AC-06 MAKING A CAT AVAILABLE

**Purpose**

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

**Policy**

Director of Animal Care makes cats available once medically cleared.

**Staff /Areas Affected**

* Director of Animal Care
* Animal Care Staff
* Feline Behavior Staff

**Definitions**

**Make Available -** The complete process of entering a behavior evaluation in ShelterLuv, testing, making a folder, updating ShelterLuv 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 Director of Animal Care, 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. Director of Animal Care, Vet Staff or Animal Care Staff will identify which cats to make available.
2. Director of Animal Care will indicate which cats to ‘fast track’ or identify for offsite adoption locations.
3. Identify the cats to be made available. Perform FeLV test as instructed.
4. If cat is positive for either FeLV inform Vet Staff by recording test result on Sick List. Once examined by the veterinarian, vet staff will change status to ‘Medically Cleared’, indicating the cat can be changed to available.
5. Confirm the cat has been given FVRCP, Bordetella, dewormer and flea prevention. Verify weight was taken and recorded in ShelterLuv. Confirm cat has a microchip and 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 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. Upload a photo to ShelterLuv prior to making available if one does not already exist.
9. Create colored sign
10. Move cat to cattery, post colored sign, and place folder in the cat bin.

11. Clean and prepare old cage.

**Reference Documents**

* Printed ShelterLuv documents
* Surrender Form
* Stray Form

**Revision History**

V1 - Created 9/13/13

V2 - Revised 7/28/15

V3 - Revised 10/22/18

V4 – Revised 4/27/21