

- Appropriate regulatory citation
- HATS Category – identified at the beginning of the narrative (if HATS category being observed was different than the non-compliant category, list both; use roman numerals and title)
 - I. Inclement Weather
 - II. Truck Unloading
 - III. Water and Feed
 - IV. Handling During Antemortem
 - V. Handling of Suspect and Disabled
 - VI. Electric Prod/Alternative Object Use
 - VII. Observation for Slips and Falls
 - VIII. Stunning Effectiveness
 - IX. Check for Conscious Animals on the Rail
- Where, when and who observed the situation
- What was observed, include species
- If Stunning:
 - Identify stunning device for each attempt
 - Signs that indicate first stun made contact with the animal (i.e., animal's reaction, penetrating hole observed, bleeding, number of holes observed on post-mortem, abrasion on skin, etc.)
 - Signs observed that animal remained conscious (i.e., partial collapse, no loss of posture, vocalization, looking around, stand back up, tongue moving, controlled movement, etc.); state animal was conscious
 - Identify if head is reviewed after being dressed and location of wounds (use anatomical landmarks)
- If animal handling, identify animal's reaction to the event
- For facilities, identify any presence of animal injury; identify location of issue
- Statement on establishment corrective actions (CA) and preventative measures (PM)
 - For stunning need to tell that an immediate effective stun occurred, i.e., "establishment employee immediately applied a follow-up stun which effectively rendered the animal insensible."
 - For other CA/PM, keep generic such as "establishment provided verbal CA/PM to bring themselves back into compliance." Can add any maintenance/repairs.
- Detail regulatory control action taken, include tag number if used (U.S. Reject tag used for rejecting equipment and/ facilities); state if a verbal RCA; if none was used you might need to state why
- Indicate which establishment management representative received oral notification (include full name and title – use professional names)
- Indicate if noncompliance occurred during odd hour inspection, if applicable
- If applicable, include statement supporting trend as per FSIS Directive 5000.1, Rev. 4
 - How the same or similar cause is established?
 - What were the previously identified preventative measures which the establishment proffered?
 - Why CA/PM were ineffective and/or not implemented?
 - Inclusion of discussions in weekly meetings, if applicable.
 - Include NR number and date being associated (if multiple associations, only list the most recent one).
- Proofread document for grammar, punctuation, and spelling
 - Make sure someone that has never been to your establishment can understand the noncompliance
 - Make sure the date in block 1 matches the date of observation
 - Avoid subjective terminology and use definitive statements (do not use "appeared to be")
 - Restrainer – not knock box
 - Stun attempt – not knock
 - Ineffective or effective stun versus mis-stun or missed stun
 - Missed would be a complete miss and no contact with the stunning device, i.e., bolt did not engage, electrical unit was not turned on, CO₂ was not present, firearm completely missed
 - U.S. Reject – not U.S. Retain