

## **ALABAMA HUMANE FEDERATION**

### **MINIMUM STANDARDS FOR THE HOUSING, CARE AND ADOPTION OF COMPANION ANIMALS**

The Alabama Humane Federation provides the following information as a recommendation for minimum standards in the housing, care and adoption of companion animals. This information is applicable to any privately or publicly owned or operated facility or other area where companion animals are housed including Humane Societies, Animal Care and Control facilities, animal rescue organizations, animal sanctuaries, boarding kennels , pet stores and breeders.

#### **Facility and Animal Care**

##### **Construction**

Flooring should be sealed concrete or other non porous surface that can be disinfected. Floors should slope towards drains to prevent standing water in housing area Drain lines should be a minimum of 6 inches and all drains must have drain covers Drainage systems should prevent cross contamination

Walls between kennels should be at least 4 ft high and should prevent water and waste from flowing from kennel to kennel

Walls should be constructed of non porous materials that can be disinfected

Chain link fencing should extend at least two feet above kennel walls to contain dogs who jump.

Some kennels should have tops to prevent dogs from climbing out

##### **Climate control**

The temperature at floor level for healthy adult animals should be 65-70 degrees

The temperature at floor level for sick .infant or injured animals should be 75 degrees. Air exchange is essential to maintain healthy animals- the air in the building should be exchanged with outside air 12 times an hour

##### **Separation of animal housing areas-**

Animals should be separated according to needs and conditions:

Receiving area- for triage of incoming animals

Isolation- for incoming sick animals under stray hold, evidence hold and for animals who become sick while in the facility

Quarantine- for housing bite quarantine animals

healthy hold- for healthy animals to be assessed, or for healthy stray holds

Adoption area-for healthy, behaviorally sound animals- this area only open to the public

Separation of animals-

Dogs from cats

Sick or injured from healthy

Young puppies and kittens from adults

Unaltered males from females

Aggressive from all others

Nursing mothers and young from all others

Spatial requirements

Indoor housing for

dogs-More than 50 lbs- 4'

by 6' 36-50 lbs- 4' by 5'

10-35 lbs- 3' by 4'

dogs should be exercised twice daily for at least 20 minutes on a leash or in a play yard at least 12' by 12'

Enclosures shall have fresh potable water mounted so that containers cannot tip or spill. Containers shall be cleaned daily and disinfected before a new dog is placed in the enclosure

Resting boards or bedding must be provided. Bedding must be disposable or be able to be washed and disinfected

Food containers shall be cleaned daily and disinfected before introducing a new animal. Self feeders must be mounted so animals cannot urinate or defecate in them and so food will stay clean and dry

Cats-

Cages should be constructed of non porous materials that can be disinfected Cats shall have at least 3' by 3' per cat

Litter pans and cat litter shall be provided

Water and dry food shall be available at all times with containers being washed daily and disinfected before introducing a new animal

No more than one cat per cage, excepting nursing mothers and young, adult cats from the same household

`If cats are commingled in colony type cages the following must apply:

Unvaccinated cats vaccinated and isolated for 24 hours

males and females only if altered

young kittens from adults except from their mothers

one litter pan for each cat

no more than 10 cats in a 10'by 15' room

provide climbing and hiding areas for cats who wish to have privacy

#### Outdoor animal enclosures

When sunlight is likely to cause overheating or discomfort, sufficient shade shall be provided to allow animals to protect themselves from the sun's rays.

Whenever animals are kept outdoors, they shall be provided with shelter that protects them from the heat, cold, wind, rain and snow. Clean bedding will be provided when outdoor temperature falls below 45 degrees.

Outdoor enclosures shall be constructed so that surfaces may be disinfected and surface water will drain away into a suitable wastewater system.

Outdoor enclosures shall be constructed with no less spatial requirements as set out for the indoor animal enclosures and shall offer protection from predators and people.

