



Pet Relocation Guidelines

Thank you for your interest in the Animal Shelter Inc. of Sterling shelter's Pet Relocation Program. The following information outlines the **requirements** of our program. Please review it carefully and contact Leigh Grady at 978-422-8585 or leigh13@ix.netcom.com if you have any questions. The Pet Relocation Program is designed to build a network that will provide more pets with a second chance by relieving animal shelters and rescues of surplus, healthy, adoptable animals they can not place on their own. In order for this program to be successful, the Animal Shelter Inc. of Sterling can ONLY accept animals with adoption prospects – meaning we do not have the time or resources to deal with animals with questionable personality issues or aggression of any type. In addition, to work with many different organizations we must limit the number of animals coming from any single agency.

How the Program Works

Once you have mailed us or faxed us a completed application and have decided to participate in our Pet Relocation program, you will need to call or email when you have animals that you would like us to accept in to our program. We will review our schedule and available cages to determine if we can help at that time. Our first priority is to assist animals within our own community and not displace them so cage space is sometimes limited and we may not always be able to help. It is your responsibility to contact us again should we not have availability.

To qualify for the program:

- You must be a 501 3c non-profit organization or a public animal control facility.
- You must follow all medical requirements listed below.
- You must be willing to temperament test all dogs over 6 months of age. (We use SAFER Emily Weiss testing)
- We cannot accept dogs/cats from facilities that have active outbreaks of diseases including, but not limited to, parvo, distemper, panleuk, ringworm and URI's.
- We can not and will not accept aggressive animals or pets with bite histories.
- Each animal or litter **MUST** come with a health certificate issued by a licensed veterinarian.
- All puppies must be **at least** 8 weeks old at time of transport – we prefer 10+ weeks.
- **NO pets can come with wounds, bites, abscesses, scratches, or scars of unknown origin! Otherwise, they would be euthanized based on our strict MASSACHUSETTS state laws surrounding rabies issues.**
- All pets must be previously vaccinated (see vaccination requirements below) and travel with their medical records.
- No females known to be in heat (swollen vulva or bleeding) should be transported.
- No wolves nor wolf hybrids.
- No pit bulls please as we seem to have plenty of our own.
- No pets requiring medical treatments during transportation – and **no animals on medication.**

In order for the Animal Shelter Inc. to ensure the flow of animals through our shelter, once an animal has been transferred he/she becomes our responsibility. All animals are evaluated based on health and temperament. If an animal has issues outside our available resources, the animal will be euthanized. More than 99% of the animals relocated to our shelter have been successfully placed. **However, this program is designed to provide another chance for animals without current options. We DO NOT want to take animals that you can place yourself.**

Thank you for your interest in our Pet Relocation Program, we look forward to working with you...

Leigh Grady – Executive Director

978 422 8585 ext. 112 978 563 1039 fax leigh13@ix.netcom.com OR www.sterlingshelter.org

Medical Requirements prior to transport:

- Whenever possible or appropriate, puppies and dogs selected for transport should be isolated from the general shelter population **for at least 7-10 days (preferably 10-14 days or longer) prior to shipment**. Isolation can occur at a separate area in the shelter or at a foster home. Isolation is important for increasing the observation time for symptoms of medical problems to surface.
- Ongoing visual exams observing for any bite wounds, open sores/wounds, abnormal runny eyes (i.e. conjunctivitis), nasal discharge, any congestion or trouble breathing, loose stool, pronounced dermatitis, mange, diarrhea, loss of appetite or lethargy.
- A health examination **MUST** be performed by a licensed veterinarian prior to shipment. Veterinarians should perform a general health exam including, but not limited to, checks for chronic muscular-skeletal disorders, central nervous system problems, mammary tumors, obvious fractures, obvious pregnancy and severe dental disease/gum recession. The veterinarian should record body temperature, pulse, heart rate and rhythm respiratory rate. **A valid health certificate is to be issued by a licensed veterinarian at the time of examination. Each pet traveling MUST by federal law be accompanied by a health certificate NO EXCEPTIONS! This is a federal and state law. We prefer health cert's to be issued the week they are to travel.**
- All pets must be de-wormed with Strongid-T, Nemex-2, Panacur, Drontal or a similar product. Information to be provided to Animal Shelter, Inc. for follow-up treatments. Our preferred deworming – **dogs/puppies are to receive 5 DAYS of Panacur the week of the transport. We prefer the last dose be given the day prior to transport. Panacur is a broad spectrum dewormer and also treats/controls Giardia which is commonly seen down south.**
- Rabies inoculation performed by a licensed veterinarian for all pets 16 weeks or older, (except for those states that require inoculation on pets 12 weeks or older). Rabies certificate must include the rabies manufacturer, lot #, vaccine expiration date, veterinarian signature, veterinarian's state license # and date vaccination was given.
- If possible an intra-nasal bordetella or SQ vaccine should be administered 5-7 days **prior** to transport.
- **One DHPP and Two weeks later another DHLPP. And every two weeks another Distemper vaccine given while they are in the shelter or foster home until they are at least 16 weeks. (these protocols are based on the UC Davis shelter medicine protocols by Dr. Kate Hurley and AAHA approved vaccinations for shelter animals)**
- Revolution, Advantage or Frontline is not necessary but recommended, canines are to be bathed and **flea/tick free**. All animals are to be flea/tick free and not have ear mites.
- 3DX Heartworm/Lyme/Ehrlichia at 6+ months and testing or preventative treatment should be administered in any geographical areas where needed.
- Though our shelter doesn't often take cats or kittens if we accept a feline in to the program they must be combo tested for Leukemia/AIDS. We DO NOT accept FIV or Leukemia positive cats under any circumstances. All positive felines would be euthanized at our shelter so we would prefer to know what their status is prior to a stressful transport.

Physical considerations 24-hours prior to transport:

- While this is an ongoing process, particular care should be made to conduct a visual exam the day before and the morning of transport. Pets should appear bright, alert and responsive. A pet lacking any of these qualities may be in the early stages of a contagious or infectious disease, and should not be transported.
- No bite wounds or open sores/wounds. Massachusetts State RABIES Laws would require us to euthanize or quarantine for 6 months if animals have unidentified wounds, scratches, bites, or abscesses. Animals with KNOWN wounds, scratches, etc **MUST BE DOCUMENTED** (i.e. foster family witnessed puppies biting/fighting/scratching each other, animal caught in a fence, scabs due to removing ticks etc)
- Pets should not be exhibiting excessive scratching, have hair loss, or severe dermatitis (mange or ringworm).
- No runny eyes, runny nose, congestion nor trouble breathing through the nose.
- Check the quality of the stool – no liquid diarrhea or blood in the stool.
- Check appetite – puppies in particular should be interested in food. No emaciated dogs.
- Puppies and dogs should be friendly and playful.
- NO aggression towards humans or other animals.

Pet Transport Program Guidelines

- Treat each pet with dignity and respect.
- ASI must have sufficient space to isolate and appropriately house the transported pets. No pet will be displaced or euthanized because of incoming pets. No transported pet will be euthanized after arrival due to lack of space.
- It is the responsibility of our shelter to monitor available kennel space, breed and type of pets currently in our shelter to determine the number and types of pets that we can accept.
- It is the responsibility of our shelter to clearly communicate with the source shelter(s) pet restrictions and shelter availability. (i.e. wolves or hybrids and pit bulls)

- Once a pet has been accepted on the transport vehicle “ownership” of the pet transfers to the ASI. We will not “reject” a pet once it reaches our shelter. ASI processes the pet according to standard shelter procedures and makes decisions accordingly. This policy is to protect the pet from going through the stress of being transported, only to be rejected and to be transported back again. **The source shelter must act in good faith to transport pets that meet the health and behavior guidelines and the destination shelter’s requirements/restrictions.** ASI will act in good faith to prepare transported pets for its adoption program and to screen potential adopters to make the right match for the pet and the adopter.
- **If a source shelter intentionally violates these guidelines/requirements, the source shelter risks severing the relationship with ASI as well as breaking state and federal laws.** In turn ASI must allow for some mistakes by the source shelter. ASI will communicate any such problems to the source shelter and work together to alleviate the problems. Written or verbal feedback should be communicated to the source shelter from ASI after each transport regarding health, behavioral concerns, suggestions, comments or concerns.
- ASI will make information about the transported pet’s status available to the source shelters. **If a pet cannot be put up for adoption by ASI due to severe health or behavioral issues, the source shelter may take the pet back, but will do so at it’s own cost and must provide for the return transportation within 48 hours NO EXCEPTIONS.**
- Upon arrival at ASI, all pets will be allowed to rest and acclimate to their new surroundings before any physical or behavioral testing.
- Pets will be bathed, health checked, fecal tested and dewormed, given heartworm preventative, spayed/neutered treated preventatively for internal/external parasites and updated on any necessary shots and other medication as indicated during exam by our shelter vets.
- 100% of ASI pets are spayed / neutered **prior to adoption.** We maintain a 100% compliance rate on Spay/neuter and have done so since February 1999.

