


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| Chicago Animal Care and Control Standard Operating Procedures - Operations Division | Policy Number: SO – 021 |
| Subject: Cat Intake Protocol | Date Issued: 04/11/2019 Manager's Approval  |

The purpose of this order is to set forth guidelines for Chicago Animal Care and Control's (CACC) Cat Intake Procedures. This order is to help ensure CACC has the most accurate and current information on all animals impounded. To begin this procedure, Create a Chameleon Record per SO-20a.

1) General Information

- a) Wear gloves at all times, change gloves between each cat.
- b) Use a towel on the exam table, replace the towel between each cat.
- c) The most important part of the intake process is the FVRCP vaccination. If you can only get one thing done administer this vaccine.
- d) When abnormalities or concerns are observed the cat should be placed on the Vet Check list in Chameleon for a veterinarian to examine and prescribe treatment as needed.
- e) Animals who are urgently ill should be brought to the attention of a veterinarian immediately. Signs that are urgent include: trouble breathing, collapse, seizures, profuse bleeding, known major trauma (e.g. hit by car).
- f) Kittens under 4 weeks of age will be leaving the shelter to go to rescue so treatments do not need to be scheduled in Chameleon.
- g) Complete a Cat Intake Check-In Form (Attachment A) for each cat. Record all check-in findings and treatments on the form and scan the form into Chameleon in addition to entering the required information in Chameleon.

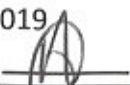
2) Urgent Problems- These conditions indicate a health risk for the individual or the population. Contact a veterinarian if seen.

- Animal that is not breathing or having difficulty breathing
- Animal that is severely lethargic or non-responsive
- Animal that is seizing
- Animal that is actively bleeding or has a large amount of blood in its housing unit
- Animal that is straining to urinate
- Animal with evidence of pain or distress such as restlessness, vocalizing, or panting
- Pale gums or paw pads
- Yellow gums, eyes, or ears
- Paralysis or collapse
- Neurological abnormalities, such as rapid eye movement, staggering, twitching
- Animal found dead or dying

3) Identification

a) Scanning for a microchip


- i) While depressing the scanner button, SLOWLY wave the Microchip Scanner wand over the animal's neck, shoulders, back, and chest. If no chip is found re-scan (if the cat will allow it).
- ii) If a microchip is found, the scanner will beep and the microchip number will register on the scanner's screen. Record the chip number in the "Microchip" section of the Intake Check-In Form and in Chameleon; follow up with General Order Number 20.

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| Chicago Animal Care and Control Standard Operating Procedures - Operations Division | Policy Number: SO – 021 |
| Subject: Cat Intake Protocol | Date Issued: 04/11/2019 Manager's Approval  |

4) Check-in Process

- a) The purpose of the check-in process is to identify any medical problems prior to adoption so that they can either be remedied or disclosed to potential adopters, to verify gender, and to help alert veterinary staff to any potential problems.
- b) Weight
 - i) Turn on the scale, ensure that weight is in pounds (lbs), and tare it so it reads "0.00".
 - ii) Place the cat on the scale and read the weight on the screen; write this number on the Intake Check-In Form and enter in Chameleon.
 - iii) Assess body condition and indicate whether cat is Thin, Normal, or Overweight in the appropriate area of the Intake Check-In Form. See Body Condition Guide if needed.
- c) Condition
 - i) Note if the animal appears sick, injured, or apparently healthy.
- d) Attitude
 - i) Assess the animal's general attitude to being handled and examined.
 - (1) Friendly—animal is receptive to human interaction and displays a calm and happy attitude.
 - (2) Fearful—animal attempts to avoid human interaction and seems very nervous when being handled or examined.
 - (3) Fractious—animal displays unruly or agitated behavior as a result of human interaction, possibly showing signs of aggression (either defensive or offensive).
 - (4) BAR is bright, alert and responsive.
 - (5) QAR is quiet, alert and responsive
 - (6) Lethargic is less active than normal, depressed and/or acting ill.
 - (7) Other—any other behavior noted during admitting exam, i.e. feral, unsocialized.
- e) Age
 - i) Record an age or age category (indicate if known or estimated age) for all cats and kittens and record on Cat Intake Check-In Form. Indicate if Neonate, Juvenile, Adult, or Geriatric.
 - ii) Kittens gain roughly 0.25 lb per week (or 1 lb per month). For example, a healthy 8-week-old kitten will weigh approximately 2 lb. See kitten aging chart for more information on aging.
 - iii) A cat will have adult canine teeth at around 20 weeks of age.
 - iv) When healthy kittens less than 6 weeks of age are admitted notify an Animal Placement Coordinator and an ACA Supervisor to urgently seek rescue or foster care. Ensure capacity for care is met if housing these kittens in shelter.
 - v) When problems noted in kittens under 20 weeks on admission notify a supervisor and veterinarian for immediate assessment.
- f) Gender
 - i) In the male cat, the scrotum is located below the anus and above the back legs. The cat's penis is immediately below the scrotum and projects behind the cat and is normally not visible.
 - ii) The female cat's vulva is located below the anus and above the back legs. The vulva appears more as a slit than the more circular appearance of the prepuce in the male.
 - iii) Males and females both have nipples.




