AC-06 MAKING A CAT AVAILABLE

**Purpose**

This is to outline the process of making a cat available for adoption

**Policy**

Animal Care Staff will make cats available as needed Tuesday through Saturday. Animal Care Staff should not make cats available on Sunday or Monday unless asked to do so by a supervisor.

**Staff /Areas Affected**

• Animal Care Staff

* Feline Behavior Staff

**Definitions**

**Make Available -** The complete process of entering a behavior evaluation in ShelterLuv, testing, making a folder, updating Pet Point and ensuring all data in ShelterLuv is accurate, thus making the animal available for adoption.

**ShelterLuv** – Database used by HSWM for all tracking of customers, animals and associated service

**Responsibilities**

Under supervision of the Shelter Manager, Animal Care Staff must ensure that all info in ShelterLuv is accurate. A folder must be filled out completely and accurately with the Cage Card and other relevant documentation inside.

**Procedures**

1. Feline Behavior Staff, Vet Staff or Animal Care Staff will identify which cats to make available.
2. Feline Behavior Staff will indicate which cats to ‘fast track’ or identify for offsite adoption locations.
3. Identify the cats to be made available. Perform FeLV/FIV test as instructed.
4. If cat is positive for either FeLV or FIV inform Vet Staff by recording test result on Sick List. Do not proceed with making cat available until the cat has been examined by a veterinarian.
5. Confirm the cat has been given FVRCP, dewormer and flea prevention. Verify weight was taken and recorded in ShelterLuv. Confirm if the cat has a microchip and if so, that it is recorded in ShelterLuv.
6. Create a folder and include a “Complete Medical History” and surrender or stray form in the folder.
7. Update ShelterLuv with location, FeLV/FIV test result, microchip number, age and weight if not previously entered and change status to “Available”. Ensure all information is accurate (breed, color, age, etc.)
8. Create colored sign
9. Move cat to cattery, post colored sign, and place folder in the cat bin.

10. Clean and prepare old cage in Cat Holding or Med Room.

**Reference Documents**

• Printed ShelterLuv documents

* Surrender Form
* Stray Form

**Revision History**

Created 9/13/13 – V1

Revised 7/28/15 – V2

Revised 10/22/18 – V3