

## **Animal Shelter Inc of Sterling MA - Pet Relocation Guidelines for Canines & Felines**

**ANIMAL SHELTER INC. – 17 LAURELWOOD RD – STERLING – MA – 01564 SHELTER (978) 422-8585 FAX (978) 422-8574**

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](mailto: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 – chronic medical conditions 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 email [leigh13@ix.netcom.com](mailto:leigh13@ix.netcom.com) 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 take a transport. It is your responsibility to stay in touch with us so we can make arrangements to help you ASAP.

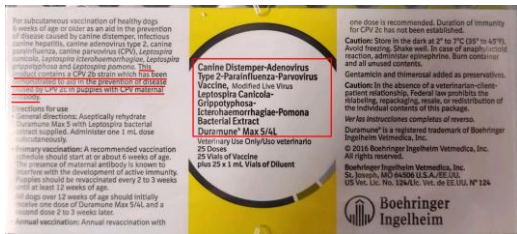
### **Temperament and Medical Requirement for Pets coming to our shelter:**

When selecting a pet for transportation to our shelter **we ask that the pet be friendly and have no temperament issues.** Pets should be happy and good with both children and other animals. Please do not 'kick the can down the road', and send a pet with behavioral or medical problem/s. **If a dog or cat is shutdown, hiding in the back of the kennel, growling/hissing/swatting or would be described as "good once s/he gets to know you". Or "well this pet is great with ME – s/he takes time to warm up" THESE ARE ALL RED FLAGS THAT YOU SHOULD NOT BE SENDING THIS PET TO OUR SHELTER. If the pet has a bite history the pet should NEVER be transported TO OUR SHELTER. WE HAVE A ZERO TOLERANCE POLICY FOR ANY FORM OF AGGRESSION AND WILL NOT PLACE ANY PET THAT EXHIBITS AGGRESSION OR A BITE HISTORY FOR ANY REASON due to the huge liability** -The reason for the above is we do not want pets lingering in our shelter. Although we are a no kill shelter, the faster these pets are adopted from our shelter, the faster we can take more - and more pets end up being saved. Conversely, if we tie up our cages and kennels with all large adult dogs/cats having temperament and/or medical issues we will clog both your and other sending shelters and less pets will be transported. ☺

**Quantity:** Due to the limited space at our shelter, we are able to accept no more than two grown dogs and **ideally** LITTERS/siblings/kennel mates for kittens/puppies – (when we take litters, we can take **more** pets freeing up space on your end)the number of litters is strictly based on how many cages we have available. Grown dogs will generally be 6-7+ months or older and able to handle the shelter environment.

### **To qualify for the program:**

- You must be a 501 3c non-profit organization or in the process of working to become a non-profit OR an animal control facility.
- You must follow all medical requirements listed below.
- **You must be willing and able to temperament test all dogs over 6 months of age and send the evaluation/s forms with the pets medical records prior to transport.** (We use a modified SAFER testing form established by Emily Weiss) which can be found IN THE ATTACHED EMAIL.
- 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** 10 weeks old – **and have had 3 distemper vaccinations (that cover the parvo strain TYPE 2B – most distemper combo vax DO NOT cover this strain and you must make sure the vaccines are appropriate) PRIOR to transport.** - **shelters sending from the South MUST be vaccinating for the type 2b strain of parvo virus...** the Vaccine below is the one that most shelters use and protect against this horrible strain of the type 2b parvo strain.



- **NO pets can come with wounds, bites, lesions, 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 – with 3 distempers PRIOR to transport (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 or wolf hybrids.
- **No pit bulls/mixes please we have plenty of our own.**
- No pets requiring medical treatments during transportation – and **no animals on medication.**
- **All pets must have ID collars on with their name clearly written – we use and recommend [www.tabband.com](http://www.tabband.com)**

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 99.9% 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. Our current adoption rate for pets that are transported through our programs since 1999 has consistently been 98-99%. We rarely if ever euthanize an animal and will exhaustively go to great lengths to save lives of pets in our care and through these programs. If there is EVER a pet that we cannot adopt out due to medical/behavioral issues we will give the sending shelter the option of taking the pet back and will be happy to arrange for the pet to be returned ASAP to your group. Out of safety concerns for staff and shelter visitors - we request the transfer back happen ASAP.