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| Chicago Animal Care and Control Standard Operating Procedures - Operations Division | Policy Number: SO – 021 |
| Subject: Cat Intake Protocol | Date Issued: 04/11/2019 Manager's Approval  |

- iv) If female, does she look/feel pregnant? If so, note on Vet Check List. If confirmed or likely pregnant, veterinarian must schedule spay surgery or notify an Animal Placement Coordinator immediately for transfer.
- g) Declaw status- 2 Paw, 4 Paw, none?
- h) Coat and Skin
 - i) Look for wounds, spots of hair loss, crusting, redness or inflammation. Look especially around the ears, chin, nose, face, legs, and tail. If any of these are seen place cat on Vet Check List.
 - (1) If the cat has excessive dandruff or an unkempt coat place cat on Vet Check List. Hair coat issues can be a sign of other underlying medical issues.
 - ii) See Parasites section below for information on fleas.
- i) Eyes
 - i) Inspect the cat's eyes for discharge, redness, cloudiness, or other abnormalities. If any of these are seen place cat on Vet Check List.
- j) Ears
 - i) Inspect the cat's ears, inside and out, for debris/discharge, malodor, redness, itchiness, inflammation, or other abnormalities. If any of these are seen place cat on Vet Check List.
- k) Nose
 - i) Inspect the cat's nose for discharge, ulcers, or other abnormalities.
 - ii) If there is nasal discharge present, or if the cat is sneezing, the cat may have an Upper Respiratory Infection (URI). Place cat in isolation and put on Vet Check List.
- l) Mouth, Teeth, and Gums
 - i) Inspect the tongue/ mouth for ulcers and gums for gingivitis or other abnormalities.
 - ii) Inspect the cat's teeth for dental tartar, missing/broken teeth or other abnormalities.
 - iii) Abnormalities should be noted on Vet Check List for vet to examine.
- m) Other
 - i) If a cat has sunken eyes, dry mouth, or poor skin elasticity, it may be dehydrated.
 - ii) Give a rub down, feeling especially down spine, abdomen and extremities for signs of pain, lumps, or bumps.
- n) Report all noted abnormalities to veterinary staff via Vet Check List.
- o) If any portion of intake process cannot be completed due to behavior or other reason, add cat to Vet Check list and enter a memo in Chameleon for medical team explaining why exam could not be completed.

