

**BOARDS AND COMMISSIONS**  
**Board of Veterinary Examiners**  
**(New Administrative Regulation)**

**201 KAR 16:777. Registered AAHP facilities – Duties of registered responsible parties and AAHP managers.**

RELATES TO: KRS 321.203, 321.205, 321.235, 321.236

STATUTORY AUTHORITY: KRS 321.235(1)(b), 321.236(1)(b)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 321.235(1)(b) requires the Kentucky Board of Veterinary Examiners to promulgate administrative regulations to effectively carry out and enforce the provisions of KRS Chapter 321. KRS 321.236 requires all allied animal health professional (AAHP) facilities to register with the Kentucky Board of Veterinary Examiners. KRS 321.236(5) requires each registered AAHP facility to identify both an AAHP manager and each registered responsible party who shall be responsible for the operation and management of the AAHP facility. This administrative regulation establishes the responsibilities for registered responsible parties and AAHP managers.

**Section 1. Definitions.**

- (1) "Allied animal health professional" or "AAHP" has the same meaning as KRS 321.181(1).
- (2) "Allied animal health professional facility" or "AAHP facility" has the same meaning as KRS 321.181(2).
- (3) "Fixed facility" has the same meaning as KRS 321.181(38).
- (4) "Mobile facility" or "mobile unit" has the same meaning as KRS 321.181(46).
- (5) "Registered responsible party" has the same meaning as KRS 321.181(57).

**Section 2. Duties of Registered Responsible Parties.** A registered responsible party shall

- (1) Be responsible for maintaining minimum standards as promulgated by the board in administrative regulation;
- (2) Designate an AAHP manager for the registered AAHP facility;
- (3) Ensure the requirements of KRS Chapter 321 and 201 KAR Chapter 16 are met in addition to all local, state, and federal laws governing operations at the veterinary facility;
- (4) Comply with all duties to report, in accordance with Section 4 of this administrative regulation, including the timely designation of an AAHP manager for the facility; and

**Section 3. Duties of AAHP Managers.**

- (1) An AAHP manager shall:
  - (a) Be responsible for maintaining minimum standards as promulgated by the board in administrative regulation;
  - (b) Maintain a Kentucky Board of Veterinary Examiners AAHP permit in good standing;
  - (c) Comply with all provisions of the Kentucky Veterinary Medicine Practice Act and 201 KAR Chapter 16, in addition to all local, state, and federal laws governing operations at the AAHP facility; and
  - (d) Ensure the current board approved AAHP facility registration is posted in the registered facility and viewable by the public.
- (2) The AAHP manager shall be:
  - (a) The individual who oversees AAHP services at the AAHP facility;
  - (b) Knowledgeable about the AAHP facility, its:
    1. Daily operations;
    2. Standard protocols;

3. Drug supplies;
  4. Patient areas;
  5. Storage structures;
  6. Other organizational spaces; and
  7. Parts and spaces, both indoors and outdoors;
- (c) Present at the AAHP facility with enough frequency to have knowledge of and control over the facility's methods for complying with minimum standards and the degree to which the minimum standards are being met; and
- (d) Available and responsive to the board, its staff, inspectors, or other board designees, in the event of a facility inspection or any inquiry or investigation by the board.

Section 4. Duty to Report. Either the registered responsible party or AAHP managers shall report to the board:

- (1) Within thirty (30) days, any change of name, address, phone, or email to the registered AAHP facility by completing and submitting to the board the Request for Facility Information Change form as found in 201 KAR 16:767, or online equivalent form, including all required attachments, provided by the board;
- (2) Within ten (10) days, a change in the AAHP manager for the registered facility by completing and submitting to the board a Request for a New AAHP Manager form or online equivalent form, including all required attachments, provided by the board; and
- (3) A written response to a grievance or inquiry from the board pursuant to 201 KAR 16:610.

Section 5. Registration and Inspection of Allied Animal Health Professional Facilities.

- (1) Each AAHP permittee and AAHP facility or mobile facility shall be subject to KRS Chapter 321 and 201 KAR Chapter 16.
- (2) During a facility inspection or investigation, the board or its designee shall be provided unrestricted access to animal use areas.
- (3) Inspections of an AAHP facility shall be limited to the animal treatment areas unless the board or its designee is accompanied by at least one representative from the professional licensing board or certifying body in the human area of specialty.

Section 6. Separate Human and Animal Treatment Areas Required. An AAHP permittee who treats both animal and human patients in the same registered facility shall:

- (1) Post a conspicuous sign in the reception area of that facility informing customers that nonhuman patients are treated on the premises;
- (2) Maintain a separate, non-carpeted room for the purpose of practicing on animal patients;
- (3) Utilize separate furniture and equipment for use with animal patients which shall not be used for human patients;
- (4) Apply appropriate biosecurity measures to prevent contamination and the spread of zoonotic disease;
- (5) In the event of an animal bite, report to the local health department within twelve (12) hours and comply with state law regarding required actions and, if necessary, quarantine the animal.

Section 7. Incorporation by Reference.

- (1) "Request for a New AAHP Manager", 10/2024, is incorporated by reference.
- (2) This material may be inspected, copied, or obtained, subjected to applicable copyright law, at the Kentucky Board of Veterinary Examiners, 4047 Iron Works Parkway, Suite 104, Lexington, Kentucky 40511, Monday through Friday, 8:30 a.m. to 4:30 p.m. This material may also be obtained at [kbve.ky.gov](http://kbve.ky.gov).

*MICHELLE M. SHANE, Executive Director on behalf of  
JOHN C. PARK, DVM, Board Chair*

APPROVED BY AGENCY: October 14, 2024

FILED WITH LRC: October 15, 2024 at 8:15 a.m.

PUBLIC HEARING AND COMMENT PERIOD: A public hearing on this administrative regulation shall be held on December 23, 2024, at 10:00 am EST, at the offices of the Kentucky Board of Veterinary Examiners, 4047 Iron Works Pkwy, Suite 104, Lexington, Kentucky 40511. Individuals interested in being heard at this hearing shall notify this agency in writing by five workdays prior to the hearing, of their intent to attend. If no notification of intent to attend the hearing was received by that date, the hearing may be cancelled. A transcript of the public hearing will not be made unless a written request for a transcript is made. If you do not wish to be heard at the public hearing, you may submit written comments on the proposed administrative regulation. Written comments shall be accepted through December 31, 2024. Send written notification of intent to be heard at the public hearing or written comments on the proposed administrative regulation to the contact person.

CONTACT PERSON: Michelle M. Shane, Executive Director, Kentucky Board of Veterinary Examiners, 4047 Iron Works Parkway, Suite 104, Lexington, Kentucky 40511, Phone: 502-564-5433, Fax: 502-753-1458, Email: [Michelle.Shane@ky.gov](mailto:Michelle.Shane@ky.gov).