Thank you for your interest in our Pet Relocation Program, we look forward to working with you... Please learn more about our shelter/programs at [www.sterlingshelter.org](http://www.sterlingshelter.org) and our on-site veterinary clinic [www.sterlingshelterclinic.org](http://www.sterlingshelterclinic.org)  
 Leigh Grady – Executive Director – my personal email [leigh13@ix.netcom.com](mailto:leigh13@ix.netcom.com)

**Medical Requirements prior to transport:** Public health and the health of the animal population at both the Source and Destination agencies are of utmost importance. Consultation with a veterinarian is recommended with implementation of the practices outlined below. The following practices will be in place prior to transport of animals

**Transported animals will have received core vaccinations prior to or upon intake at the source shelter and have been provided with booster vaccinations every 2 weeks, as appropriate for the specific vaccinations and age of the animal, until they are transported.**

**Animals should not be held at source shelters specifically to receive boosters if transport can be completed sooner.**

**Core vaccinations include:**

- Feline: Rhinotracheitis, Calicivirus, Pannleukopenia – AKA DISTEMPER
- Canine: Distemper, Adenovirus 2 (Hepatitis), Parvo, Parainfluenza AKA DISTEMPER and Bordetella IF POSSIBLE
- **The use of modified live products is strongly recommended**
- Other core vaccinations may be required depending on specific arrangement between source and destination shelters and based upon risk/exposure in the source area.

**Transported animals 16+ weeks or older (canine and feline) administered a Rabies Vaccination in compliance with state standards for the source and destination shelters, unless contraindicated for health reasons. Rabies Certificate must be signed by a licensed veterinarian and will accompany the animal on transport.**

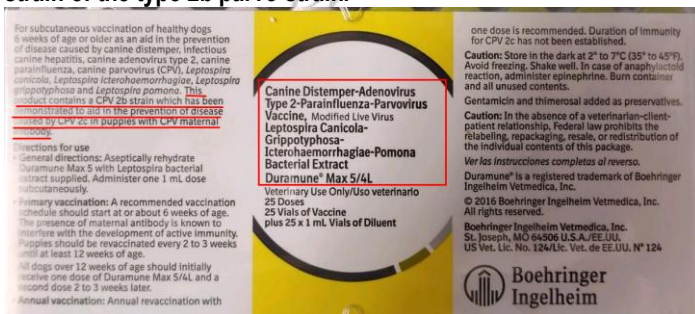
**ALL Animals transported across state lines will have a Certificate of Veterinary Inspection (CVI) also known as a Health Certificate, signed by a licensed veterinarian.**

Animals may be transported **no less than 48 hours after sterilization surgery and only if the animal is free of post-surgical complications**. Our shelter prefers to do the spay/neuter here at our shelter to reduce the risk of post op issues/illnesses as the pet/s may be even more susceptible to breaking with illness

**Transported animals will have a physical exam conducted by a trained animal care professional within 24 hours of transport to ensure the animal is healthy. Any abnormalities will be disclosed to the destination shelter prior to transport and, if approved to send, documentation of those abnormalities will be sent with the animal.** Trained animal care professional refers to an individual that is under the direct or indirect supervision of a licensed veterinarian, or, their level of expertise has been assessed by a licensed veterinarian and deemed qualified to conduct the stated exam and indicated treatment.

**ANY animals with contagious or communicable diseases should NOT BE TRANSPORTED. Effective August 2019 – all pets coming (canine OR feline) must be WOODS LAMPED TIP TO TAIL – BELLY – PAWS – EARS – AROUND EYES. AND ALL CATS MUST HAVE A LYME SULPHUR DIP THE WEEK PRIOR TO TRANSPORT, NO EXCEPTIONS. WE ARE HAVING A LOT OF ISSUES W/ RINGWORM IN BOTH DOGS AND CATS COMING ON THESE TRANSPORT PROGRAMS.**