Shelter-to-Shelter pet transport program guidelines - Day of transport

1. Treat each pet with dignity and respect
2. All pets **should not** be fed at least 3 - 4 hours **prior** to departure to avoid carsickness.
3. Animals should be examined prior to release from the source shelter. As part of the release procedures, conduct a final visual exam to rule out the existence of bite wounds, open sores/wounds, abnormal runny eyes, runny nose, any congestion or trouble breathing, loose stool, pronounced dermatitis, diarrhea or lethargy, fleas or ticks.
4. Dogs and puppies should be given time outdoors (if possible) to relieve themselves and exercise prior to loading. Except for littermates, dogs/puppies should be kept separated during this process to reduce possible cross-contamination.
5. **Each pet should have a disposable, press-a-ply-tape collar, indicating the name of the pet.**

Each pet must be identified and have:

- Pet’s health certificate dated within 7 - 14 days of transportation date (or appropriate time determined by sending state and Massachusetts requirements).
- Health history form, which includes vaccinations given, any veterinarian and shelter health observations, results of fecal tests, any health treatments performed (i.e. deworming, flea/tick treatment, etc.), and any other pertinent health information.
- Rabies certificates, if 16 weeks or older (unless traveling through a state that requires rabies for 12 weeks and older) and rabies certificate
- Recommended but not necessary - Behavior evaluation form for dogs 6+ months
- Admit forms (which includes pet description and history, if known)

Prepare vehicle by tagging each cage with the corresponding paperwork assigned to the pet on his or her crate.

Vehicle Requirements:

- Primary enclosures must be cleaned and sanitized before each use.
- Primary enclosures must be designed and constructed of suitable materials so that they are structurally sound and must be kept in good repair. They must have no sharp points or edges that could injure the pets. The cages must protect the pets from injury, contain the pets securely, prevent other pets from entering the enclosure and enable the pets to remain dry and clean. The cage floors are constructed in a manner that protects the pet’s feet and legs from injury, and do not allow pet’s feet to pass through any openings in the floor. The pet is at all times securely contained within the enclosure and cannot put any part of it’s body outside the enclosure that could result in injury to itself, to handlers or to nearby animals or persons.
- The primary enclosure has a solid, leak-proof collection tray under a slatted wire or mesh floor, which prevents seepage of waste products outside of the enclosure. We recommend and use the Vari Kennels which are airline approved.
- The pet can be easily and quickly removed from the enclosure in an emergency.
 - If cages are standard wire cages inserted into the vehicle, provide sufficient shredded paper bedding in each cage or at the very least a stack of newspapers lining the cage.

- If the vehicle is equipped with non-permanent enclosures, the number should fit the size of the vehicle. No vehicle should be equipped with more than 12 cages, securely affixed to each other and the vehicle/ Check that cages are appropriately stacked and securely strapped together.
- For non-permanent enclosures, there should be adequate devices such as handles or handholds to enable the enclosure to be lifted without tilting it, and to protect the handlers from the pet inside.
- Pets MUST not be transported in an open pickup truck bed.
- For each pet, there must be sufficient air ventilation to provide for their health and well being, and to minimize odors, drafts and ammonia levels, moisture condensation and exhaust fumes. Do not place cages in front of other cages that will block air ventilation. You should be able to perform a visual check of all the pets without moving cages.
- Ensure vehicle has proper climate control. Vehicle must be able to provide heat and/or air conditioning to protect the pets from temperature extremes and to provide for their health and well-being. Temperatures should not fall below 60F or above 85F.
- Check that the vehicle is equipped with water and water bowls, leashes, newspaper, and shredded paper, garbage bags, cleaner and disinfectant, hand sanitizer, disposable gloves and paper towels. In case of emergencies it should also have a flashlight, animal and human first aid kits, vehicle emergency kit, fire extinguisher, extra leashes, etc.
- The drivers should have cell phones with shelter contact numbers and a list of pre-approved veterinarians along the transport route to stop in case of emergency.
- Begin loading pets as quickly and efficiently as possible. Littermates may be transported in the same cage, providing that the cage is of sufficient size to adequately accommodate the pets, with no more than 4-6 puppies, based on their size and weight, per cage regardless of the size of the litter. To minimize disease transmission, do not combine puppies from different litters. All other pets should be placed in single cages, with the cages allowing for sufficient room for the pet to sit, stand, turn around and lay down comfortably.
- Ascertain that all doors, both cage doors and vehicle doors, are securely closed and locked.
- If there are any pets with questionable health or behavior, the drivers will perform a more thorough examination, as appropriate. The drivers have the authority to not accept a pet for transport if a pet does not meet guidelines and/or ASI requirements. Drivers may call the ASI contact person for consultation.