5) Parasites

- a) Live fleas/flea dirt
 - i) Spread the fur to check for fleas or flea dirt.
 - ii) If live fleas are found, administer medications based on age (see list below and on the exam form).
 - (1) Kittens 2 weeks and under
 - (a) Use flea comb to get all fleas out of fur.
 - (b) Give kitten a warm, soapy bath- dry well and keep warm!
 - (2) Kittens 3 weeks of age
 - (a) Apply 0.03 ml selamectin (Revolution), 120 mg/mL, topically (dose of 6 mg/kg).
 - (b) Give nitenpyram (Capstar), ¼ of 11.4 mg tablet.
 - (3) Kittens/cats 4 weeks and up

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|--|---|
| Chicago Animal Care and Control Standard Operating Procedures - Operations Division | Policy Number: SO – 021 |
| Subject: Cat Intake Protocol | Date Issued: 04/11/2019 Manager's Approval  |

- (a) Give nitenpyram (Capstar) according to weight.
 - 0.6 - 1.9 lb = Discuss with vet staff
 - 2.0 – 12 lb = 5.7 mg (1/2 of 11.4 mg tablet)
 - > 12 lb = one 11.4 mg tablet

b) Tapeworms

- i) If tapeworms are seen, place animal on a Vet Tech checklist.
- c) Record findings and medications on Cat Intake Check-In Form and in Chameleon.

6) Wood's Lamp

- i) Every cat must receive a thorough Wood's lamp exam (unless it is unsafe to do so).
- ii) Turn off the lights and shine the Wood's lamp light close to the cat's skin.
- iii) Visualize all parts of the cat with the light, especially places where hair loss or lesions were noted. Part the fur and pet the cat "backwards" to view the hairs well.
- iv) A cat is Wood's lamp positive if the entire hair shaft fluoresces (glows) a candy-apple green color and the color cannot be wiped off. Some medications (such as doxycycline, terramycin, marquis) will glow under the Wood's lamp but can be wiped off.
- v) Sometimes the only glow will be at the base of the hair near the skin.
- vi) If a cat's hair does not fluoresce, it is considered Wood's lamp negative.
- vii) Cats who are Wood's lamp positive and cats with skin lesions who are Wood's lamp negative should be placed on the Vet Check List and placed in the ER and the APC's should be notified for immediate transfer.
- viii) Record findings on Cat Intake Check-In Form and in Chameleon.

7) Vaccines

a) **General information**

- i) All cats 4 weeks and older (> 1 lb) must receive an FVRCP vaccine, given by subcutaneous injection at intake.
- ii) Cat and kittens should be vaccinated before being placed into their cage.

b) **How to prep and give a vaccination**

- i) Vaccinations must be stored in the refrigerator and never left out at room temperature. They must be given as soon as mixed, they cannot be mixed in advance.
- ii) Draw up the diluent into the syringe barrel. Next, inject the diluent directly into the vaccine vial and gently shake the vial to mix the solutions.
- iii) Draw up the vaccine into the syringe barrel and attach a new needle.
- iv) To administer the vaccine, insert the needle subcutaneously at the cat's right shoulder. If the cat is feral you may give the vaccine in the cat's rear.
- v) Pull back on the plunger. There should be suction, no air or fluid should enter the syringe. Then, push the plunger to inject the vaccination.
- vi) If any of the vaccine does not go into the cat (i.e. poked through skin) you must give another complete vaccination. Make sure to clean any area where the vaccination interacted with the animal's skin/fur.

8) Medications

a) **Revolution (selamectin)***

Everything described here utilized large dog Revolution with a concentration of 120 mg/mL.

- i) Applied topically to cats and kittens 4 weeks and older every 30 days. Can be applied to 3-week-old kittens if live fleas noted. See live flea section for more information.

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| Chicago Animal Care and Control Standard Operating Procedures - Operations Division | Policy Number: SO – 021 |
| Subject: Cat Intake Protocol | Date Issued: 04/11/2019 Manager's Approval  |

