4.4.2. Females in season appropriately separated.	Compliant	
4.4.3. Aggressive dogs separated.	Compliant	
4.4.4. Puppies under 4 months appropriately separated.	Compliant	

#### Behavior and Socialization

4.5.1. Daily contact with other compatible dogs without good cause.	Compliant	
4.5.2. Daily positive human contact and socialization other than feeding time.	Compliant	
4.5.3. Play objects or other forms of inanimate enrichment in primary enclosure.	Compliant	
4.5.4. Dogs have contact, activity, enrichment.	Compliant	
4.5.5. Written plan for meeting behavior and socialization requirements.	Compliant	

#### V. Dogs Kept Indoors, s. ATCP 16.22, Wis. Adm. Code

5.1.1. Enclosure is structurally sound and maintained in good repair.	Compliant	
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#### Floors and Interior Surfaces

5.2.1. Enclosure does not have dirt floor.	Compliant	
5.2.2. Metal wire mesh floor is coated and / or has adequate gauge to prevent injury	Not Applicable	
5.2.3. Floor openings small enough to prevent dog's foot from passing through.	Not Applicable	
5.2.4. Floor and interior surfaces keep dogs clean, dry, and safe from injuries.	Compliant	
5.2.5. Floor and interior surfaces regularly cleaned and sanitized.	Compliant	

#### Stacked Primary Enclosures

5.3.1. Floor of top enclosure is not higher than 52 inches from floor of room, when enclosures are stacked.	Not Applicable	
5.3.2. Stacked enclosures adequate for safe handling, ventilation, temperature control, easy cleaning, sanitation and easy inspection.	Not Applicable	
5.3.3. Front side of stacked enclosures ventilated and / or have solid floor that can be easily cleaned and sanitized.	Not Applicable	
5.3.4. Stacked enclosures stable when filled to maximum capacity with dogs.	Not Applicable	
5.3.5. Dog(s) in stacked enclosures not exposed to excreta, urine, dirt or debris falling from higher enclosures.	Not Applicable	

#### Primary Enclosures for One or More Dogs that Get at Least 30 Minutes of Exercise Each Day

5.4.1. Floor area of enclosure adequate for largest dog.	Compliant	
5.4.2. Floor area of enclosure adequate to accommodate all dogs in the enclosure without crowding.	Compliant	
5.4.3. Height of enclosure adequate for tallest dog.	Compliant	
5.4.4. Dogs have adequate time (at least 30 minutes) per day in run or exercise area.	Compliant	
5.4.5. Run or exercise area of adequate size to achieve running stride.	Compliant	

#### Primary Enclosures for One or More Dogs that Get at Least 120 Minutes of Exercise Each Day

5.5.1. No more than one dog is kept in enclosure.	Compliant	
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5.5.2. Floor area of enclosure is adequate for size of dog.	Compliant	
5.5.3. Height of enclosure adequate for size of dog.	Compliant	
5.5.4. Dogs have adequate time (at least 120 minutes per day) in run or exercise area.	Compliant	
5.5.5. Run or exercise area of adequate size for achieving running stride.	Compliant	

#### Whelping Enclosure

5.6.1. Enclosure appropriate for breed.	Compliant	
5.6.2. Appropriate solid floor in area accessible to puppies.	Compliant	
5.6.3. Height of enclosure is adequate for the dam to stand normally.	Compliant	
5.6.4. Length and width of enclosure adequate for the dam to lay down, and stretch out to allow all pups to nurse.	Compliant	
5.6.5. Size of enclosure is adequate for number and temperament of puppies.	Compliant	
5.6.6. Enclosure includes an area that is only accessible to dam and large enough for dam.	Compliant	

#### Nursery Enclosure

5.7.1. Large enough to allow all puppies to turn around, stand up, lie down and exercise normal postural movements.	Compliant	
5.7.2. Large enough to encourage socialization and exercise.	Compliant	

#### Temporary Enclosure for One Dog

5.8.1. Dog is kept in enclosure for no more than 12 hours.	Compliant	
5.8.2. No more than one dog is kept in enclosure.	Compliant	
5.8.3. Floor area & height of enclosure adequate for the dog.	Compliant	

