

STANDARD OPERATING PROCEDURES FOR EUTHANASIA

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Pre-Euthanasia Animal Verification

The following criteria must be met prior to performing euthanasia:

- All animals must be scanned for microchip identification. If a microchip is found, the information must be placed in the Microchip Tag Book and a memo placed in Chameleon stating it was done and who did it. Then enter tag information into Chameleon and extend review date by three (3) days. Then reprint a new updated kennel card and place the animal back in its previous kennel.
- Match the animal's neck identification band to the animal's paperwork. If there is not a band due to temperament, ensure the description matches the kennel card and any pictures in Chameleon.
- All descriptions must match; color, breed, etc. Collars or neckwear must also match the descriptions. This step is to be verified by the holder and technician performing the euthanasia.
- Verify the animal's AFI # with the colored collar on animal as well as in Chameleon and kennel card.
- The date evaluated, reason for euthanasia, and initials of the Euthanasia Manager must be located on the front of the animal's kennel card and placed on the euthanasia list signed by one staff of the evaluation dept and one shelter doctor.
- Verify there is no Regulation, Legal or Quarantine holds on the animal at the time of euthanasia, by reviewing the animal's information in Chameleon and any writing on kennel card. Review memos by clicking on the white paper icon on front screen of Chameleon. If there are, doubts contact the dept Manager.
- The kennel card and red medical record slip with matching description and animal number must be stapled together. Any additional paperwork is to be placed with the kennel card and medical record.
- If any of the above criteria is not present or is questionable... STOP...Do Not Euthanize

How to Make a Tag Report

- Verify paperwork.
- Scan the animal- Using the microchip reader scan the animal down the left side and up the right then the chest area.
 - o If a microchip is found- A tag report is made, and the kennel card is corrected in the computer and a new card is printed and the animal is given three (3) more days. You must change review date and note as a memo then put animal back in original cage.

Date	Initials	ID Tag Info	Owner Name		Date Called/Response	Initials
①	②	③	④		⑤	⑥
AFI #	Kennel #	Rabies #/Phone	Owner Phone		Date Called/Response	Initials
⑦	⑧	⑨	Primary	⑩	⑪	⑫
			Alt			
Description		Microchip #	Owner email/Alt Contact		Date Called/Response	Initials
⑬		⑭	Email	⑮	⑯	⑰
			Alt Contact			

HOW TO COMPLETE A TAG REPORT:

- DATE- fill in today's date
- INITIALS- fill in your initials
- TAG INFO- if the animal is wearing an ID tag, fill in name, phone #, address.
- AFI # - fill in the animals ID #
- KENNEL # - fill in the kennel # to where the animal will be located
- RABIES- fill in all info available on rabies tag, name of hospital, phone #, and rabies tag number
- DESCRIPTION- fill in a brief description of the animal, breed, sex, color
- MICROCHIP- fill in the number showing on the screen of the microchip reader

ALL OTHER NUMBERED BOXES WILL BE COMPLETED AND FILLED IN BY THE TAG REPORT PERSONNEL

Owner Surrender Euthanasia Requests:

This is when the owner of an animal is bringing their animal in and requesting euthanasia. The shelter receiving personnel are responsible for filling out a Kennel card, (see pages 23-24).

THERE ARE TWO TYPES OF PUBLIC EUTHANASIA REQUESTS:

- MEDICALS- These animals are aged, sick, or have a medical condition. They will be euthanized immediately. They will be noted on the log sheet by receiving personnel as euthanasia requests and brought to the euthanasia technician's attention immediately.
- BEHAVIORS- These animals have behavior issues that an owner may have decided are harmful or dangerous. They will be logged and moved to E-Holding for 24 hours. Once 24hrs has passed from the intake time located on the kennel card and all paperwork has been verified, then proceed with euthanasia.
- Owner surrender who request euthanasia will be euthanized after 24 hours.

ANIMAL CONTROL EUTHANASIA REQUESTS:

- Animal control will require, in writing, that specific animals be euthanized for various circumstances, (i.e. rabies suspect, court orders and dangerous-vicious). These animals are to be euthanized within the time period set by the animal control agency that has jurisdiction over the animal.