- ii) Use pre-dosed syringes without a needle to apply Revolution (120 mg/mL) topically to cat's skin, in between the shoulder blades, at the base of the cat's fur.
- (1) For cats/kittens
 - (a) < 1.0 lb discuss with vet staff
 - (b) 1.0 - 3.5 lb apply 0.08mL
 - (c) 3.6 - 10 lb apply 0.23mL
 - (d) 10.0 - 15 lb apply 0.35mL
 - (e) 15.1 - 22 lb apply 0.5 mL
 - (2) For cats who are < 3 weeks of age at intake, schedule Revolution for 4 weeks of age.
- iii) **Pyrantel Pamoate**
- (1) Pyrantel pamoate (Strongid), 50 mg/mL is given at time of admit for kittens less than 4 weeks of age. Administer orally, using a syringe without a needle. Discard syringe after use. Pyrantel pamoate is dosed at 1mL/5lbs.
 - (2) Pyrantel is given for deworming of cats and kittens 2 weeks after intake treatment with Revolution.
 - (3) Dosing chart:
 - (a) Kittens 2-8 weeks of age (estimated 0.5-2 lb)- 0.5 mL
 - (b) Kittens 8- 20 weeks (estimated 2-5 lb)- 1 mL
 - (c) Adult cats- 2 mL
- iv) **Ponazuril (Marquis paste- diluted to 100 mg/mL, see Marquis protocol for dilution instructions)**
- (1) Ponazuril (Marquis), 100 mg/mL is a coccidia treatment given at time of intake for kittens 2 - 20 weeks of age. Administer orally, using a syringe without a needle. Discard syringe after use. Once diluted, must be kept refrigerated. Shake well before use. Ponazuril is dosed at 25 mg/lb.
 - (2) Dosing Chart:
 - (a) 2 lb = 0.5 ml
 - (b) 3 lb = 0.75 ml
 - (c) 4 lb= 1.0 ml
 - (d) 5 lb = 1.25 ml
- 9) **Choose cat's pathway**
- a) If no problems were found and cat is ≥6 wk of age, ok to be available for adoption.
 - b) If only minor problems were found (i.e. ear mites), ensure cat is on Vet Check List but make available for adoption.
 - c) If problems were found that should be addressed prior to being available for adoption, hold for vet check (write on Vet Check List).
 - d) If candidate for rescue or foster (i.e. unweaned kitten), indicate either Rescue or Foster and notify an Animal Placement Coordinator.
 - e) If a cat is already spayed/neutered but does not have a current rabies vaccination, it can still go to the adoption floor but needs to be added to the Vet Check list for a rabies vaccination and/or microchip.
 - i) If a cat is selected prior to its rabies vaccination, contact medical to vaccinate it prior to release from the shelter.

10) **Choose cat's status** and enter in Chameleon.

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|--|---|
| Chicago Animal Care and Control Standard Operating Procedures - Operations Division | Policy Number: SO – 021 |
| Subject: Cat Intake Protocol | Date Issued: 04/11/2019 Manager's Approval  |

- a) **Available for adoption**
 - i) *Available:* Any healthy cat on the adoption floor that does not need any supplemental evaluation.
 - ii) *Evaluation:* Cat that still needs spay/neuter surgery, a microchip, a rabies vaccine or a different evaluation (minor medical).
 - iii) *Stray available:* Any healthy cats that have a pending microchip or other stray hold, which includes confiscates, but not cruelty confiscates. This is to be changed at the end of the stray hold to *Evaluation* or *Available* pending medical needs.
- b) **Not available for the public**
 - i) *Rescue only:* Fractious owner surrender. Owner surrenders and stray with medical condition. Young kittens < 6 weeks of age
 - ii) *Stray wait:* Ferals
- c) **Not available at all**
 - i) *Euth Request*
 - ii) *Unavailable:* Animals who are dying, bleeding or any other case where photos should not be placed on Pet Harbor.
 - iii) *Unavailable:* Cruelty cases

11) Move the cat out of admitting

- a) Where should the cat go?
 - i) See "Cat Pathway from intake" on next page
- b) Change the animal's location in Chameleon.
- c) If a cat's intake cannot be completed (unable to admit), place in the feral/fractious ward
 - i) Schedule a Vet Check to have the cat vetted.
- d) If the cat has a microchip, move him to the appropriate section based on his healthy behavior as usual (See "Cat Pathway from intake")
 - i) Place the card on the kennel that states that this cat is available for pre-selection but only available to leave on the emancipation date.
- e) Make sure to take the cat's cage card.
- f) Make sure the cage you place the cat into has food, water, litter box, towel/bed, open portal, and a hiding spot.

