AC-08MI ANIMAL INTAKE (Inside MI)

**Purpose**

To outline the process of intaking an animal as an owner surrender, stray or in-state transfer from another shelter.

**Policy**

All animals will receive appropriate care and be accurately recorded at the time of intake.

**Staff /Areas Affected**

• Animal Care Staff

* Behavior Staff

• Customer Service

**Definitions**

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

**Responsibilities**

Director of Animal Care and Behavior is responsible for making sure this process

**Procedures**

1. Typical animals taking in at HSWM are dogs, cats, rabbits and small mammals. Any bird or exotic animal intake must be approved by the Director of Animal Care and Behavior or designate. Animals are weighed upon intake to assist in tracking weight gain/loss.

2. Animals other than those above do not need any additional care on intake other than being set up in an appropriate kennel/enclosure.

3. Dogs will receive size appropriate heartworm preventative on intake.

4. Dogs and cats will receive age appropriate vaccines on intake. See canine and feline vaccine SOPs for further information on ages to administer vaccines.

a. If an animal comes in with current vaccines, enter them in ShelterLuv with the revaccination date and indicate “Vaccines done at XYZ Veterinary Clinic prior to intake” in exam details.

b. If you are unsure if an animal is up-to-date on vaccines and you are unable to contact a clinic at the time of intake, assume that they need vaccines and proceed accordingly.

5. All dogs and cats will receive oral or topical flea medication if they are of age. Follow dosing guidelines provided on flea products.

6. If the heartworm preventative and/or topical flea preventative do not contain dewormer, the animal will receive Strongid dosed at 1mL/10lb of body weight.

7. If unable to provide above treatments to an animal, indicate on sick list for veterinary staff to address. If unable to touch, indicate as such on the kennel card, and notify Behavior Staff

8. Scan all animals for a microchip at intake. If animal has a microchip, call the appropriate microchip company to obtain name and contact information of the person registered to the microchip, if not the owner who is relinquishing the animal. A call is made to the microchip registered owner first. If unable to reach, a letter is sent. Enter hold in ShelterLuv accordingly.

9. Verify all information about the animal is accurate in ShelterLuv and on the kennel card, including breed, color, age, location.

10. Clean and disinfect scale and exam table between animals from different households. Wash hands with soap and water in between handling animals from different households.

11. Inform behavior or vet staff of any animals requiring additional attention.

**Reference Documents**

• Kennel Card

• SOP AC-03 Vaccines – Dog

* SOP AC-04 Vaccines - Cat

**Revision History**

Created 9/10/13 – V1

Revised 7/28/15 – V2

Revised 12/12/18 – V3