Euthanasia Room Etiquette

- Treat animals with kindness, compassion and sensitivity to their needs.
- Animals pick up the feel of the room, making it imperative that the environment be kept as calm and quiet as possible.
- The least amount of restraint necessary is the best. Remember to offer dogs a treat.
- Live animals may not be brought into the room with dead animals present. Small animals already injected with sodium pentobarbital must be in covered carriers.
- Only play music given to you by your Department Manager.
- Keep voices low during the euthanasia process.
- When leaving the room, please close door quietly.
- The room is to be kept clean at all times.
- Wipe off counter, sweep hair off floor, and mop.
- Change blanket as necessary.
- Clean clippers after each use.
- Use a fresh needle each time.
- Rinse out syringe in water bowl after each use.
- Syringe use:
 - 3 cc use once
 - 6 cc use 4 – 5 times
 - 12 cc use 5 - 7 times

Euthanasia Supplies

The following list of supplies is to be available in the euthanasia room at all times.

Drugs:

Sodium pentobarbital

Brand name-Fatal-plus-A barbiturate and Schedule II controlled substance, which depresses the central nervous system and quickly renders the animal unconscious. It then stops respiratory and cardiac activity, producing death.

Syringes, available with or without a locking hub:

1 cc syringe or tuberculin syringe with attached 25 gauge needle, for use with very small birds or mice and to administer under 1 cc of pre-euthanasia anesthesia

3 cc with or without needle, for use in cats, small animals or dogs under 30 lbs.

6 cc without needle, for use when administering 3 cc's of solution or more, up to 6 cc's

12 cc with eccentric tip/without needle, for use when administering over 6 cc's

Needles, available in ¾" or 1" length:

27 gauge, (orange, smallest), attached to 1 cc syringe

25 gauge, (red, small), to use with tiny unweaned animals or hamsters, etc.

22 gauge, (blue, medium), to use with 3 cc syringe

20 gauge, (pink, large), to use with 6 cc or 12 cc syringes

Clippers:

40 blades

Blade wash

Blade coolant

Animal Handling Equipment:

Net

Catch pole

Towels

Blankets

Cat carriers

Muzzles, nylon and plastic, in a variety of sizes

Gauze

Pole Syringe

Cat shield

Treats used to comfort and entertain the dog during the process.

First Aid Kit/Eye Wash Station

Microchip Scanner

Routes of Administration

IV (Intravenous) – Euthanasia solution is injected directly into the blood stream through a vein. Within 3 to 8 seconds the animal is unconscious, (stage 3), and dead within 5 minutes. This is the recommended route for dogs. Based upon size of puppy can be appropriate route.

IP (Intraperitoneal) – Euthanasia solution is injected into the peritoneum. Animal is usually unconscious within 2 to 5 minutes, (stage 3), and dead within 30 minutes. This is the recommended route for cats, kittens, puppies, dogs and other mammals, birds, snakes and amphibians.

IM (Intramuscular) - Into a muscle. Must only done by a shelter doctor

IC (Intracardiac) – Must not be used as initial route of administration. Euthanasia solution is injected directly into the heart and is the most painful route of administration. The heart is also difficult to “hit”. It is considered inhumane to administer this to an alert, awake animal. If vitals have been checked and the animal is heavily sedated, IC can be used to verify death.

IH (Intrahepatic) – Must not be used as initial route of administration. Euthanasia solution is injected directly into the liver. This route is believed to cause the animal discomfort/pain. The liver is difficult to locate and does not consistently aspirate blood.

PO (Orally) – This is a very slow route of administration, but is best used with small animals, such as small birds, baby hamsters and mice. It may take anywhere from 20 to 40 minutes for the animal to reach stage three (3), at which point, you may administer an intraperitoneal injection.

Dosages Based on Route of Administration

Intravenous – The dosage is 1 cc per 10 lb. of body weight, regardless of species.

Intraperitoneal – For Cats/kittens/puppies, the dosage is 3 cc per 10 lb. of body weight.

Rabbits, raccoons, opossums and most fowl receive 6 cc per 10 lb. of body weight.

Orally – The dosage for a parakeet, mouse, and hamster is approximately 2.5 cc.

Dosing for Effect

Dosing for effect is to take into consideration the animal's base weight and increasing dose by 1 cc to accommodate for his/her age, physical condition and temperament. Increase dose x's 1 ½ cc for health.