12) Place Cage Tags if needed

- a) Place a **Vet Check tag** on cats needing a vet check
 - i) Check off the appropriate of four options: Skin, URI, Diarrhea or Other
 - ii) For 'Other' write the reason of the Vet Check (brief 2-3 words – e.g. wound, thin, fleas, etc.) on the tag with the date
- b) Do not place a tag on healthy animals.

13) Daily rounds

- a) Daily rounds will be performed daily by the Shelter Manager and/or ACA Supervisor and the medical team.
- b) Medical team updates status after completion of Vet Check as needed.
- c) Ensure all portals are open and all cats have access to a hiding place.
- d) Ensure no cat has been placed in the G Ward.
 - i) If a cat is present, review the reason for being there and supervisor approval.
- e) Confirm that all cat statuses are updated and accurate

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| Chicago Animal Care and Control Standard Operating Procedures - Operations Division | Policy Number: SO – 021 |
| Subject: Cat Intake Protocol | Date Issued: 04/11/2019 Manager's Approval  |


- f) Positive and constructive feedback is provided by the medical team and the shelter manager to the direct supervisors of the ACA and front desk staff.
 - i) Feedback includes: Exam findings, animal pathway placement, cage setup and portal use, Chameleon status and documentation

Adoptions

- g) When a cat is selected, verify the following information:
 - i) Spay/neuter status
 - ii) Rabies Vaccination
 - iii) Microchip information / Microchip presence.
- h) If a cat is missing any the above, it can still be pre-selected, but needs to have all three completed prior to leaving the shelter.
- i) If the cat is not spayed or neutered, add it to the spay/neuter list for the next day.
 - i) Process the adoption as usual and fill out adoption paperwork, but do not take a deposit or payment.
 - ii) Instruct the adopters that they will be contacted by the medical team when the cat has been altered and ready to go home. They will have up to two days to complete the adoption (payment and pick-up of cat).
 - iii) If the adopter does not show to pick up the cat at the pre-discussed time, place the cat back on the adoption floor as 'Available.'
- j) If the cat is already spayed or neutered but requires rabies vaccination, microchip or other (Status= *Evaluation*), place animal on the spay/neuter list.
 - i) Process the adoption as usual and fill out adoption paperwork, but do not take a deposit or payment.
 - ii) Instruct the adopter that they will need to pick up the cat between 5-7pm the next day and complete the payment. They can contact the shelter earlier in the day to see if they can schedule an earlier pickup.

14) Adoptions for cats on stray hold / confiscate hold, etc.

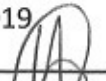
- a) Cats can still be pre-selected while on stray hold with their microchip pending.
- b) Process the adoption as usual and fill out adoption paperwork, but do not take a deposit or payment.
- c) Mention to the adopter that this animal can be reclaimed until the end of his stray hold. In that case, the owner of the cat has priority to reclaim that cat and the adoption will be cancelled.
- d) Place animal on spay/neuter list on the last day of stray hold / other hold
- e) Instruct the adopters that they will be contacted by the medical team when the cat has been altered and ready to go home. They will have up to two days to complete the adoption (payment and pick-up of cat).