- Whenever possible or appropriate, pets 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 transport**. 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, lesions, open sores/wounds, abnormal runny eyes (i.e. conjunctivitis), nasal discharge, any congestion or trouble breathing, loose stool, pronounced dermatitis, mange, vomiting/ diarrhea, loss of appetite or lethargy. IF THERE IS ANY CONCERN ABOUT A PETS HEALTH PRIOR TO TRANSPORT PLEASE EMAIL [leigh13@ix.netcom.com](mailto:leigh13@ix.netcom.com) to discuss OR PULL THE PET/S from the trip. Otherwise we risk infecting the entire transport.
- **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 within 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 – for 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. For Felines a broad spectrum Dewormer should be given.
- **Rabies VACCINES 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 certificates must include the manufacturer, lot #, vaccine expiration date, veterinarian signature, veterinarian's state license # and date vaccination was given. **BOTH THE RABIES CERTIFICATES and TAGS MUST TRAVEL WITH THE PETS MEDICAL RECORDS**
- **FOR DOGS AND PUPPIES** if possible an intra-nasal bordetella or SQ vaccine should be administered 5-7 days prior to transport.
- **PUPPIES and KITTENS MUST HAVE AT LEAST 3 DISTEMPER vaccinations prior to transport (they are to be given 2 weeks (14 days) apart) 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) AGAIN** - All puppies must be **at least 10 weeks old** – and have had 3 distemper vaccinations (that cover the parvo strain TYPE 2B – most distemper combo vax DO NOT cover this strain and you must make sure the vaccines are appropriate) **PRIOR to transport**. - **shelters sending from the South MUST be vaccinating for the type 2b strain of parvo virus...** the Vaccine below is the one that most shelters use and protect against this horrible strain of the type 2b parvo strain.



- Application of monthly Flea/tick/ear mite meds should be given and canines **SHOULD BE bathed**.
- All animals are to be flea/tick free and should have ears cleaned out and NOT have ear mites. Or should they have mites – be treated.



- **Dogs/puppies given at least 1 dose of Ponazuril aka Marquis paste to treat/kill coccidia.** Please refer to the attached mixing/dosing chart in following document if you aren't familiar with dosing. This medication is used as an off label treatment to kill coccidia and works extremely well. If you aren't familiar with it please discuss with your veterinarian. We buy it from Bayer.
- **DOGS 6+ MONTHS** must be 3dx or 4dx Heartworm/Lyme/Ehrlichia/Anaplasma tested at 6+ months and testing or preventative treatment should be administered in any geographical areas where needed.
- **Cats and kittens must be combo tested for Leukemia/AIDS. We DO NOT accept FIV or Leukemia positive cats under any circumstances.**
- **We cannot accept any pets with possible ringworm - lesions** – or wounds of unknown origin. Any potential ringworm + animals MUST not have ANY contact or be sheltered with felines that are to be transported – because of the infectious nature of ringworm and airborne possibility of cross infection – especially in felines.
- **WE ASK THAT YOU HAVE YOUR VET OR QUALIFIED STAFF WOODS LAMP FELINES PRIOR TO TRANSPORT TO MAKE SURE THEY DO NOT HAVE ANY LESIONS THAT GLOW UNDER WOODS LAMP. IF THERE IS ANY CONCERN about hair loss/lesions – please DO NOT SEND THEM**

#### 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 day 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 - open sores/wounds or lesions should be sent until completely healed. 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, hairloss 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.
- Do not send animals with any vomiting and/or diarrhea.
- Check appetite – puppies in particular should be interested in food. No emaciated dogs.
- Pets should be friendly and playful – please DO NOT send shy or skittish pets as the stress of the travel only makes their personality exponentially worse.
- NO pets exhibiting 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. NO wolves or hybrids and pit bulls/mixes)
- Once a pet has been accepted on the transport vehicle or arrives at our shelter - “ownership” of the pet transfers to the ASI. **HOWEVER - We RESERVE THE RIGHT TO “reject” a pet once it reaches our shelter – IF THE PET EXHIBITS AGGRESSION OR IS VISIBLY SICK.** ASI processes the pet according to standard shelter procedures and makes decisions accordingly. 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. ASI will communicate any problems to the source shelter and work together to alleviate the problems. Written or verbal feedback will be communicated to the source shelter from ASI via phone or email or text as issues arise regarding health, behavioral concerns, suggestions, comments or concerns.
- **Any dogs 6+ months SHOULD undergo a basic behavior assessment PRIOR TO TRAVEL – our shelter uses a modified SAFER testing template – included below. Should a canine fail or have questionable test results – please discuss with Executive Director at ASI – Leigh Grady at [leigh13@ix.netcom.com](mailto:leigh13@ix.netcom.com) or cell/text 978-423-1467**
- **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 ASAP - NO EXCEPTIONS. Otherwise ASI may PTS out of concern for staff/visitors. If our shelter receives a**

*pet that is NOT adoptable based on behavior* - we are more than happy to return the pet/s to the sending group – return must be done on the next/first available transport scheduled.

- 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.
- We are proud to say our shelter maintains a 100% compliance rate on Spay/neuter prior to adoption and have done so since February 1999 - have successfully transported well over 35,000 pets to our shelter through almost a dozen partner shelters we've worked with since 1999 and still do - finding them loving lifelong homes – provided the pets with exceptional vet care in our on-site vet clinic and maintained a 98-99% placement rate on all transported pets!