#### for pocket pets-

shall be housed separate from dogs and cats

shall not be communally housed unless altered

shall be provided with fresh bedding daily

shall be provided with fresh water and species appropriate food

shall be provided with visual security

shall be housed in enclosures that can be disinfected

All cages, kennels and runs must be cleaned and disinfected daily and spot cleaned in between using water and a broad spectrum disinfectant proven to be effective against bacteria and viruses common in a shelter environment. Disinfectants and like chemicals must be mixed according to manufacturers recommendations.

Animals must be removed from enclosures before cleaning and must not be exposed to water or disinfectant.

Food bowls, litterpans, water containers, bedding, toys should all be able to be washed and disinfected

#### Diet

Animals should be fed a balanced diet that is appropriate for their life stage, size and physical condition.

Adult animals may be fed once daily, 3-12 months twice daily and under 12 weeks, three times daily or as otherwise directed by a veterinarian

Dry food may be available in self feeders.

All food should be stored in airtight containers to prevent spoilage and contamination by insects and rodents

#### Human Traffic Control

The facility shall be accessible to physically challenged persons and should be in compliance with the federal Americans With Disabilities Act.

The Euthanasia area and carcass storage area should be away from public access. Animal control vehicles should load and unload in an area other than public access.

The receiving area should be large enough to accommodate people surrendering or reclaiming animals. The flow of animals from intake to holding areas should be designed so that animals are moved quickly.

The intake area should be separate from the adoption area

#### Security

A security system, if only double locks should be in place.

Controlled substances shall be kept in accordance with state and federal law Each facility shall have an evacuation plan for animals and personnel

#### **Shelter care plan**

Any animal housing organization shall have an official "veterinarian of record".

Each shelter shall have, on the advice of a veterinarian, written protocols for the care of sick or injured animals.

There shall be care protocols for the purpose of disease control.

Care plans shall include, but not be limited to, incoming physical exams, vaccine protocols, sterilization services, sanitation and prevention of zoonotic disease.

#### Record Keeping

Records shall be developed for every animal that enters the shelter

Records shall assign an identification number to each animal and provide information as to where the animal came from, a description of the animal and any medical records. Records shall be files in such a way that information may be retrieved by staff. Each animal shall have a cage card that is numbered and cross referenced to the animal record and may include relevant information about the status of the animal in the shelter and physical condition and behavioral notes.

#### Motor Vehicles

Any shelter vehicles used for the transportation of animals shall provide the animals with security, safety, protection from the elements, adequate ventilation and climate control. Each animal shall be housed in a separate compartment from any other.

Vehicles shall be regularly maintained to ensure safe operation, must be driven by properly licensed and insured drivers.

Vehicles that are used for transportation of animals shall be disinfected between animals in the same manner that animal enclosures are, to prevent spread of disease or infectious conditions.

### **Animal Identification**

Proper identification of individual animals is critical to the operation of any animal control agency or sheltering organization and is the first step upon the animal arrival to the agency. Proper identification can facilitate re-uniting an animal with its owner, allows for effective tracking of the animal during its time in the shelter, eliminates errors and facilitates successful adoptions through proper breed identification. Professional animal management software is advisable, but not necessary to organizations who are unable to afford it, or who are not computerized.

Animals will arrive to agencies individually and in groups. Each agency must have a system to track animals from intake to final disposition either manually or computerized. The first step is to assign the animal or group an identification number. Using some variation of an alpha-numerical type serial number system greatly facilitates record keeping as intake numbers increase so that records can be retrieved from volumes of files over time. While naming animals can work for groups with very small numbers of animals, in most cases it will be necessary to track animals using a sequential system at intake. Some methods could include:

Simple numbering systems – 1,2,3....750, 751....

Starting with the number sequence with the year of the intake if numbers are started on the calendar year (Jan-Dec) such as 060001, 060002, \_064320, 064321 .....