#### Lighting, Temperature, and Ventilation

5.9.1. Adequate light for proper care, maintenance and inspection and / or diurnal lighting cycle.	Compliant	
5.9.2. Adequate heating and cooling to protect dogs from temperatures and humidity that may be injurious to their health.	Compliant	
5.9.3. Adequate fresh or filtered air to maintain health of dogs and minimize odor, drafts, ammonia levels and moisture.	Compliant	

#### Cleaning and Sanitation

5.10.1. Excreta removed daily or more often as needed.	Compliant	
5.10.2. Enclosures and areas cleaned rinsed and sanitized appropriately to be free of dirt, debris and disease hazards.	Compliant	
5.10.3. Primary enclosure cleaned and sanitized before new dog placed in it.	Compliant	
5.10.4. Dogs removed from primary enclosure before it is cleaned and sanitized and / or are returned to the area after it is dry.	Compliant	
5.10.5. Solid surface or bedding is appropriate for breed and maintained in clean, dry condition.	Compliant	

### VI. Dogs Kept Outdoors, s. ATCP 16.24, Wis. Adm. Code

#### Dogs Kept in Outdoor Primary Enclosure

6.1.1. Dog's breed, age, health and / or physical condition suited to outdoor temperatures and conditions.	Not Applicable	
6.1.2. Dog(s) acclimated to outdoor temperatures and variations that may occur in primary enclosure.	Not Applicable	

#### Outdoor Primary Enclosure; Minimum Area

6.2.1. Size of enclosure meets requirements for an individual dog.	Not Applicable	
6.2.2. Size of enclosure meets requirements for additional dogs.	Not Applicable	

#### Outdoor Primary Enclosure; Construction

6.3.1. Constructed and / or maintained to prevent escape.	Not Applicable	
6.3.2. Roof or overhead screen of appropriate height.	Not Applicable	

#### Shelter, Shade, and Wind block

6.4.1. Outdoor primary enclosure contains at least one dog shelter that complies with dog shelter requirements below.	Not Applicable	
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6.4.2. Adequate to shade all dogs in primary enclosure from direct sunlight during all sunlight hours without crowding.	Not Applicable	
6.4.3. Adequate to shelter all dogs in primary enclosure from wind.	Not Applicable	

#### Dog Shelter

6.5.1. Made with durable material with 4 sides, a roof and solid flat floor.	Not Applicable	
6.5.2. Interior accessible by all dogs in primary enclosure.	Not Applicable	
6.5.3. Large enough to prevent crowding.	Not Applicable	
6.5.4. Large enough to allow tallest dog to stand.	Not Applicable	
6.5.5. Adequate to prevent injury, retain or dissipate enough body heat, allow dogs to remain clean and dry and / or provide reasonable protection from predators.	Not Applicable	

#### Tethering

6.6.1. Appropriate for breed.	Not Applicable	
6.6.2. Dog can tolerate based on age, health and / or physical condition.	Not Applicable	
6.6.3. Dog can easily enter and lie down in a dog shelter that complies with dog shelter requirements above.	Not Applicable	
6.6.4. Dog is not a pregnant or nursing female.	Not Applicable	
6.6.5. Tether cannot become entangled with an object.	Not Applicable	
6.6.6. Tether has an anchor swivel.	Not Applicable	
6.6.7. Tether is at least 6 feet long and of sufficient length for size of dog.	Not Applicable	
6.6.8. Tether is attached to a non-tightening collar or harness of sufficient size.	Not Applicable	
6.6.9. Tether is used for a dog at an animal control facility or animal shelter for no more than 4 hours in a day, complies with above tethering requirements, and has caretaker on premises.	Not Applicable	

#### Runs and Exercise Areas

6.7.1. More than 30 minutes a day of access to run or exercise area.	Not Applicable	
6.7.2. Adequate size for dog's size and temperament (considering number of dogs using at a given time) and large enough to achieve a running stride.	Not Applicable	
6.7.3. Adequate to shade all dogs from direct sunlight during hours in use without crowding.	Not Applicable	

#### Facility Maintenance

6.8.1. Excreta removed from outdoor primary enclosures daily or more often as necessary.	Not Applicable	
6.8.2. Pests and parasites controlled as necessary to maintain dog health and comfort.	Not Applicable	
6.8.3. Bedding maintained in clean, dry condition or bedding is not provided but solid resting place is appropriate for dog's breed, age, health & physical condition.	Not Applicable	
6.8.4. Facilities maintained to protect health / safety of dogs.	Compliant	