For example:

A 60 lb. pit bull = 6 cc

A heavily muscled animal - 6 cc + 1 cc = 7 cc's total

Also pregnant - 6 cc + 1 cc + 1 cc = 8 cc's total

Factors Which Effect the Use of Anesthesia for Euthanasia

Mental State of Animal:

A frightened animal may require a higher dosage than a calm animal.

Circulatory System of Animal:

An older animal with a weak heart/poor blood pressure will take longer, (seconds), than an animal that is younger, with a normal circulatory system. This is due to the longer time required for the blood stream to carry the drug to the brain.

Route of Administration:

Intravenous is quicker than intraperitoneal, which is faster than oral.

Amount of Food in Stomach:

This affects all routes of administration because the blood flow is diverted to the stomach and intestines.

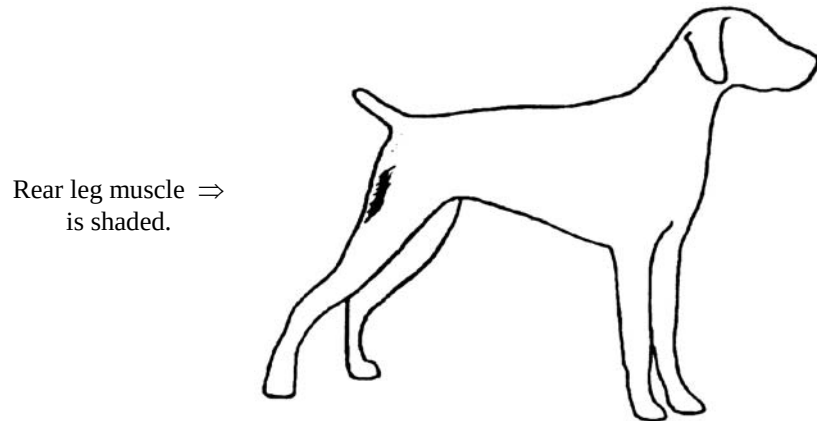
Inborn or Acquired Tolerance or Sensitivity:

There is no way to know or even predict this.

Pre-Euthanasia Anesthesia

If it is determined that a dog is too hyperactive, snappy, or aggressive to easily restrain for euthanasia, the animal is to be anesthetized, (Shelter veterinarian must administer).

- Calculate dosage, using dosage charts.
- If necessary – muzzle the dog, (see page 26 for instructions)
- Restrain as demonstrated and instructed.
- Locate the rear leg muscle.



- Inject the dose of pre-euthanasia anesthesia intramuscularly.
- If possible, without endangering self or co-worker, remove the muzzle.
- Dim the lights.
- Keep the dog as calm and quiet as possible, minimizing movement of dog until he/she feels the effects of the drugs.
- Once the dog is “down”, proceed with euthanasia procedure.

Anesthesia Dosage for an Aggressive Dog

<u>Animal's Weight (lb.)</u>	<u>Ketamine/Xylazine Amount Intramuscular</u>
25	1.25cc
50	2.50cc
75	3.75cc
100	5.00cc
125	6.25cc

Anesthesia Dosage for Unruly, Hard to Handle Dog

<u>Animal's Weight (lb.)</u>	<u>Ketamine/Xylazine Amount Intramuscular</u>
<10	0.5cc
10-20	1.0cc
20-30	.5cc
30-40	2.0cc
40-50	2.5cc
50-60	3.0cc
60-70	3.5cc
70-80	4.0cc
80-90	4.5cc
>90	5.0cc

Intravenous Injection (IV)

Two people, without exception, must perform this procedure.

