

## Veterinarian Compliance Process

### Background:

Veterinarians are required to provide certain information on official Animal Health forms to the department based on various provisions under ch. ATCP 10, Wis. Adm. Code. For example:

- Under s. ATCP 10.04 (1) (a), Wis. Adm. Code, a veterinarian who tests an animal for specified diseases must report the test results to the department (unless the laboratory analyzing the test sample reports the test results to the department). The test results must include the official individual identification of the animal that was tested.
- Under s. ATCP 10.06, an accredited veterinarian must prepare and sign a certificate of veterinary inspection (CVI). A CVI must include specified information which may vary depending on the animal being shipped and is valid for 30 days.

### Enforcement protocol:

When a required official Animal Health form is completed by a private Wisconsin certified veterinarian, and the document has multiple or significant<sup>1</sup> errors, the program manager should check the compliance history (see I:/Field data) of that veterinarian for the previous 5 years to determine the pertinent level of compliance to be taken.

If there is no history of non-compliance, the program manager will submit a letter to the private veterinarian requesting that the violation be resolved. Some programs have a form letter that is used to request missing information. See Appendix A and B for an example of form letters used for farm-raised deer and fish. Once the violation is resolved, a copy of the letter and any corrective documentation will be provided to the inspector supervisor and a case will be entered (and immediately closed) in the case tracking system.

If the violation requires that the private veterinarian provide documentation of corrective action taken, and the corrective documentation is not provided within the specified timeframe, an inspector case will be created. The inspector will investigate and gather corrective documentation, if possible. If the violation is substantiated, it will be treated as a level 2 violation, unless other action is deemed necessary based on the investigation results.

If a private veterinarian has continued compliance issues regarding the requirements for completion of regulatory forms such as test charts and certificates of veterinary inspection, enforcement measures may be progressively increased.

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<sup>1</sup> Significant errors would include failure to record official individual identification, incomplete or lack of disease testing information that is required by rule to be included, etc.

If there are violations found after reviewing the previous 5 years of compliance history for the private veterinarian, the program manager must determine the pertinent level of compliance to be taken as follows:

- A second occurrence of non-compliance will require a field veterinarian case to be generated. The field veterinarian will meet with the private veterinarian and demonstrate the correct completion of the form(s) in question. The field veterinarian will review how to fill out information and go over information that is required to be provided on the forms.

The field veterinarian will issue a warning notice for failure to comply with the pertinent section of ATCP 10, unless other action is deemed appropriate based on the findings of the field veterinarian.

- Continued noncompliance with the requirements for the completion of official animal health forms may result in the issuance of a compliance case on the veterinarian and the following more substantial enforcement action may include, but not be limited to:
  - Suspension of the private veterinarian's certification and/or accreditation.
  - Civil forfeiture.
  - Supervised completion of regulatory documents.

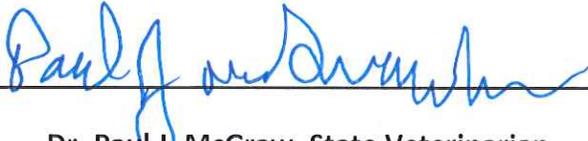
If at any time the infractions are multiple or more serious in nature, compliance actions may be elevated to a higher level of enforcement.

**Case information:**

All cases that are created must include:

- A summary of previous related compliance issues.
- All documented correspondence between the Department and entity in question .
- Reference to the rule or statute that is in question.

Effective Date: 11/27/13

Signed:   
Dr. Paul J. McGraw, State Veterinarian