AC-13 OFFSITE ADOPTION LOCATIONS

**Purpose**

To define the process of placement and care (if needed) at offsite partner locations for cats and small animals

**Policy**

Staff with authority to do so, will identify cats and small animals that are suitable for offsite placement, based on overall good health and social temperament.

**Staff /Areas Affected**

Director of Animal Care

Director of Animal Logistics

Adoptions Manager

Animal Care staff

Customer Service staff

Volunteers

**Definitions**

**Offsite** – Partner locations offering housing/adoption locations outside of the HSWM building. Including Chow Hound, Pet Supplies Plus and Petco. Specific locations subject to change.

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

**Offsite Animal Inventory** – Google sheet, shared document on the HSWM Drive, with current animals located at offsite locations, as well as potential candidates for future placement

**Responsibilities**

Director of Animal Care, Director of Animal Logistics and Adoptions Manager monitor offsite email group.

Director of Animal Care and Director of Animal Logistics select and track offsite animals’ status.

Animal care staff transports animals to offsite locations

Animal care staff cleans, feeds and cares for animals at stores where required

Adoptions Manager and Customer Service staff process adoptions

Volunteers my assist with transport, cleaning, care and adoption consultations

**Procedures**

1. The Director of Animal Care and/or Director of Animal Logistics select animals for offsite placement and add them to the Offsite Animal Inventory sheet. If not for immediate placement, they will be added to the section of the sheet titled “Offsite Candidates”.
2. Once selected for placement, the Director of animal Care and/or Director of Animal Logistics will update the animal’s location in ShelterLuv.
3. The Director of Animal Care prepares the animal’s folder to send with them offsite. Surrender paperwork, observation sheets, and any additional paperwork are removed, scanned and attached to the animal record in ShelterLuv. The Complete Medical History is printed from ShelterLuv and put in the folder.
4. The Director of Animal Care assigns an Animal Care staff member to transport the animal to the designated offsite location. They will bring the animal, folder and any necessary medication if applicable, to the designated location.
5. Petco Location - The Director of Animal Care or Animal Logistics will update distribution list and email the Petco volunteer email distribution list to alert volunteers when the population at this location changes.
6. Animal Care Staff, Cattery Position B will check ShelterLuv the morning of their shift to determine if there are animals at Petco needing care. If so, they feed, clean and complete the Offsite Wellness Tracking Form. Animals deemed unfit (behavior or heath) to remain at the location will be brought back to HSWM. The Director of animal Care and/or Director of Animal Logistics is notified immediately of the return and Animal Care staff updates ShelterLuv with new location.
7. Adoption surveys are submitted via ShelterLuv or the offsite email group. The Adoptions Manager will complete or delegate the process of approving the adoption.
8. The staff member processing the adoption will remove offsite location from the animal name before processing. Once the adoption has been processed the animal name is removed from the Offsite Animal Inventory sheet by the person processing or the Adoptions Manager. If the animal is not being immediately picked up, the sheet should be noted with the day and time the animal will be picked up.
9. Animals housed at Chow Hound and any other location (Besides Petco, detailed above) are fed and cared for by employees of the store.

**Reference Documents**

Complete Medical History

Offsite Wellness Tracking Form

SOP B-09 Identifying Cats for Offsite Adoption

SOP G-11 Vehicle Transportation of Animals

Offsite Animal Inventory

Adoption Survey

**Revision History**

V1 - Created 3/23/16

V2 - Revised 6/11/16

V3 -Revised 2/14/19

V4 - Revised 2/3/20

V5 - Revised 11/30/20

V6 – Revised 5/3/21