- Verify animal's paperwork, (see page 3 for instructions).
- Scan animal for microchip, (see page 4 for instructions).
- Offer the dog cookies; feed him/her cookies, keeping him/her happy and distracted.
- Estimate weight of dog to nearest 10 pounds.
- Fill syringe with appropriate dose of sodium pentobarbital, (see pages 7 and 9).
- Injector is to shave the foreleg to expose the cephalic vein.
- Holder is to "tie-off" vein. To "tie off" vein hold the animal's leg at the elbow joint and push the leg forward by forming a "V" between the thumb and index finger. With the palm up and under the animal's elbow joint, use the thumb to close off the vein. Close off vein by applying downward pressure. Once pressure is applied, gently twist thumb approximately 1" to the right, (see figures 1 thru 5, pages 22, 23 & 24).
- The injector applies water to shaved area.
- While holding onto leg, injector will locate vein with left thumb.
- Injector will insert needle into vein and aspirate. Once blood returns upon aspiration, injector will bring left thumb over syringe to hold syringe in place.
- The injector's thumb over syringe is the signal for holder to release their thumb off vein, but continue to hold the animal's foreleg. Do not release hold until completion of the injection.
- After completion of injection, the injector will remove the needle.
- The holder will apply pressure with the thumb to where the needle was placed into the vein to stop any bleeding.
- Holder should gently lie dog on right side.
- Check eye reflexes to insure any eye reflex is gone.
- Clean clipper blades by turning on and dipping into blade wash, brush hair from blade with toothbrush and rinse for 8 – 12 seconds
- Return after 5 minutes to verify death, (see page 17).
- Enter data of outcome in Chameleon, (weight, dosage and time).
- Place body in bag and place in freezer.

Intraperitoneal Injection (IP)

Peritoneum:

This is the sac that contains the various organs in the abdominal cavity. The injection location is on the ventral, (abdominal), surface, midline and middle third of the area between the umbilicus and the pubis bone.

There are specific areas to avoid:

- Liver / will usually aspirate red but not consistently
- Spleen / Kidneys will aspirate red
- Bladder /will aspirate yellow
- Stomach / Intestines will aspirate brown or green

Environment is critical to the success of an intraperitoneal injection. Light, sound and the handling of an animal must be avoided. Cats and small animals, once injected, should be placed in a padded carrier, preferably a cardboard carrier, covered with a blanket and placed in a quiet area.

Intraperitoneal Injection (IP) Euthanasia Procedure

An intraperitoneal injection with a socialized animal is usually performed by two people, however one person can, at times depending upon animal, perform the euthanasia. The procedure that follows is designed for two people. Each person should share in the function; for example, one person is scanning, while the other is preparing dose.

- Verify paperwork and animal, (see page 3 for instructions).
- Scan animal for microchip, (see page 4 for instruction).
- Estimate weight of animal.
- Fill syringe with appropriate dose of sodium pentobarbital, (see page 7 for instructions)
- While the holder is providing restraint, injector scratches the belly and applies slight pressure with thumb.
- Insert needle into peritoneum, (locate a point near the middle of the animal's abdomen, slightly below the umbilicus), and aspirate to insure you have not entered an organ.
- If fluid is aspirated into syringe, pull out needle and reinsert or reposition needle and aspirate again.
- If no fluid is aspirated, inject the full dosage of sodium pentobarbital.

- Once injection is completed, the holder will place animal into a carrier and cover carrier with blanket.
- After 30 minutes, verify death, (see page 17).
- Enter data of outcome in Chameleon, (weight, dosage and time).
- Place body in bag and place freezer.

Feral Cats W/Cat Shield

Two people are to be present for the euthanasia of feral and unsocial cats. There are no exceptions. Prior to euthanizing any cats in the feral cat room, cover the cages of all cats in room.

- Verify animal and paperwork, (see page 3).
- Match the animals' neck identification band to the animals' paperwork. If there is not a band due to temperament, ensure description matches kennel card and any pictures in Chameleon
- All descriptions must match; color, breed, etc. Collars or neckwear must also match the descriptions. This step is to be verified by the holder and technician performing the euthanasia.
- Verify the animal's AFI # with the colored collar on animal as well as in Chameleon and kennel card.
- The date evaluated, reason for euthanasia, and initials of the Euthanasia Manager must be located on the front of the animal's kennel card and placed on the euthanasia list signed by one staff of the evaluation dept and one shelter doctor.
- Determine dosage of pre-euthanasia anesthesia, (Shelter veterinarian must administer).
- Estimate weight, (see page 11).
- Holders are responsible for slowly opening cage, removing food and water bowls and litter pans if possible.
- Using the Plexiglas shield gently push cat toward back of cage this will limit the cat's movement. Make intramuscular or intraperitoneal injection via the holes in shield, (Shelter veterinarian must administer).
- Continue procedure throughout rest of the feral cat room
- Turn all lights off in room, allow drug to take effect, (the time frame is about 15-20 minutes).
- Return and check if drugs have taken effect. If so, continue.
- These animals must be scanned, (see page 4). Also, you must check for collars with tags. If a microchip is found STOP.
- Euthanasia technicians will perform an intraperitoneal injection, (see page 13 for instructions).
- Continue with other feral cats.
- When finished return to first feral cat IP'd and check for death, (see page 17).
- If necessary IC feral cat after checking eye reflexes and it is determined that the animal is heavily sedated.

