

# **Stray Haven Humane Society & SPCA**

## **Canine Intake Procedures**

**Ensure all necessary paperwork has been completed (DCO Packet / Owner Surrender Packet)**

### **1. Scan for a microchip**

If a chip is found, give the microchip number to the Shelter Manager and pause intake until the Shelter Manager verifies the owner's identity and location. If there is no microchip continue with the intake procedures.

### **2. Check any and all veterinarian records if provided by the owner to verify if vaccines are required**

### **3. Take a photograph of dog for ASM records**

### **4. Obtain an accurate weight**

Turn on the scale and let it calibrate.

Maneuver the dog onto the scale, use legs/knees to "fence" in the dog without applying physical pressure to the dog.

Write down the weight on a paper intake form.

Remove the dog and sanitize the scale.

### **5. Perform basic exam if the dog will allow it**

Check ears, eyes, nose, skin, legs, paws, and nails.

Document any injuries, conditions, abnormalities on the intake sheet, then update ASM with all the information.

### **6. Administer any necessary medications and/or vaccinations**

#### **a. Strongid**

Orally -

Using 5-10 mL syringe without a needle, 1 mL per 10 lbs of body weight. Ex. A 65 lb dog will get a 6.5 mL of strongid.

#### **b. Flea and Tick Treatment**

Topically -

Verify dosage and application instructions based on weight, differ by brand.

**c. Bordetella Vaccination (Purple: requires 1 liquid vial and 1 powder vial.)**

Nasally -

Using a 3 mL needle remove liquid from vial and inject into vial containing the powder, shake until all powder has been dissolved, remove liquid from vial.

Remove needle from syringe and place into sharps container.

Remove sticker from vial with powder and place on the intake form.

**d. DAPPvL4 Brown & Red (Distemper, leptospirosis, etc. requires one liquid and one powder vial)**

Subcutaneously - (under the skin, but not in the muscle) -

Using a 3 mL needle remove liquid from vial and inject into vial containing the powder, shake until all powder has been dissolved, remove liquid from vial.

Remove needle from syringe and place into sharps container.

Replace with a 23 gauge needle, place cap on the needle.

Restrain dogs as necessary. (To learn proper methods of restraint contact current kennel staff/supervisor for hands on instruction.) DO NOT RESTRAIN a dog if you are not confident in your ability to do so safely and completely.

Create a small pocket of skin in the left shoulder, if possible, rear left/scruff area is acceptable. Insert needle under skin, parallel to the body, not in the muscle and inject the vaccine, remove needle when syringe is empty.

Remove stickers from each vial and place on the intake sheet.

**7. Additional information**

Vaccines must stay refrigerated, once mixed vaccines are only good for 30 minutes maximum.

If the dog is under 16 weeks (4 months old, or if you are unsure) the dog must ONLY get DAPP vaccination (BROWN) instead of DAPPvL4.