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

1. Treat each pet with dignity and respect
2. 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 properly identified and travel with:

- Pet's health certificate dated within 7 - 14 days of transportation date (or appropriate time determined by sending state and Massachusetts requirements).
- Medical/vaccination history form, (**REFER TO PAGE/S 10 FOR FELINES OR 11 FOR CANINES**) which includes vaccinations any medical care given with the dates, any veterinarian and/or shelter health observations, results of fecal tests, any health treatments or surgeries performed (i.e. deworming, flea/tick treatment, s/n etc.), and any other pertinent health information.
- Rabies certificates AND TAG, if 16 weeks or older (unless traveling through a state that requires rabies for 12 weeks and older) and rabies certificate
- Temperament test evaluation form for dogs 6+ months
- Admit forms (which includes pet description and history, if known) – such as a personality profile form an owner may have filled out if surrendered to your organization.
- Prepare vehicle by attaching all original medical records to each cage with the corresponding paperwork assigned to the pet on his or her crate
- Kennel siblings/littermates together in the same kennels
- Make sure each pet has a legible ID collar fitted properly so s/he can be properly identified should paperwork get mixed up. We use and recommend [www.tabband.com](http://www.tabband.com) a temporary ID collar that can easily be written on with sharpie marker and doesn't run or smudge.
- Felines SHOULD have access to a litterbox for transports longer than 3 hours in duration.
- Felines should be in a transport kennel or a lightweight enclosure cover that allows sufficient airflow (we recommend the airline approved travel Vari Kennels)

#### 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 leading 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 Update Tuesday, June 05, 2012**

The ASI recognizes that while our state currently has one of the lowest euthanasia rates in the USA, there exists a shortage of adoptable pets 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 -tick – ear mite treatments done within a week prior to transport.
  - c. Each pet is properly dewormed.
  - d. **At least 3 distemper vaccinations administered (given in 2 weeks intervals as long as they are in your care).**
  - 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, lesions, runny eyes/nose or vomiting/diarrhea. Documents provided for animals with KNOWN injuries/scabs.
  - g. Dogs 6+ months 3DX or 4DX tested for heartworm/lyme/erlichia/anaplasma test seeking negative results
  - h. **At least ONE DOSE OF PONAURIL GIVEN** (can be given 3 days in a row – refer to attached dilution/dosing chart)
3. **Review all paperwork on animals prior to relocation to ensure profile accuracy.**  
**We require all medical records to be faxed at least 5-7 DAYS PRIOR to transport – FAX 978-422-8574 OR emailed to both [sterlingshelterclinic@gmail.com](mailto:sterlingshelterclinic@gmail.com) AND [staff@sterlingshelter.org](mailto:staff@sterlingshelter.org)**  
**If you are running Petpoint our shelter ID is USMA03 so transfer of pets can be arranged via this system HOWEVER we still require all hard copy medical records be sent in our format (refer to pages 10 for feline and 11 for canine) for format/s.**
4. Know who you are dealing with – establish a working relationship with every agency from which you send 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, ideally pets are s/n PRIOR to adoption. ASI is not opposed to providing assistance to other agencies, however we also caution our partner shelters 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 pet should travel with siblings if space allows



## UPDATE SUMMER 2016 - For the health and safety of all animals on board and to support our mission of reducing animal over-population, please follow ANIMAL SHELTER INC.'S transport requirements.

**TRANSPORT PAPERWORK:** we require **OUR MEDICAL RECORDS TEMPLATE FORM** be filled out for every single pet being transported to our shelter. PLEASE DO NOT staple, tape, or seal the envelope or paperwork. As a requirements checklist, print and use the ENVELOPE COVER SHEET..

- **Named and Collared:** Each pet (even littermates) **BY LAW must be wearing an ID collar** for transports– AND MUST HAVE THEIR name ON THE COLLAR. We ask that you use a SHARPIE MARKER so it doesn't smear/smudge or become illegible. We recommend

[www.tabband.com](http://www.tabband.com). TabBand collars come in multiple colors and allows you to write directly on the collar.