- Enter data of outcome in Chameleon, (weight, dosage and time).
- Place body in bag place in freezer.

Anesthesia Dosage for Feral Cats

<5 lb.	0.3 cc IM
5-10 lb.	0.5 cc IM
10-15 lb.	0.8 cc IM
15-20 lb.	1.0 cc IM

Difficult to Handle Rabbits

- Verify animal and paperwork.
- Estimate weight and determine dosage of pre-euthanasia anesthesia, (Shelter veterinarian must administer).
- Slowly open cage, remove food and water bowls and litter pans if possible.
- Cover rabbit cage with towel or blanket.
- Inject pre-euthanasia anesthesia intramuscularly if needed, (Shelter veterinarian must administer).
- Leaving rabbit covered, allow drug to take effect, (the time frame is 15-20 minutes).
- These animals must be scanned, (see page 4). Also, you must check for collars with tags. If a microchip is found STOP.
- Remove rabbit from cage.
- Perform an intraperitoneal injection.
- Cover rabbit with towel or blanket.
- Enter data of outcome in Chameleon, (weight, dosage and time).
- After 30 minutes, verify death, (see page17).
- Place the body in a bag and place in the freezer.

Anesthesia Dosage for Difficult to Handle Rabbits

< 5lb.	0.3 cc IM
5-10lb.	0.5 cc IM
10-15lb.	0.8 cc IM
15-20lb.	1.0 cc IM

Wildlife Euthanasia Procedures

Birds are euthanized using the IP method of administration. This procedure can be performed with one or two people. If the bird cannot be easily restrained or is larger than a pigeon, you must use another person to restrain the bird.

Protect yourself from bites and scratches. Ducks, gulls and birds of prey can inflict major injuries. Covering a bird's head helps calm them down. When handling birds of prey, always wear gloves as their defense is in the talons of their feet.

Bird Dosages:

Use a 3 cc syringe and a 25-gauge needle to administer the euthanasia solution. Small birds receive .2 to ¼ cc of euthanasia solution. Birds larger than a pigeon receive 1 cc of euthanasia solution.

Mammals are euthanized using the IP method of administration. Wear gloves when necessary to protect yourself from injury.

Mammal Dosages:

Use a 3 cc syringe and a 22 or 25-gauge needle to administer the euthanasia solution. The needle gauge is a guideline; however do not use anything over 22-gauge.

Mice, small rats, moles, gophers, etc. receive .1 cc to ½ cc of euthanasia solution with a 25-gauge needle. Adult rats and squirrels receive a dose of ½ cc to 1 cc of euthanasia solution with a 22-gauge needle. Opossums and raccoons receive a dose of 3 cc to 6 cc.

- Perform the following procedure as quickly and smoothly as possible to reduce the animals' stress and discomfort.
- Using your finger, locate the breastbone, (sternum), following it down towards the tail. You will notice some bird's sternum is short and others like a dove go almost to the tail.
- Where it ends, smoothly insert the needle up under the sternum and inject the euthanasia solution.
- Pull out the needle the same way it went in.
- Place the animal in a box.
- Verify death, (see page 17).
- Enter data of outcome in Chameleon, (weight, dosage and time).
- Place body in a black bag and place in freezer.

Anesthesia Dosage for Wildlife/Livestock

For raccoons, skunks, foxes, coyotes, deer, goats, potbelly pigs etc., follow the weight chart for snappy, hard to handle dogs as listed below.