Using an alpha identifier for species and then a number sequence such as C for Canine (or D for Dog), E for Feline (or C for Cat), H for Equine (or H for Horse), O for Other. Examples are 00001, 00002 .... D1250, DI251..... E0012, E0013. etc It is also advisable to decide on what cycle your animals will be tracked for reporting purposes such as the calendar year (Jan-Dec) or a fiscal year (e.g. Oct-Sep). Be aware that many government agencies track statistics using fiscal years, and private groups can choose to do the same. Just decide which one to use so that "annual" performance/productivity statistics can be tracked accurately. Be sure to do intake entries with the animals' arrival. Having the correct date of the animal's arrival to an agency can further facilitate identification and is legally required in regards to laws governing hold periods.

Once a tracking number has been assigned, it is imperative to properly catalogue the physical and behavioral identification of each animal. Using accepted and defined descriptive terms for each species will ensure everyone within the agency can properly identify an animal and will reduce confusion. This will entail educating employees as to the proper terms for colors, coat types, tail carriage, size, breed identification, etc. Having breed identification books on hand is a good idea and teaching each other the proper terms is vital. And you can never be "too" descriptive. Paper or computer screens are meant to be written on so use all the space necessary to properly identify an animal. At a minimum you should address the following:

Physical description:

Species – Dog, Cat, Horse, Bird, Reptile, Cow, Pig, etc.

Breed – German Shepherd, Dachshund, Domestic Short Hair (DSH), Persian, Quarter Horse, Grade Horse, Guinea Pig, Iguana, Goat, Brangus, Pot-Bellied Pig, etc. Sex – Male or Female, then spayed or neutered if known

Age – if a stray, use best judgment looking at teeth, condition, behavior, etc

Color – Black, Chocolate, Blonde, Tan Brindle, Blue Merle, Calico, Olive Tiger, Chestnut, Sorrell, Black & White, White with one black eye patch and black tail, etc. DON'T SHORTCUT COLOR DESCRIPTIONS - this may be the one area that distinguishes litter mates from another or from another in the facility or gets a pet back to its owner.

Coat – Short, Long, Wavy, Curly, Woolly, Wirey, etc

Ears Erect, Cropped, Dropped, Semi-Erect, etc.

Tail Long, Docked, Curled, etc

Size—try to use estimated weights (10 lbs, 25 lbs,        lbs) rather than small, medium, large as large to one person may be medium to another.

Other physical characteristics – Declawed, three-legged, scars, missing teeth, torn ears, tattoos

Collars/Tags – note type (leather, nylon, bandanna), color, accoutrements (bells, patterns, imbedded decorations), and any tags. If there are ID tags, record ALL information.

Miscellaneous note things like 'chain attached to collar,' 'rope around neck', duct tape on right front foot, etc.

Health Remarks – healthy, mange, severely emaciated, obese, eyes matted shut, coughing, etc

Immunization history – in case of owner surrender try to get all past immunization history to include heartworm preventive status.

Microchip – all agencies should scan incoming animals for microchips and, if found, annotate the chip number and manufacturer to then facilitate re-unification with the owner. *Note many chip manufacturers will provide scanners free of charge to legitimate sheltering agencies.*

Picture -- if at all possible taking a picture of the animal(s) at intake is the optimal addition to written physical descriptions.

Behavioral:

Temperament – friendly, shy, vicious, feral, semi-feral, skittish, calm, active, etc.

Training – leash trained, housetrained, no training, hunts deer, herds sheep, etc. Other - good with other dogs, chases cats, loves children, prefers women, chases cows, kills chickens, hates small dogs, digs out of fence, etc. Get everything you can here from the owner or rescuer.

Reason for Turn-In

The reason for turn-in can help with identification (behavior) and is important to the care of the animal in the shelter. Potential adopters also want to know how the animal came to be at the agency.

For litters of puppies and kittens record the number, how many of each sex and their colors descriptions (by sex). Keeping track of puppies and kittens is far more onerous than tracking adults, so as much information as possible up front will reduce errors down the road. Track adoptions and euthanasia by sex and color as well to keep records straight.