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| Chicago Animal Care and Control Standard Operating Procedures - Operations Division | Policy Number: SO – 021 |
| Subject: Cat Intake Protocol | Date Issued: 04/11/2019 Manager's Approval  |

Appendix A

Cat pathway from intake

1. **Healthy Adults and kittens (>6 weeks)**
 - a. Prioritize Adoption floor
 - b. If adoption floor is full, prioritize Cat Room A in double-sided housing
 - c. If Cat Room A is full, contact the ACA Supervisor prior to closing portal
2. **Cats with Upper Respiratory disease (URI) or other suspect infectious disease (diarrhea, ringworm, etc.)**
 - a. Place in Cat Isolation Room (next to garage) in portalized kennels
 - b. If room is full contact supervisor prior to closing portal
3. **Cats needing other Vet checks**
 - a. Place in Cat Isolation Room (next to garage) in portalized kennels
 - b. If room is full contact supervisor prior to closing portal
4. **Ferals and Bite Cases**
 - a. Place in Cat Room B for Ferals (to the right when entering B)
 - i. Overflow is the middle section of B (flex space)
 - b. Always prioritize double-sided housing
 - c. If room is full, contact supervisor prior to closing portal
 - d. Provide feral box (most important if no portal) or hiding space for all cats.
5. **Mom and kittens, pregnant queen or kittens <6 weeks**
 - a. Place in Cat Room B for Mom and Kittens (to the left when entering B)
 - i. Overflow is the middle section of B (flex space)
6. **Cats with microchips or ID (collar)**
 - a. Place in appropriate room based on status (healthy, feral, bite, pregnant, etc.)
 - i. Microchip does not change availability, but cat cannot leave the shelter before stray hold. Cat might be reclaimed which trumps any adoption hold.
7. **Red flag medical cases**
 - a. Contact medical when in doubt
8. **Other cats that don't fall under previous categories**
 - a. Contact supervisor to determine appropriate pathway
 - b. Contact supervisor prior to placing any animal in the G-ward

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| Chicago Animal Care and Control Standard Operating Procedures - Operations Division | Policy Number: SO – 021 |
| Subject: Cat Intake Protocol | Date Issued: 04/11/2019 Manager's Approval  |

Appendix B

Cat Status selection

Available for adoption

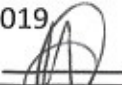
1. **Available:**
 - a. Any healthy cat on the adoption floor that does not need any supplemental evaluation.
2. **Evaluation:**
 - a. Cat that still need spay/neuter surgery, a microchip, a rabies vaccine or a different evaluation (minor medical).
3. **Stray available:**
 - a. Any healthy cats that have a pending microchip or other stray hold, which includes confiscates, but not cruelty confiscates. This is to be changed at the end of the stray hold to evaluation or available pending medical needs.

Not available for the public

1. **Rescue only:**
 - a. Fractious owner surrender. Owner surrenders and stray with medical condition. Young kittens < 6 weeks of age
2. **Stray wait:**
 - a. Ferals

Not available at all

1. **Unavailable:**
 - a. Animals who are dying, bleeding or any other case where photos should not be placed on Pet Harbor.
 - b. Cruelty cases
 - c. Euthanasia request

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| Chicago Animal Care and Control Standard Operating Procedures - Operations Division | Policy Number: SO – 021 |
| Subject: Cat Intake Protocol | Date Issued: 04/11/2019 Manager's Approval  |

Appendix C

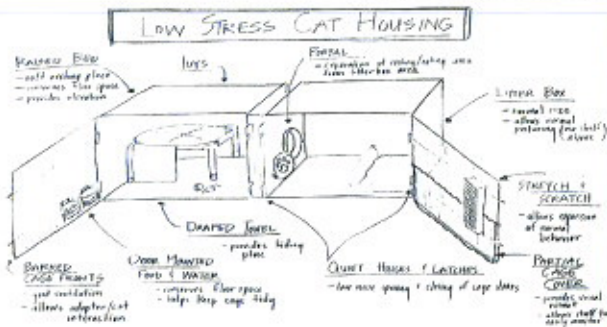
Cat Housing Set-Up


Portals

1. All cats will have double-sided housing and portals will be open
2. If two cats are housed in the same cage, consideration should be taken to use 3 cages to allow adequate space