- it is **EXTREMELY HELPFUL IF YOU HAVE A LITTER OF PUPPIES/KITTENS TO GIVE EACH SIBLING A DIFFERENT COLOR SO THEY ARE EASILY IDENTIFIED** WHEN THEY ARRIVE AT OUR SHELTER. TabBand come in 10-20 and 30 inch lengths **to keep things simple, WE just use the 20-inchers, since they MUST be trimmed to fit FOR SAFETY REASONS.** **WE'VE FOUND IT HELPFUL AND TIME SAVING TO Prepare collars IN THE DAYS before a scheduled transport, clipping one COLLAR to each PETS INDIVIDUAL MEDICAL RECORD FORM AND WRITING THE COLLAR COLOR ON THE MEDICAL RECORDS FORM.** That way there's no delay during loading AND OR unloading

Pet's Name: \_\_\_\_\_ Foster Family / Location: \_\_\_\_\_  
 Breed(s): \_\_\_\_\_ Description/Colors \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ DSH DMH DLH  
 Approximate Age or DOB \_\_\_\_\_ # kittens in litter: \_\_\_\_\_ Collar Color: \_\_\_\_\_

**A Tabband collar should fit and It should not be so tight as to choke pet/s nor so loose that she can slip out of it. The rule of thumb says you should be able to get two fingers underneath the collar.**

- **FIV-LEUKEMIA TESTED NEGATIVE:** all kittens and cats must have a Combo test PRIOR TO COMING. **WE DO NOT ACCEPT FELINES THAT ARE + FOR EITHER FIV OR LEUKEMIA.**

**INTERSTATE HEALTH CERTIFICATE:** 30 DAYS or less from TRANSPORT TO the final destination (being our shelter), regardless of each state's requirements or "good for" date listed on the form, This Expiration is REQUIRED BY LAW with the USDA. OUR SHELTERS ADDRESS must be included

Leigh Grady  
Executive Director

Animal Shelter Inc.  
17 Laurelwood Road  
Sterling MA 01564

978 422 8585 phone  
978 422 8449 clinic  
978 422 8574 fax

Please have the **ANIMALS NAME LISTED** on the Interstate Health Certificate. YOU CAN LIST MULTIPLE PETS ON ONE HEALTH CERTIFICATE – ESPECIALLY IF THEY ARE SIBLINGS – LITTERMATES - OR HAVE BEEN KENNELED - FOSTERED TOGETHER.

on the Interstate Health Certificate. Health Certs can be issued to:

- **NO ANTIBIOTICS:** Pets can NOT be transported on medications such as Cephalexin, Doxycycline, Albon, Baytril, etc. PETS MAY NOT BE TRANSPORTED IF THEY HAVE an Upper-Respiratory Infection, Kennel Cough, Coccidia, Giardia,
- **Ringworm IS A HUGE PROBLEM IN TRANSPORT FELINES – ANY CATS MISSING PATCHES OF HAIR, CIRCULAR LESIONS SCALY APPEARANCE –please have your VET/S SCAN WITH A WOODS LAMP – if the lesions glow – PLS DO NOT SEND THESE FELINES TO OUR SHELTER,** Sarcoptic OR Demodectic Mange or any other contagious conditions. **We do NOT accept pets with chronic or minor medical conditions (thyroid medicine, glaucoma, anxiety or seizures, etc.) Heartworm and Flea/Tick Prevention is okay**

- **Out of the shelter for a minimum of 14 DAYS:** IDEALLY ANY ANIMAL BEING TRANSPORTED SHOULD BE AWAY from the shelter/pound/animal control for **A MINIMUM OF 10-14 DAYS prior** to transport. Ideally the pets should have been kept in a foster home, Veterinarians' office, isolation, or boarding facility. This **requirement is in place to help prevent the widespread risk of communicable diseases that can be seen in a shelter environment**. Please respect this requirement as we take everyone on their word that the 10-14 day quarantine has been followed
- **SPAYED / NEUTERED:** ANIMALS **DO NOT NEED to be spayed or neutered**. **WE prefer to do the surgery here in our on-site clinic**. This will save your organization time, money and resources and the pets will have less problems/complications/stress if they wait to be s/n HERE AT OUR SHELTER. We have maintained a 100% compliance on s/n since 1999. We have our OWN on-site vet clinic that specifically cares for our shelter animals. You can learn more about our shelters on-site clinic at [www.sterlingshelterclinic.org](http://www.sterlingshelterclinic.org)
- **AGE APPROPRIATE:** FEDERAL LAW STATES ALL Animals must be **AT LEAST 8 WEEKS OLD to travel** – **we prefer they are at least 10-12 weeks or however old they are after their 3 vaccines PRIOR to transport regardless of age.**
- **FECAL TESTED:** all animals should be de-wormed PRIOR to transport multiple times and treated PREVENTATIVELY for giardia and coccidia using Panacur and Marquis paste (Ponazuril) – **we are happy to share the dilution and dosing with you should you need.**
- **UP TO DATE on vaccinations:** **A COPY OF ALL MEDICAL RECORDS need to accompany the animals on transport (either taped to their transport kennels so they don't get mixed up or kept in a separate folder)**