Paperwork — each animal (or litter) must have an intake form/data entry for office/animal care tracking and a cage identification card that will follow that animal throughout its time in the shelter. Cage cards can be manual or automated (many shelter software programs produce a cage card for each animal). Suggested information for any cage card is: shelter intake number, date of arrival, date available for adoption, species/breed, age, sex, spay/neuter status, physical description, reason for turn-in, in-shelter immunization/de-worming dates, behavioral info important to shelter workers and adopters, additional info such as known training, declawed, etc. As cage cards may be visible to potential adopters, make sure information is kept updated if there are changes in an animal's physical or behavioral condition (a dog recovered from sarcoptic mange should no longer have "mange" written on its card, previously unsocialized puppies that are now adoptable should no longer have "feral" on their cage card).

Breed identification is the bane of animal control officers and sheltering agencies. And since 75-80% of most of our animals are mixed breeds, figuring out the 'mixes' can be challenging at best. Before you get too exotic with an identification keep in mind the typical dog breeds found in your geographic area. It may be tempting to call that unique looking dog or cat some rare breed, but you should be realistic as to the chances of a rare Chinese Foo Dog or a Norwegian Forest Cat showing up at your facility. Be aware of the popular breeds in your area and you will probably find a similar mix of those coming through your agency. Improper breed identification can lead to missed reunifications and disappointed adopters when the miss-identified breed's behavior does not live up to their expectations.

### **Guidelines for Responsible Adoption Programs and Transfers**

The purpose of your animal shelter's adoption program, whether you are a private animal protection agency or a municipal animal care and control agency, should be to find responsible, lifelong homes for animals who are suitable family companions. Making such matches requires you to know the needs of both the animals to be placed and their prospective adopters. It is not a kindness to place an animal in a home where he or she will fail to receive adequate companionship, food, water, shelter, and veterinary care. Nor is it a benefit to the community to place animals with owners who will allow them to roam the neighborhood, violate animal control laws, or reproduce, adding to the community's burden of unwanted animals.

Animal shelters should be aware of their legal and ethical responsibilities regarding the adoption of any animal. Good adoption policies will help your agency make the best decisions for the animals being adopted and will assure the community that all potential

adopters are treated fairly and equally. Exceptions to enacted policies should not be made without consultation with a supervisor and/or a home visit.

**Adoptability** Only healthy animals who are not known to have exhibited potentially dangerous or vicious tendencies or other serious behavioral disorders should be made available for adoption. Ask any person relinquishing an animal to complete a "pet personality profile" form on which he or she can provide information on characteristics such as the animal's likes, dislikes, habits, and fears. Because this information may not accurately or sufficiently describe the animal, trained staff should carefully evaluate animals to determine if they are eligible for adoption. Stray animals in particular should be screened for aggressive or dangerous tendencies.

**Large Animals** Place large animals such as horses, ponies, donkeys, goats, sheep, and pigs exactly as you place small animals. Adopt large animals as companion animals only to persons who have the proper facilities for housing them and who have demonstrated their competence in meeting the special needs of such animals. The IISUS recommends that the adopter's facilities for housing large animals be inspected prior to adoption and that community zoning requirements be checked to determine whether zoning allows for the keeping of large animals.

**Wild Animals** Never place wild animals as pets. Instead, give them to licensed wildlife rehabilitators or public or private wildlife sanctuaries that have demonstrated their competence in recognizing and dealing with the particular problems inherent in rehabilitating and releasing wild animals. Federal, state, and local laws must be adhered to in the disposition of any wild animals. The HSUS recognizes that few shelters have the funds, facilities, or adequately trained staff to properly care for or rehabilitate wildlife for reintroduction to the wild. The TISUS recommends that shelters place orphaned or injured wild animals with a licensed wildlife rehabilitation specialist as soon as possible or, when necessary, euthanize such animals.