Kennel Set-Up

1. Both sides of the kennel should be lined with newspaper
2. There are two sides to housing when the portals are open, the living room side and the bathroom side. The furnishings for each side is described below.
 - a. Living room side
 - i. Blanket or towel for cat to lay on
 - ii. Hiding spot
 1. Kuranda bed with towel draped over the side, hiding the area underneath the bed
 2. Deep cardboard box facing away from the cage front
 3. 2 shallow cardboard boxes connected in an L shape, obscuring the view from the front of the cage with blanket draped in the box
 4. Feral dens for all feral/fractious cats
 - iii. Food/water
 1. Wet and dry food should be supplied in separate dishes to offer a choice
 2. A no-tip water dish should have clean water
 - iv. Toys
 1. Scratch posts, balls, etc.
 - b. Bathroom side
 - i. Litter box
 1. Consider 2 litter pans if the cat is missing the litter box, is a large cat, or there are numerous kittens co-housed



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|--|---|
| Chicago Animal Care and Control Standard Operating Procedures - Operations Division | Policy Number: SO – 021 |
| Subject: Cat Intake Protocol | Date Issued: 04/11/2019 Manager's Approval  |

Appendix D

Data Input for Chameleon & Cage Cards

Check-In Form Entry

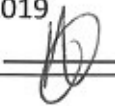
1. Create an Animal Impound Record in Chameleon (see SO-20a)
2. Enter the A# and ensure it matches the cat in which the intake was performed
3. Upload the picture associated with the animal
4. Enter sex
5. Enter "vx intake"
 - a. Enter all treatments performed, which can include:
 - i. FVRCP
 - ii. Revolution
 - iii. Ponazuril (Marquis paste)
 - iv. Capstar
 - v. Pyrantel
6. Vet Check List
 - a. Animals having minor medical issues should be placed on the vet check list
 - i. In the comments section the concern should be listed
7. Spay/Neuter List
 - a. Place animal on the S/N list as it is selected for adoption.
8. Change status to reflect those listed in Appendix B
9. Upload the document
 - a. Scan the form
 - b. Email the PDF to yourself
 - c. Attach to the associated A#

Cage Cards

1. If cats present at the intake area, kennel cards should be made before starting the intake.
 - a. This will help to identify each cat when the clerks are bringing multiple cats back to the vaccination room
2. Cage cards
 - a. See Attachment B

Subject: Cat Intake Protocol

Date Issued: 04/11/2019

Manager's Approval 

ATTACHMENT A

Cat Intake Check-In Form

Date: _____ Initials: _____

Animal ID#: _____

Gender: M MN F FS Unknown

Age: _____ Known Estimated

Circle one: Neonate Juvenile Adult Geriatric

Declawed: No 2 Paw 4 Paw

Scanned for Microchip: (circle) YES / NO

Chip found NO/ YES # _____

WEIGHT _____ lbs

(Circle): Thin Normal Overweight

ATTITUDE (Circle) Friendly Fearful Fractious

(Circle) BAR GAR Lethargic

Other/comments: _____

COAT & SKIN (Circle) Normal Abnormal

Hairloss? NO YES If yes, note location(s) _____

Other lesions (describe): _____

Flea dirt / live fleas- NO YES (note ~~tx~~ below)

Nitenpyram, 11.4 mg (Capstar dose:

0 - 12 lb = 5.7 mg (1/2 tablet)

>12 lb = 14.25 mg (1 tablet)

Wood's lamp Positive (incubated in ER) Negative

If +, location(s) _____

EYES (Circle) Normal Abnormal (note below)

EARS (Circle) Normal Abnormal (note below)

NOSE (Circle) Normal Abnormal (note below)

MOUTH/TEETH/GUMS (circle all that apply)

Normal Abnormal (note details below)

Painful Red gums Broken teeth

Tartar Other: _____

OTHER FINDINGS/NOTES: _____

KITENS < 2 weeks (less than 0.5 lb. or 8 ounces)

If problems notify supervisor or veterinarian for immediate assessment. If no problems, notify supervisor and urgently seek rescue.

Treatments do not need to be scheduled because kittens under 4 weeks will not remain in the shelter.

KITENS 2-3 weeks (0.5-0.75 lb or 8-12 ounces)

If problems notify supervisor or veterinarian for immediate assessment. If no problems, notify supervisor and urgently seek rescue.