<u>Animal's Weight (lb.)</u>	<u>Ketamine/Xylazine Amount IM</u>
25	1.00 cc
50	2.00 cc
75	3.00 cc
100	3.75 cc
125	4.75 cc

Verification of Death

- Animal is lying on right side, left side facing up.
- Check animal to determine if he/she is breathing. Watch the chest cavity for rise and fall.
- Feel for beating heart.
- Check eye reflexes and determine that the palpebral and corneal eye reflexes are not present by Palpebral: Touch the corner of the eye and the eyelid blinks and Corneal: Touch the cornea, (surface of the eyeball), and the eyelid blinks and the eyeball pulls back into the socket.
- If eye reflexes are present, re-inject $\frac{1}{2}$ of the original dosage. This injection can be administered intravenously using either the cephalic or saphenaous vein, (see page 22-24), or by an intraperitoneal injection.
- If no eye reflexes are present, insert a needle attached to a syringe into the chest cavity to locate heart. The heart is located between the third and fourth rib.
- To verify death the syringe must not fibrillate, (move), for 20 seconds.
- If the heart is still beating, all reflexes have been tested and a toe pinch test has been completed, a second dosage may be administered Intracardiac.

Animal Found Dead in Quarantine

- Once you have been notified of a dead animal found on the property, have your assistant retrieve the body and kennel card from the area.
- Carefully review the kennel card check for animal control jurisdiction and review date.
- If animal died in quarantine prior to release by Animal Control, follow these steps:
 - o Contact the proper animal control agency. Make a memo using your first name and last name.
 - o Verify Owner info, (i.e. kennel screen, activity screen, bite screen, and memos.
 - o Contact Owner if possible and create a memo to indicate outcome of phone call.
 - o Prepare to perform a Headship, (see page 19).
 - o Once Headship is completed, fill out a log form located on the refrigerator.
 - o Head must be placed in a bag, with air removed and tied tight. Place the bag in a red Biohazard bag. Remove the air and tie it tight.
 - o Make a copy of the original kennel card, place in plastic sleeve, clip sleeve to bag and place animal in the refrigerator. Notify animal control again for pick up. Initial the log on the refrigerator, indicating that you have contacted animal.
 - o Using the outcome field in Chameleon, enter "dead" in the type field and "in kennel" in sub then update.

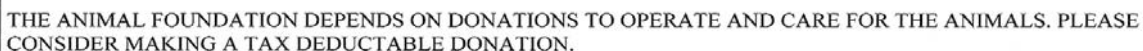
How to perform a Headship

The department manager or shelter doctor will demonstrate actual technique

Headships are the way we prepare a decapitated head to be transported to the Health Department to be examined for rabies. Animal Control will determine whether or not they want to headship animals. Euthanasia Technicians and Euthanasia Assistants can perform headships.

- Animal Control will notify the euthanasia dept manager or the euthanasia staff when one is needed.
- The kennel card will indicate Headship in the “Request” field box.
- Animal will be place in the refrigerator by either Animal Control or by euthanasia staff.
- Headships need to be prepared right away and ready for pick up by animal control the next day.
- The following tools will be needed to perform the headship:
 - o #10 blade
 - o Clippers
 - o hand saw
 - o Hazard Bag
- Once Headship is completed, fill out a log form located on the refrigerator.
- Head must be placed in a bag, with air removed and tied tight. Place the bag in a red Biohazard bag. Remove the air and tie it tight.
- Make a copy of the original kennel card, place in plastic sleeve, clip sleeve to bag and place animal in the refrigerator. Notify animal control again for pick up. Initial the log on the refrigerator, indicating that you have contacted animal.
- Using the outcome field in Chameleon, enter “dead” in the type field and “in kennel” in sub then update.

THEN IMPOUND THE ANIMAL IN CHAMELEON AND CREATE AN ANIMAL ID NUMBER.



Intake and Disposition Protocols

INTAKE OF ANIMALS

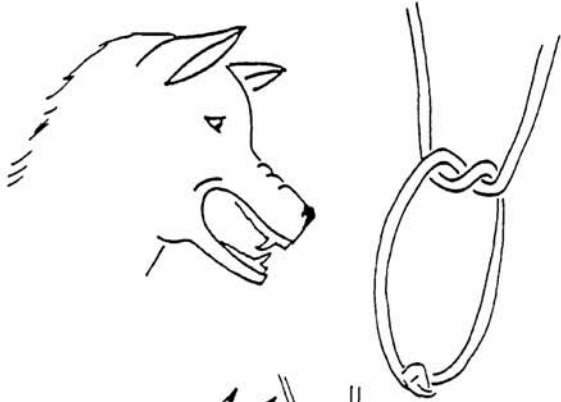
PUBLIC RECEIVING:

- General: Accurate and consistent record keeping and tracking of all animals housed at the Animal Shelter are essential for overall control and evaluation.
- All intake information is entered into Chameleon at either A/C or public receiving, and a kennel or cage card is generated, which stays with the animal the entire stay at the shelter. In case Chameleon is unavailable as a result of network failure, wireless cards are available which will ensure continued use of Chameleon.
- Receiving an animal: Citizens will be encouraged to bring stray and unwanted pets to the Shelter. No animal will be turned away. For those individuals surrendering litters, office staff should provide literature on the benefits of spaying and neutering and strongly encourage sterilization of the parent animal through either the person's veterinarian or the agency's reduced-cost spay/neuter program.
- The intake of owner-surrendered and stray domestic animals and wildlife is handled using the Chameleon Software System-Kennel. Office staff will ask for identification from the person turning in the animal and complete a kennel card for each animal. This form asks for specific information such as breed, age, sex, and color, tag numbers, location and source ID, (taken from person's ID), email address and assigns a number to the animal, (using the Animal ID window on the kennel screen), that stays with the animal until the animal leaves the Shelter. In every case, staff must read aloud the entire surrender statement to the person bringing in an animal, and ask the person to sign the statement. If something in the pet's history will preclude him or her from being made available for adoption, (e.g., cats with litter box problems, aggressive animals), this must be gently explained at the time of surrender.
- For stray animals pertinent details, such as tag numbers for licenses and rabies, type and color of collar, and location and date the animal was found, are to be included on the intake kennel card. Office staff will verify the jurisdiction location of all animals turned into the shelter.
- Other forms which are part of the intake process for domestic animals include pet personality profiles, cage cards, and tracking slips. It is not necessary to complete these forms for wildlife.

Crematory Cleaning Procedures

The following procedures are to be performed daily by the Euthanasia Holders

- Pick up all trash and miscellaneous items from floor.
- Sweep entire crematory area and euthanasia room.
- Fill and attach the disinfectant foamier sprayer with 20% Trifectant, (yellow bucket clearly marked), and 60% water.
- Spay entire floor. Allow to set for 10 minutes, and then scrub area.
- Rinse with water.
- Apply 1:10 bleach plus water to floor with the disinfectant foamier, squeegee dry.
- Have a spray bottle with 1:10 bleach to water for cleaning hard surfaces.
- Spray and wipe down counters, tabletops, cabinet doors and shelves.
- Check Headship refrigerator, clean as needed there should be no blood or debris.
- Scrub the face of the crematory with bleach mixture and water, (1:10), to remove blood and debris.
- Wipe down storage cabinet, refrigerator and doors of walk-in freezer as needed to remove blood.
- Sharps containers should be stacked neatly toward the rear of the crematory room on the right side.
- Carts should be cleaned through out the day to remove blood.
- Change Trifectant solution as needed, (it will expire after seven days).
- Change blanket on exam table as needed, (i.e. blood, body fluid or feces).
- Keep clippers clean throughout day.



How to Use a Muzzle

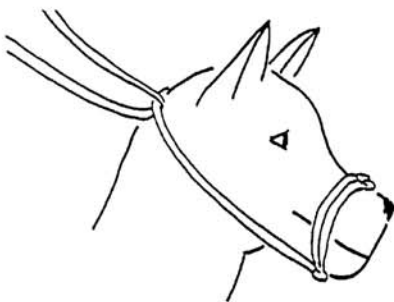
⇐ Form a loop.



⇐ Slip over muzzle and tie across the top.



⇐ Drop under jaw and cross the straps.



⇐ Bring behind ears.



⇐ Tie to insure it won't slip off.

Figure # 1

The cephalic vein.



Figure # 2

Figure # 3



Figure # 4



Figure # 5
The saphenous vein



QUALITY ASSURANCE MEASURES

In the event that a complaint is received concerning an employee's actions or procedural issues, the Director of Operations, or his designee, will establish what action is to be taken and if the action is appropriate. This will assure that the required action, or remedy, has been taken regarding an animal and to ensure that the Animal Shelter has not made an error in evaluating the situation, and that the action taken, if any, was appropriate. To provide the entities and the public with recourse if they believe an employee's actions or interpretation of procedures was incorrect and to audit established procedures.

Animal Shelter personnel that witness a breach in any established procedure shall immediately contact the Director of Operations.