**Hybrids** Wolf hybrids and other hybrids of wild and domestic canines or felines should not be placed for adoption because of their special physical, psychological, and veterinary requirements and their frequently unpredictable and unstable nature. Hybrids should be euthanized or placed with appropriate sanctuaries.

**Exotic Animals** Although sold as pets, native and non-native wild animals, such as reptiles, primates, large cats, and some small mammals (e.g., hedgehogs and sugar gliders) may not be appropriate companion animals because of the care they require and the risk they may pose to public safety. However, the reality is that these animals exist in the pet-owning world and do present at shelters. A few individuals may be able to care for such animals properly, but you must use extreme caution in determining if an individual is truly qualified. Shelters that accept these animals should take time to educate their staff in the type and level of care necessary to maintain and potentially adopt these animals. Animals that do not meet adoption criteria should be released to an appropriate sanctuary if one exists or euthanized.

**Ferrets** The number of ferrets owned as companion animals is growing, as is the consequent number of ferrets surrendered to shelters. Care must be taken to educate potential adopters about ferrets' specific physical, psychological, behavioral, and nutritional needs. Whenever possible, work with local ferret adoption and rescue groups to place these animals in responsible, lifelong homes.

**Adopter Suitability** Use a written application or pre-adoption questionnaire to learn as much as possible about the potential adopter's lifestyle and knowledge of responsible pet ownership. Request the names, addresses, and telephone numbers of at least two local persons who can be contacted as references. The application should include questions regarding previous animal ownership and ask for the name of the adopter's veterinarian, who can be contacted to verify whether health care had been provided to previously owned or currently owned animals. Verify the adopter's identity (and make sure that the adopter is at least eighteen years old) by means of a driver's license or comparable identification. A home visit may be conducted with all family members present when there is any question about the suitability of the new home.

**The Adoption Interview** The interview can be a challenge for shelter staff; while objectively and carefully screening potential adopters, avoid being intimidating. Present these interviews as a service your shelter provides to help an individual or family find a compatible new companion. -

**Criminal Records** Keep an up-to-date file containing the names of persons who will not be permitted to adopt animals, because of cruelty convictions, repeated animal control violations, or previous violations of adoption contracts. Check this file before any adoption contract is signed and made final. If you have any reason to be suspicious, check with the police department, sheriff's department, or criminal court to find out if the potential adopter has a criminal record.

**Young Pets and Children** If there are children younger than six years old in the household, adopt out only dogs and cats who are at least four months old. Public health and animal care authorities agree that young children will not always handle puppies or kittens properly. Mishandling can result in injury to the animals, the children, or both.

**Landlord Permission** Before an animal is adopted by a person living in rental housing, the adopter should supply the landlord's oral or written permission.

**Temporary Residents** Because of the potential for abandonment, do not adopt out an animal to anyone living only temporarily in the community. Adopters should be permanent residents who are prepared to give lifelong care to an animal.

**Reason for the Adoption** Adopt animals only to individuals who intend to keep them as household companions. No dogs should be placed to serve primarily as guard dogs or hunting dogs, and no cats should be placed to function merely as barn cats or mousers.

**Pets as Gifts** Do not allow an individual to adopt an animal who he or she intends to give as a gift. The recipient may not want an animal, the animal may not be suitable for the recipient's lifestyle, or the recipient may not meet the criteria for a responsible owner. An option is to issue gift certificates that cover the cost of an adoption. The certificates should include a statement declaring that your shelter reserves the right to choose not to place an animal with a recipient who fails to meet the criteria for a responsible owner.

**Selling the Animal** The adoption contract should clearly state that the adopted animal cannot be sold or given away to another person. If the adopter ceases to be able to keep the animal or care for him or her humanely, the adopter must return the animal to the shelter.

**Collars** The adoption contract should clearly state that the adopted animal must be outfitted with a properly fitting collar (with an elastic inset for cats) bearing the name, address, and telephone number of the owner as well as a rabies, license, and any other tags required by local or state law.

