

**WV BOARD OF VETERINARY MEDICINE  
STATIONARY/MOBILE INSPECTION GUIDELINES**

**Review of patient medical records (New Requirement):**

Please be prepared to have someone available to assist the Inspector with reviewing patients' medical records. There are new inspection items regarding patient records that have been added to the Inspection Form.

**VETERINARY FACILITY INSPECTION FREQUENT DEFICIENCIES**

So that you can be prepared for your facility inspection, below is a list of items that are common facility deficiencies:

- License and facility permits not posted in a conspicuous to the public or are expired
- Abandoned Animal Notice not posted
- No isolation room for facilities that have overnight patients
- Controlled substance register missing required fields (template can be found on our website)
- Label missing required fields (template can be found on our website)
- Surgery room not solely used for surgery (Prepping cannot be done in the surgery room)
- Surgery room separated from another room with accordion doors or with anything other than walls
- Peeling paint in kennels and floors
- Concrete floors and walls not being impervious. Must be painted or sealed
- DEA Initial Inventory done by the DEA Registrant (template can be found on our website)
  - Only needed if a new facility or a Veterinary in Charge has changed
- DEA Biennial inventory by the DEA Registrant not completed (template can be found on our website)
  - Schedule I & II documents and inventory must be separated from Schedule III-IV
  - Required at least every 2 years
- Radiology health certificate expired
- Not using a reverse distributor for expired controlled substances (a list can be found on our website)

The veterinary facility inspection form and the forms listed above can be found on our website under "Facility" on the following link: <https://www.wvbvm.org/Home/Practitioners/Forms-Links>