

**8:23A-1.13 Records and administration**

(a) There shall be kept at each kennel, pet shop, shelter or pound a record of all animals received and/or disposed of. Such record shall state the date each animal was received, description of animal, license number, breed, age and sex; name and address of person from whom acquired; date euthanized and method, or name and address of person to whom sold or otherwise transferred.

(b) These records shall be kept at the premises for 12 months after the date the animal is euthanized or removed from the establishment and shall be available to any agent of the municipal government, the local board of health or the State Department of Health.

(c) Except as otherwise provided in this section, no kennel, pet shop, shelter or pound shall, within one year from the making thereof, destroy or dispose of any books, records, documents or other papers required to be maintained under these rules.

(d) The records required to be maintained under these rules shall be held for such period in excess of the one year period specified in (b) above as may be required to comply with any Federal, State or local law. When the local board of health, or local regional health department, or the State Department of Health notifies a kennel, pet shop, shelter or pound in writing that specified records shall be retained pending completion of an investigation or proceeding, such facility shall hold such records until their disposition is authorized by the local or regional agency or the State Department of Health.

(e) A licensee shall promptly notify the licensing agency of any change in his or her name and address, or any change in his operations which may affect his or her status.

Amended by R.1995 d.24, effective January 17, 1995.  
See: 26 N.J.R. 4129(a), 27 N.J.R. 343(b).

## SUBCHAPTER 2. ANIMAL CONTROL OFFICER CERTIFICATION

**8:23A-2.1 Definitions**

The following words and terms, when used in this subchapter, shall have the following meanings, unless the context indicates otherwise:

“Certified Animal Control Officer” means a person 18 years of age or older who has satisfactorily completed a course of study on the control of animals approved by the Commissioner of Health or who has been employed in the State of New Jersey in the capacity of, and with similar responsibilities to, those required of Certified Animal Control Officers pursuant to the provisions of N.J.S.A. 4:19-15.1 et seq., for a period of three years.

“Certification” means the process whereby an individual who has successfully completed an approved course of study and/or up to January 17, 1987, has been employed in the State of New Jersey in the capacity of, and with similar responsibilities to, those required of a Certified Animal Control Officer for a period of three years which is attested to by a written statement of the employer, shall be certified by the Commissioner of Health as meeting the training or experience standards as prescribed and is authorized to perform the functions and duties of an Animal Control Officer.

Amended by R.1995 d.24, effective January 17, 1995.  
See: 26 N.J.R. 4129(a), 27 N.J.R. 343(b).

**8:23A-2.2 Approved course of study**

(a) An approved course of study will provide a minimum of 45 hours or the equivalent to three credit hours offered by an accredited New Jersey college or university which includes, but is not limited to, the following subject areas:

1. New Jersey Statutes, Rules and Regulations governing rabies and the control of dogs, wildlife control, wildlife protection and enforcement;
2. Animal disease recognition and prevention;
3. First aid for injured animals;
4. Principles and procedures of capture and handling stray domestic animals and wildlife;
5. Cruelty documentation, evidence and courtroom procedures;
6. Shelter operations, adoption and humane euthanasia procedures.

**8:23A-2.3 Course approval**

(a) An accredited New Jersey college or university may submit a course outline and description covering the subject areas mentioned in N.J.A.C. 8:23A-2.2 to the Department of Health, Biological Services, Trenton, N.J. 08625.

(b) Upon review and acceptance of the course outline and description, the Department will issue written approval to the college or university.

Amended by R.1995 d.24, effective January 17, 1995.  
See: 26 N.J.R. 4129(a), 27 N.J.R. 343(b).

**8:23A-2.4 Certification**

(a) An individual who successfully completes an approved course of study may make application to the State Department of Health, Biological Services Program, Trenton, New Jersey for certification.

(b) Individuals in New Jersey may also be certified by submitting to the Department of Health, Biological Services a written statement from the employer attesting they have been employed in the State of New Jersey in the capacity of

and with similar responsibility to those required of certified animal control officers for a period of three years.

**8:23A-2.5 Mandatory compliance**

After January 17, 1987, municipalities must hire only Certified Animal Control Officers and the only method of certification will be through the satisfactory completion of an approved course of study. Municipalities shall meet this requirement by requiring contracting facilities to provide a Certified Animal Control Officer.

For spaying females dogs weighing	
Not more than 40 pounds .....	\$40.00
41 to 60 pounds .....	45.00
Over 60 pounds .....	50.00
For spaying female dogs which are pregnant or in heat.....	55.00
For neutering male dogs weighing	
Not more than 40 pounds .....	30.00
41 to 65 pounds .....	35.00
Over 65 pounds .....	40.00
For spaying female cats of any weight.....	35.00
For spaying female cats which are pregnant or in heat.....	35.00
For neutering male cats of any weight .....	30.00

**SUBCHAPTER 3. PILOT LOW COST SPAYING AND NEUTERING CLINIC SURGERY FEES**

**8:23A-3.1 Fees**

The public may have dogs and cats spayed or neutered, as the case may be, in a humane manner by a licensed veterinarian at the pilot clinic upon payment of the following fees:

**8:23A-3.2 Immunizations included in fees**

The fees shall include immunization of dogs against distemper, hepatitis, and leptospirosis and the immunization of cats against feline panleucopenia, pneumonitis and rhinotracheitis, which immunization shall be given at least 10 days prior to surgery on animals not previously immunized.