**Fenced Yard and Exercise** Regardless of local law, no dog should be released for adoption unless the adopter can provide an adequately fenced yard in which the dog can exercise, or the adopter will provide the dog with adequate exercise under humane control. (Simply chaining the dog in the yard for extended periods would provide neither adequate exercise nor humane control.) The AHF does not endorse continuous tethering as a means of confinement.

**Sterilization** Any individual or agency that adopts animals shall do so in compliance with the spay/neuter law that passed the Alabama Legislature in 2006. Any individual or agency that transfers animals to another individual or agency shall apply this law as though the transfer is a final adoption.

**.Following Up** Each adoption should include a careful follow-up to ensure compliance with the contract and to assist the new owner in solving any problems that may have arisen. Reminder cards and follow-up letters concerning veterinary care and sterilization are helpful. A phone call to see how the new pet is doing is usually welcomed by the owner and will give you an opportunity to learn how the animal is adjusting and offer assistance, if necessary. If the adopter is not complying with the contract, shelter staff should conduct a follow-up visit.

**The Contract** The adoption contract should be legally binding. It should specify that shelter staff have the right to inspect the pet's new home and repossess the animal if they determine that the animal is receiving inadequate care, is being improperly housed or handled, has not been sterilized by the date specified in the contract or if there is evidence that any of the other provisions of the contract are being violated.

**Consulting an Attorney** it is essential that your shelter consult with an attorney when drafting or adopting legal documents such as contracts and special clauses (see sample clauses below). This is the only way to ensure that such documents are tailored to meet the requirements of, and the variations in, state and local laws.



5. that the (name of agency) makes no claims or representations as to the temperament, health, or mental disposition of any animal put up for adoption.

hereby accept possession of title to (subject to conditions in the adoption contract), and responsibility for the animal identified above and hereby release and discharge the (name of agency) forever from liability of any injury or damages to any person or property caused in the future by said animal, and from any causes of action, claims, suits, or demands whatsoever that may arise as a result of such injury or damages.

**ADOPTER:** \_\_\_\_\_

**WITNESS:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

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**Animal Transfers** —any organization that transfers animals in its care to other organizations or individuals, to be placed for adoption, shall enter into a written contract with those person(s) that stipulates that the final disposition of the animal transferred shall be made available to the agency handing off the animal. The animal shall be accompanied by any pertinent medical or vaccine history from agency to agency. Any agency that transfers animals shall have the procedures and policies of the agency or person being transferred to. The Alabama humane Federation has become aware that the "no kill" movement" has, in some instances, fostered a reluctance for many organizations and individuals to provide euthanasia when appropriate, resulting in multiple transfers and warehousing of animals that have been difficult or impossible to adopt. The AHF believes that multiple transfers and long term confinement reduces the quality of life for animals and also reduces their adoptability. If adoption animals are housed in excess of 14 days, it is important for them to have an enrichment program in the form of exercise, toys, and human interaction for continued social behavior. The AHF does not endorse multiple transfers of the same animal to different organizations/persons.

#### **Euthanasia**

According to the AVMA, the injection of sodium pentobarbital is the preferred method for euthanasia for most animals.

*What does the AHF want to say regarding euthanasia using gas chambers?*

Animal shelters, to be successful in their communities, must meet or exceed the euthanasia standards established for veterinarians.

All technicians and staff should be aware of ERS (euthanasia related stress) and its possible effects. Strategies to minimize ERS are available and should be pursued.

An animal passes through five general stages during euthanasia: voluntary excitement, involuntary excitement, anesthesia, medullar paralysis, and cardiac arrest. A primary goal of euthanasia is bringing an animal through the first four stages with little or not distress as quickly as possible.

The concentrated form of sodium pentobarbital (390 mg/ml) prepared without additives is recommended for use in shelters because it is approved for use in a variety of animals.

The ideal euthanasia area is a clean, well-lit, well-ventilated, and readily accessible room that is used only for euthanasia. The area should be located so that only animals to be euthanized are brought into it.