**AGAIN - ALL PETS MEDICAL RECORDS MUST BE SENT—at least 5-7 days before arrival date :**

- EMAIL to [sterlingshelterclinic@gmail.com](mailto:sterlingshelterclinic@gmail.com) AND [staff@sterlingshelter.org](mailto:staff@sterlingshelter.org) OR
- Fax to 978-422-8574 this will help save us time and allow us to enter pets into our system in Petpoint AND TO LOGIN THEIR MEDICAL RECORDS TO OUR CLINIC SOFTWARE which is a template we designed specific to our shelter.
- If you are using Petpoint let us know – it would save us a lot of time and resources to transfer pets via the PP system. **Our shelter ID is USMA03** .
  - Minimum of 3 DISTEMPER vaccinations REQUIRED – given at 2 week intervals (14 DAYS NO CLOSER)
  - vaccinations should be 2 weeks apart and IDEALLY last vaccination should be given no less than 3 days prior to transport.
  - **For dogs/cats 6+ months only require 2 distemper combo vax**
  - **Rabies** required IF PETS ARE OLD ENOUGH - 3 months or older.
  - **Flea/Tick Preventative. All animals must be Flea and Tick FREE**

- **FEEDING:** Depending on when the animals are transported – they SHOULD NOT be FED the day of transport – and fed a light meal the night prior to transport

\* Keep in mind that this is a very long transport for the animals and they have already gone through so much change in their lives. The guidelines above are all preventative measures to help ensure the animal is healthy before, during and after transport. However, since most of the health backgrounds of the animals are unknown, stress from the transport, change in climate, change in food, etc. may still bring out a URI – stress related diarrhea or behavior issues once they arrive at our shelter. Just like people, some animals are more sensitive to change and more susceptible to come down with something. We have even had pets leave their transport shelter/foster homes completely healthy and upon arrival at OUR shelter could have snotty noses and eye discharge. Cats and kittens especially DO NOT transport well and seem far more likely to break with URI upon arrival. This is WHY we require 3 vax PRIOR to transport.... It will cut back on the severity and possibility of them getting sick while in the 48 hour isolation in our shelter.



**Pet Relocation Program Application fax to 978-422-8574 or email to [leigh13@ix.netcom.com](mailto:leigh13@ix.netcom.com)**

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 so how? \_\_\_\_\_

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 euthanasia 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!)  
\_\_\_\_\_  
\_\_\_\_\_

**FELINE MEDICAL RECORDS** FOR Organizations Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

YOUR Log # / Tracking # / or Internal ID : \_\_\_\_\_ Health Cert # AND ISSUE DATE: \_\_\_\_\_

Pet's Name/s: \_\_\_\_\_ Foster Family / Location: \_\_\_\_\_

Breed(s): \_\_\_\_\_ Description/Colors \_\_\_\_\_ Male \_\_\_\_\_ Female \_\_\_\_\_ **DSH DMH DLH**

Approximate Age or DOB \_\_\_\_\_ # kittens in litter: \_\_\_\_\_

Spayed or Neutered PRIOR TO TRAVEL: (circle one) YES OR NO **if YES** Date s/n sx done \_\_\_\_\_

Deworming Dates \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Brand used: \_\_\_\_\_

Ponazuril (Marquis paste) **must be given at least 1 dose**: \_\_\_\_\_ / \_\_\_\_\_

Panacur Dates given: (must be given for 5 days straight) \_\_\_\_\_ - \_\_\_\_\_

Distemper Vaccine Dates Given @ 14 day intervals (**@least 3 MANDATORY PRIOR TO TRAVEL & every 2 weeks while w/you**)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Rabies Vaccinate Date (if AGE APPROPRIATE - 13+ weeks or older required): \_\_\_\_\_ Tag #: \_\_\_\_\_

**MANDATORY** - Date of Woods lamp check: \_\_\_\_\_ Date of Lyme Sulphur Dip and Brand used: \_\_\_\_\_

Flea/tick preventative dates given \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Brand: \_\_\_\_\_