Animal Shelter Inc. (ASI) of Sterling MA
Procedural Guidelines
Last Updated August 5, 2004

The ASI recognizes that while our state currently has one of the lowest euthanasia rates in the USA, there exists a shortage of adoptable dogs across the state: in short, demand exceeds supply. As a result, our shelter has initiated relocation programs that bring healthy, adoptable animals destined for euthanasia from other states to qualified adopters. To that end, the ASI asks that its member organizations strongly consider adopting the following guidelines when employing this practice.

1. No animal should be scheduled for relocation unless a valid health certificate, signed by a duly licensed veterinarian, is in place.
2. Public health is of primary concern per state/federal law. Therefore, in order to protect public health initiatives, and the health of the pets, the following medical considerations are necessary prior to transport:
 - a. Ideally an intra-nasal bordetella vaccine should be administered 5-7 days prior to transport.
 - b. Flea and tick treatments must be done within a week prior to transport.
 - c. De-worming
 - d. **At least two DHPP/DHLPP vaccinations** (given two weeks apart) and every two weeks after.
 - e. Rabies vaccination administered by licensed veterinarian for all animals four (4) months of age or older
 - f. Conduct a visual exam to rule out the existence of bite wounds, open sores/wounds, runny eyes, and runny nose. Documents provided for animals with ONLY KNOWN injuries/scabs.
 - g. Perform a 3DX heartworm/lyme/erlichia test seeking negative results for pets over 6 months
3. Review all paperwork on animals prior to relocation to ensure profile accuracy. We prefer to get medical records faxed prior to transport.
4. Know who you are dealing with – establish a working relationship with every agency from which you accept animals.
 - a. Be sure the agency conducts medical and behavioral evaluations that are important to your own organization.
 - b. Especially key is to ensure that the organization has an active spay/neuter program in place, whether that be spay/neuter contracts or otherwise. The ASI is not opposed to providing assistance to other agencies, however, cautions member agencies to avoid shifting a problem from one part of the country to another.
5. The following guidelines are required for land transport:
 - a. Ensure the transport vehicle has proper climate control heat and A/C
 - b. Each animal should travel in separate enclosures (except in the case of litters or animals originally housed together)



Pet Relocation Program Application fax to 978-563-1039

Name of your organization: _____

Address City State and Zip _____

Phone number _____

Website address _____

Contact name and phone number _____ cell phone _____

Email address _____ fax number _____

Would you and your organization be able to provide transportation to our shelter in Sterling, MA? _____

If not, what is the closest city and state you could get to? _____

Would you be able to email photos of potential transfer animals? YES or NO

What is your agency's euthansia policy? _____

How are your animals housed? _____

Do you use foster homes? _____ How are your animals fostered? _____

What are the most common diseases in your facility and how do you address outbreaks?

What vaccinations do you administer? _____

Name and phone number of veterinarian who works with you? _____

Please provide the specific vaccination protocol you follow broken down by species and age showing the specific vaccination products you use (brand names) and the booster interval you follow (if any).

Please provide the specific deworming protocol you follow broken down by species and age showing the specific vaccination products you use (brand names) dosing and re-dosing interval (if any).

any additional tests performed? _____

Please tell us more about your agency (newsletters, websites and press releases are helpful!)

