

**MONTANA BOARD OF VETERINARY MEDICINE**  
**PO BOX 200513**  
**301 S PARK, 4<sup>TH</sup> FLOOR**  
**Helena, MT 59620-0512**  
**Licensing Phone: 406-444-5711**  
**Email: [UnitB@mt.gov](mailto:UnitB@mt.gov) Website: [www.vet.mt.gov](http://www.vet.mt.gov)**

**EXAMPLE OF CERTIFIED EUTHANASIA AGENCY INSPECTION FORM FOR REFERENCE ONLY**

**APPLICANT DOES NOT FILL OUT THIS FORM – INSPECTION WILL BE CONDUCTED BY INSPECTOR AND RESULTS WILL BE FILED BY THE INSPECTOR**

**Instructions**

This inspection form must be completed and submitted as part of the application for licensure as a certified euthanasia agency.

1. BUSINESS NAME: \_\_\_\_\_
2. LIST ANY DBA: \_\_\_\_\_
3. BUSINESS ADDRESS: \_\_\_\_\_
4. BUSINESS EMAIL ADDRESS: \_\_\_\_\_
5. TELEPHONE: \_\_\_\_\_  
Business Cell
6. CERTIFIED EUTHANASIA AGENCY LICENSE NUMBER: \_\_\_\_\_
7. CERTIFIED EUTHANASIA TECHNICIAN IN-CHARGE: \_\_\_\_\_
8. CERTIFIED EUTHANASIA TECHNICIAN LICENSE NUMBER: \_\_\_\_\_
9. DATE OF REPORT: \_\_\_\_\_

**The following inspection is conducted in compliance with the rules of the state of Montana Board of Veterinary Medicine and is for purposes established by these rules only. This inspection does not imply, nor does it intend to imply, ratification of any agency's practices regarding federal, state, local or regulatory agency authority.**

**List all licensed staff members.**

Name	License Type (CET or DVM)	License Number

**Agency Facility**

1.	Is the agency area clean and regularly disinfected?		Yes		No
2.	Are current required agency and staff licenses posted?		Yes		No
3.	Agency has specific area designated for euthanasia with room for 2 people?		Yes		No
4.	Lighting in the euthanasia area is bright and even?		Yes		No
5.	Euthanasia area is adequately ventilated?		Yes		No
6.	Floor of euthanasia area provides for dry, non-slip footing?		Yes		No
7.	Area has table or work area for handling animals during euthanasia?		Yes		No
8.	Area has cabinet, table, or workbench for placement of equipment?		Yes		No
9.	Agency has DEA approved drug storage?		Yes		No
10.	Temperature and environment in storage cabinet adequate to assure proper keeping of approved euthanasia drugs?		Yes		No

### Materials Required

1.	Needles - Medical Quality 22g, 20g, 18g, lengths 5/8" - 1 1/2"?		Yes		No
2.	Syringes 3cc, 6cc, 12cc, 20cc?		Yes		No
3.	First Aid Kit?		Yes		No
4.	Tourniquets?		Yes		No
5.	Electric Clippers – No. 40 Blade?		Yes		No
6.	Stethoscope?		Yes		No
7.	Humane Restraint Devices?		Yes		No
8.	Towels?		Yes		No
9.	Disinfectant?		Yes		No

### Recordkeeping

1.	Is the agency registered with the DEA.? 21CFR1301.1		Yes		No
2.	Is the DEA Biennial Inventory current and available? 21CFR1304.11		Yes		No
3.	Is DEA. form 222 properly executed? 21CFR1305.06		Yes		No
4.	Are necessary Power of Attorney forms in place? 21CFR1305.07		Yes		No
5.	Are Schedule II records and restraint drug records filed separately in chronological order, by name and strength, for each order <b>received</b> ? 21CFR1304.04		Yes		No
	Records show: A. Date of Receipt?		Yes		No
	B. Source of Receipt?		Yes		No
	C. Invoice Number?		Yes		No
6.	Are Schedule II records and restraint drug records filed separately in chronological order, by name and strength, for each dose <b>administered</b> ? 21CFR1304.04		Yes		No
	Records show: A. Date?		Yes		No
	B. Species?		Yes		No
	C. Dosage Administered?		Yes		No
	D. CET or DVM who administered?		Yes		No
7.	Are euthanasia drug and restraint drug containers labeled with concentration and volume?		Yes		No
8.	Are controlled substance and restraint drug records maintained for 2 years? 21CFR1304.04		Yes		No

9.	Does agency maintain perpetual inventory on C-II drugs and restraint drugs?		Yes		No
10.	Is the perpetual inventory reconciled on a regular schedule?		Yes		No
11.	Have there been shortages or losses of controlled substances or restraint drugs in the past year?		Yes		No
12.	If so, was the loss reported to DEA and Board of Vet Med? CSA section 301 For restraint drugs report only to the Board of Veterinary Medicine.		Yes		No

**If there are any violations noted on this report the euthanasia technician in charge must respond in writing to the Board of Veterinary Medicine office regarding all corrective action taken by the agency for all violations within 30 days. If a response is not received in the specified time frame the board's compliance specialist will file a complaint with the Board of Veterinary Medicine for possible disciplinary action during a regularly scheduled screening panel meeting. You will be notified in writing of the scheduled meeting date and be required to respond to the licensing violations.**

**Do Not Reference Only**