Feline Combo Tested (FIV/Leukemia): \_\_\_\_\_ **OR** Mom to kittens Tested Combo Negative on: \_\_\_\_\_

Any other medical care or vaccinations given (include date and brand if applicable) \_\_\_\_\_

Other medical issues/treatments given (skin/ears/eyes) and **dates/products used**:

Document any **KNOWN/VISIBLE** wounds/abscesses/scratches/bites/scabs/hair loss and what caused them (i.e. fighting with litter mates, caught in fence etc)

Please sign/ date that YOU *personally know/witnessed what happened*: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE - ANY FELINES W/ HAIR LOSS AND/OR PATCHES OF MISSING HAIR OR LESIONS CAN NOT BE SENT (PLS MAKE SURE YOU HAVE CHECKED ALL AREAS ESP. BELLY-AROUND EARS/EYES-PAWS-UNDER ARMS ETC.)**

**ALL ANIMALS MUST BE WOODSLAMPED AND LYME DIPPED THE WEEK PRIOR TO COMING**

**DO NOT FILL IN - STERLING SHELTER INTERNAL INFO**

Pen: \_\_\_\_\_ Weight: \_\_\_\_\_ Collar Color \_\_\_\_\_ Shelter Log #: \_\_\_\_\_

**CANINE MEDICAL RECORDS** FOR Organizations Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

YOUR Log # / Tracking # / or Internal ID: \_\_\_\_\_ Health Cert # AND ISSUE DATE: \_\_\_\_\_

Pet's Name/s: \_\_\_\_\_ Foster Family / Location: \_\_\_\_\_

Breed(s)/mix best guess: \_\_\_\_\_ Description/Colors \_\_\_\_\_ Number of Male/s \_\_\_\_\_ Female/s \_\_\_\_\_

Approximate Age or DOB \_\_\_\_\_ # pups in litter: \_\_\_\_\_

Spayed or Neutered PRIOR TO TRAVEL: (circle one) YES OR NO **If YES** Date s/n sx done \_\_\_\_\_

Deworming Dates \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Brand used: \_\_\_\_\_

Ponazuril (Marquis paste) **must be given at least 1 dose**: \_\_\_\_\_ / \_\_\_\_\_

Panacur Dates given: (must be given for 5 days straight) \_\_\_\_\_ - \_\_\_\_\_

**MANDATORY - Date of Woods lamp check: \_\_\_\_\_ Date of Lyme Sulphur Dip and Brand used: \_\_\_\_\_**

Distemper Vaccine Dates Given @ 14 day intervals (**@least 3 MANDATORY PRIOR TO TRAVEL & every 2 weeks while w/you**)

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Rabies Vaccinate Date (if AGE APPROPRIATE - 13+ weeks or older required): \_\_\_\_\_ Tag #: \_\_\_\_\_

Kennel Cough Vaccinate Date: (circle one): SQ or IN Dates: \_\_\_\_\_ / \_\_\_\_\_

Flea/tick preventative dates given \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Brand: \_\_\_\_\_

HW preventative Dates given: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Brand: \_\_\_\_\_

4dx Tested NEGATIVE on \_\_\_\_\_ Canine Influenza Vaccination Dates (if given): \_\_\_\_\_ / \_\_\_\_\_

Other medical issues/treatments given (skin/ears/eyes) and dates/products used:

\_\_\_\_\_

Document any KNOWN/VISIBLE wounds/abscesses/scratches/bites/scabs/hair loss and what caused them (i.e. fighting with siblings, caught in fence etc...)

\_\_\_\_\_

Please sign/ date that YOU *personally know/witnessed what happened*: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE - ANY CANINE/S W/ HAIR LOSS AND/OR PATCHES OF MISSING HAIR AND/OR LESIONS CAN NOT BE SENT (PLS MAKE SURE YOU HAVE CHECKED ALL AREAS ESP. BELLY-AROUND EARS/EYES-PAWS-UNDER ARMS ETC.) - ALL ANIMALS MUST BE WOODSLAMPED AND LYME DIPPED THE WEEK PRIOR TO COMING**

DO NOT FILL IN - STERLING SHELTER INTERNAL INFO

Pen: \_\_\_\_\_ Weight: \_\_\_\_\_ Collar Color \_\_\_\_\_ Shelter Log #: \_\_\_\_\_