Lighting that is bright enough to provide clear visibility in all areas is very important. The air temperature in the area should be within a reasonable comfort range for humans and animals.

The area must be able to be cleaned and disinfected constantly. The floor should have a durable non-slip surface to protect employees from falls when handling animals.

A large and flexible work area is essential to human safety and comfort. Custom-made wall murals, a bulletin board display featuring memorial poems/cards and soft music help to provide a comforting atmosphere for both techs and animals.

Important supplies for the euthanasia area are a first aid kit, tourniquets, clippers, scales, control pole, bag or net, squeeze cage, syringe pole, stethoscope and cleaning materials. Several syringe and needle sizes should be available for use.

A written protocol for selecting animals for euthanasia should be developed by key staff. Clear signals for each step of the euthanasia procedure should be established and used.

The tech must be knowledgeable about the signs that a particular animal is showing and try to predict how that animal will react to certain type and level of restraint. A well designed temperament evaluation program can save time, promote adoptions, and prevent injuries.

Each shelter should have a standard training program about animal behavior for all employees who handle animals.

The goal of proper handling is providing safe and sufficient control for the injection while minimizing distress to the animal. Devices such as control poles, nets, bags, and confinement units should be used to restrain fractious and/or aggressive animals appropriately and safely and whenever there is a physical danger to personnel.

Intramuscular and subcutaneous injections are used to administer pre-euthanasia anesthetics (not sodium pentobarbital.)

For all intravenous injections, the standard dosage of pentobarbital is 1 ml per 10 lbs. of body weight.

There are two sites for intraperitoneal injections. The ventral midline and right lower lateral sites are best for injecting into the peritoneal space and avoiding any organs within the abdominal cavity. The normal dosage for IP injections is three times the IV dose or 3 ml per 10 lbs. body weight.

Intracardiac injection produces the fastest possible results because the drug is pumped immediately to the brain, but must be administered *only on an animal that is completely unconscious*. Prior to and IC injection, animals must be checked to ensure they are adequately anesthetized.

The four sources of potential danger to humans connected with euthanasia are injuries from animals, injuries from equipment, environmental injuries and accidental drug injection.

Two common occurrences that may complicate normal euthanasia are difficulty in handling or injecting an animal and injection outside of a vein.

Every shelter should develop and enforce a safety plan to reduce the risk from accidents and injuries. When a problem occurs:

Resolve the situation that caused it.

If there is an injury, apply standard first aid and report the incident to a supervisor.

Evaluate the situation and take steps to prevent a reoccurrence.

Euthanasia is not complete until each animal is checked and death is verified.

No injectable agents other than sodium pentobarbital are approved for euthanasia of animals commonly received in animal shelters.

The methods that the AIIF considers inhumane, disapproves of and campaigns against include decompression, nitrous oxide, drowning, decapitation, cervical dislocation, pithing, exsanguinations, electrocution, gunshot (excluding properly performed field euthanasia in an emergency situation in which safe, humane transport of the animal is not possible), air embolism, nitrogen flushing, strychnine, acetone or any other industrial solvent, chloral hydrate, caffeine, nicotine, magnesium sulfate, potassium chloride, succinylcholine chloride, and any combination of sodium pentobarbital with a neuromuscular blocking agent.

**Field Services** If field services are offered by any agency or organization, accurate records must be kept pertaining to calls for service, response and disposition. These records must be integrated into the facility records, whether computerized or manual.

Field service personnel shall wear identification indicating an organization or agency affiliation, and observe a code of conduct developed by the affiliate agency pertaining to interaction with the public. Field service personnel shall at all times obey state and local laws in the course of carrying out their duties. Additionally, field personnel shall have received training regarding the proper use of equipment and animal handling to ensure public and personal safety and humane handling of animals. All equipment shall be maintained in good working order and inventoried on a regular,(at least monthly) basis.

A written SOP shall be created for emergency and after hours calls for service and shall be made available to local law enforcement dispatchers