Treatments do not need to be scheduled because kittens under 4 weeks will not remain in the shelter.

Pyrantel pamoate _____ mL

Marquis _____ mL

KITENS 4 – 20 weeks (1lb per month of age)

(no adult canines present)

If problems notify supervisor or veterinarian for immediate assessment.

If no problems, notify supervisor and urgently seek rescue (4-5 weeks) or make available (≥ 6 weeks):

Marquis _____ mLs

Revolution (120 mg/mL) 0.08mL / 0.23mL (circle)

FVRCP

CATS > 20 weeks (adult canines present)

FVRCP (annual)

Revolution 0.08mL / 0.23mL / 0.35mL. (circle)

UNABLE TO ADMIT

Place in feral / fractious ward

Schedule vetCheck for vet exam / vaccine

Update status to 'Rescue only'

PATHWAY:

— No problems, ok to be available (≥ 6 wk of age)

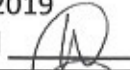
— Problems found, ok to be available

— Problems found, hold for veterinarian assessment (Put on Vet Check List)

— Going to rescue / foster (circle)

Status: Avail Evaluation* Stray-avail Stray Wait* Rescue only* Unavailable

Location: _____ Entered in Computer (Initials): _____ Pic in Chameleon:

| | |
|--|---|
| Chicago Animal Care and Control Standard Operating Procedures - Operations Division | Policy Number: SO – 021 |
| Subject: Cat Intake Protocol | Date Issued: 04/11/2019 Manager's Approval  |

ATTACHMENT B

| POTENTIALLY ADOPTABLE CATS (Friendly, handleable) | | | | | |
|---|-------------|--------------------|--------------------|---|----------------------|
| Intake Type | Status | Cage Card to Print | Additional Signage | Notes | Initial Due Out Date |
| Stray - No Chip | Evaluation | Adoption Card | None | Available for vetting immediately | 5 days |
| Stray - Chip/Tag | Stray/Avail | Adoption Card | [Stray hold sign] | Available for vetting post designated hold period | 7 days |
| Owner Surrender - No Chip | Evaluation | Adoption Card | None | Available for vetting immediately | 0 days (F5) |
| Owner Surrender - Chip Tag | Evaluation | Adoption Card | None | Available for vetting immediately (once chip research complete) | 0 days (F5) |
| Confiscate - No Chip | Stray/Avail | Adoption Card | [Stray hold sign] | Available for vetting post designated hold pd (Day 8) | 7 days |
| Confiscate - Chip/Tag | Stray/Avail | Adoption Card | [Stray hold sign] | Available for vetting post designated hold pd | 7 days |

| FOR NON-ADOPTS CATS (aggressive, undersocialized, feral, biter/scratch, moms with nursing kittens, bottle babies) - Should go to Stray Cat B | | | | | |
|--|-------------|--------------------|--------------------|--|------------------------|
| Intake Type | Status | Cage Card to Print | Additional Signage | Notes | Initial Due Out Date |
| All above intake types | Rescue | Kennel Card | None | Impound B Cats | See above |
| Owner Surrender Bite/Scratch | Unavailable | Kennel Card | None | Impound in ER | 0 days (F5) |
| Stray Bite/Scratch | Stray Wait | Kennel Card | None | Impound B Cats | 5 days |
| Quarantine Bite | Unavailable | Kennel Card | None | Impound B Cats | 10 days |
| Euth Request | Unavailable | Kennel Card | None | Impound in ER | 0 days (F5) |
| Cruelty Case | Unavailable | Kennel Card | None | Impound B Cats | 30 days |
| Graphic Photos! | Unavailable | Kennel Card | None | ie: photos with blood, severe condition/illness/injury | Depends on intake type |
| Disposal | Unavailable | Kennel Card | None | Impound in ER | 0 days (F5) |

* If cat comes in before noon (12pm) today, that is Day 1; if after noon (12pm) tomorrow is Day 1.