**PLEASE HAVE YOUR STAFF/VOLUNTEERS/TRANSPORT GROUPS USE THIS CHECK LIST PRIOR TO TRANSPORT**

PLEASE EMAIL A COPY OF THIS FORM **THE WEEK OF TRANSPORT** TO [LEIGH13@IX.NETCOM.COM](mailto:LEIGH13@IX.NETCOM.COM) – THIS INFO IS SUPER IMPORTANT AS WE USE THIS INFO TO DETERMINE HOW MANY KENNELS/CAGES WE NEED TO FIT YOUR TRANSPORT AND ALL OTHER TRANSPORTS THE SAME WEEK. (A FULL EXCEL COPY IS ALSO ATTACHED)

A	B	C	D	E	F	G	H	I
		Transport List for Group - _____					DO NOT FILL OUT THIS IS FOR OUR SHELTER TO DETERMINE HOW MANY KENNELS/CAGES WE'LL NEED FOR YOUR TRANSPORTS (CANINE/FELINE) FOR STERLING TO FILL OUT	
		YOUR DEPARTURE DATE _____						
		STERLING ARRIVAL ETA _____						
WHEN SENDING LITTERS PLEASE STICK W/ ONE FIRST LETTER OF NAME FOR ALL PETS IN LITTERS		PLS NOTE OUR BEST OPTION TO HELP MORE ANIMALS& DO MORE OR LARGER DUE TO CAGE SPACE PLS SEND LITTERS VS SINGLES WE ONLY HAVE 19 IN/OUTDOOR RUNS						
List of proposed transports								
<b>PET'S &amp; NAMES</b>	<b>AGE @</b>	<b>BREED OR MIX / BEST GUESS HOW MANY EACH SEX</b>	<b>EST. WEIGHT DATE OF TRANSPORT GUESSIMATES FINE</b>	<b>3 VAX GIVEN EVERY 14 DAYS CHECK BOX WHEN DONE</b>	<b>PETS ARE ALL NAMED ALL ARE COLLARED CHECK BOX WHEN DONE</b>	<b>DATE OF WOODS LAMP AND DATE OF LYME DIP</b>	<b>FOR OUR SHELTER DO NOT FILL OUT # OF CAGES ESTIMATED WE WILL NEED</b>	<b>EST # OF DOG KENNELS NEEDED EST # OF CAT CAGES NEEDED</b>
<b>CANINE</b>	<b>TRANSPORT</b>							
litter of 5 puppies								
EXAMPLE-abi/allie/ana/adam/ale	4 MTHS	LAB/HUSKY MIXES - 3 F 2 M	10 LBS	X WHEN DONE	X WHEN DONE	WL ON 9/1/19 DIP 9/2/19	1 OR 2	
AGGIE	8 MTHS	BEAGLE MIX - F	35 LBS	X WHEN DONE	X WHEN DONE	WL ON 9/1/19 DIP 9/2/19	1	
2 puppies								
EXAMPLE-Randy/Raven	7 MTHS	HOUD MIXES - 1 M/1F	45 LBS	X WHEN DONE	X WHEN DONE	WL ON 9/1/19 DIP 9/2/19	1	
JUNIOR	1-2 YR	SMALL SCRUFFY TERRIER X -M/N	10 LBS / SIZE OF DASCHUND	X WHEN DONE	X WHEN DONE	WL ON 9/1/19 DIP 9/2/19	1	
LITTER OF 7 PUPS								
EXAMPLE - Sam/Sally/Sissy/Sandra/Scott/Senior/Silly	4 MTHS	SHEP MIX 4F/3M 2 F/S & 3 M/N	25 LBS / SIZE OF BEAGLE	X WHEN DONE	X WHEN DONE	WL ON 9/1/19 DIP 9/2/19	2 OR 3	
<b>FELINE</b>								
litter of 5 kittens							6 TO 8 KENNELS	TOTAL # DOG KENNELS
EXAMPLE- Bob/Bill/Brandy Betty/Brandon	10 wks	DSH 3M / 2 F all 5 s/n	? lbs (all kittens must be 2 lbs)	X WHEN DONE	X WHEN DONE	WL ON 9/1/19 DIP 9/2/19	1	
MARCY	4 MTHS	DLH - F	4 LBS	X WHEN DONE	X WHEN DONE	WL ON 9/1/19 DIP 9/2/19	1	
LITTER OF 8 KITTENS								
ample - Cam/Carol/Candy/Cair Chris/Critter/Crissy/Cappy	12 WKS	DMH 4 M & 4 F	2 LBS	X WHEN DONE	X WHEN DONE	WL ON 9/1/19 DIP 9/2/19	2 TO 3 CAT CAGES	