### VII. Transporting Dogs, s. ATCP 16.26, Wis. Adm. Code

#### Portable Enclosures

7.1.1. Constructed of a water-resistant and cleanable material.	Compliant	
7.1.2. Adequate to keep dogs clean and dry.	Compliant	
7.1.3. Adequate to protect dog's health and safety.	Compliant	
7.1.4. Adequate ventilation openings.	Compliant	
7.1.5. Securely closed when in use.	Compliant	
7.1.6. Cleaned and sanitized frequently enough.	Compliant	
7.1.7. Positioned for each dog to have access to sufficient air for normal breathing.	Compliant	
7.1.8. Positioned for emergency removal of dogs.	Compliant	
7.1.9. Positioned to protect dog from excreta falling from above.	Compliant	
7.1.10. Secured as necessary to prevent reasonably foreseeable movement that may injure dogs.	Compliant	

#### Care of Dogs During Transport

7.2.1. Dogs protected from hypothermia or hyperthermia.	Compliant	
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7.2.2. Adequate space to turn, stand and lie down (except in transport for training, trialing and hunting).	Compliant	
7.2.3. Food and water in accordance with s. ATCP 16.20(1), Wis. Adm. Code.	Compliant	
7.2.4. Dogs separated from each other if required by s. ATCP 16.20(5), Wis. Adm. Code	Compliant	
7.2.5. Dogs visually inspected every 4 hours.	Compliant	
7.2.6. Dogs removed from vehicle at least once every 12 hours and allowed to urinate, defecate and exercise. (Unless vehicle is equipped for such needs)	Compliant	
7.2.7. Dogs removed from vehicle in a timely fashion upon reaching destination.	Compliant	

**Transport Vehicles**

7.3.1. Vehicle equipped to provide fresh or filtered air without injurious drafts to all dogs transported in the vehicle.	Compliant	
7.3.2. Cargo space construction and maintenance adequate to minimize the ingress of exhaust from the vehicle's engine.	Compliant	

Comments:

**Humane Society of Waupaca County (HSWC):**

- **License Type:** Animal Control/Shelter
- **Hours of operation:** Open to the public Monday 12-3 pm, Wednesday 2-7 pm, Thursday 12-3 pm, Friday 2-7 pm, Saturday 12-5 pm, and Sunday 11 am-1pm.
- **Veterinarian/Veterinary Clinic:** Dr. Jim Ziegler/Wolf River Vet Clinic, 216 West Wolf River Avenue, New London, WI 54961-1421
- **Previous Inspection or contact:** Routine February 1, 2013

**Facility Information:**

- This facility operates as an animal shelter as defined under s. ATCP 16.01 (3).
- HSWC consists of a single building. All enclosures are indoors. There are three (3) enclosures used to house small, adoptable dogs that provide 16.5 ft<sup>2</sup> of floor area; 13 enclosures that provide 24 ft<sup>2</sup> of floor area; two (2) enclosures that provide 32 ft<sup>2</sup> of floor area; and three (3) enclosures that provide 16.6 ft<sup>2</sup> of floor area.
- There are six outdoor, fenced exercise areas. Shade canopies are provided during months when shade is necessary. Dogs also receive walks and obedience training with staff and volunteers.
- Electronic (PetPoint) and handwritten records are kept.

**Inspection Summary:**

- Companion Animal Inspector Erin Carter performed a routine inspection at 2293 Commercial Drive, Waupaca, WI on April 24, 2015.
- Carter was accompanied by Monica Gardner during the inspection.
- All dogs (6 adults, 11 puppies) appeared in good condition at the time of inspection and had access to clean water and toys within their primary enclosures.
- The facility was clean and in good repair at the time of inspection.
- All records reviewed were complete and accurate.

**Violation(s):**

- **None**

**Inspection result:**

The inspection was completed satisfactorily. The next inspection will be routine.

A copy of this report must be posted in a prominent location at your facility in accordance with ATCP 16.12 (5) (b).

Inspector / Consultant Signature

*Erin Carter*

Owner / Operator / Manager Signature

A copy of this inspection report was sent via email to Monica Gardner on April 24, 2015.

4/24/15



