

PACFA Info

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To: vbauertownofsugarcity@yahoo.com

Date: Tuesday, August 15, 2023 at 06:43 PM MDT

Hello Vicki and Mayor Delrio,

Attached is the checklist I use to inspect boarding and rescue facilities. It's an abbreviated list which has not been updated to reflect the recent rule changes and may not show all the requirements. I would suggest the following:

- 1) Review all the PACFA rules and regulations prior to beginning renovations on the building you want to use as a city Shelter/ impound.
- 2) Require Code Enforcement Crystal Scott to remove any reference to Sugar City animal enforcement activities from her Facebook page. Keeping animals picked up as stray/ animals at large, is a violation of PACFA rules and regulations and requires a license.
- 3) While I understand it is a rural community, I suggest not picking up animals until you have the required space and license in place. Code enforcement could hold the owners accountable thru rules you already have on your books via written warnings or citations.
- 4) If you choose to take in strays, impound dogs and or adopt unclaimed pets to the public, you will need to apply for a shelter license.

Persons who operate a pet animal care facility without the required license are subject to both criminal and civil penalties. In addition, continued operation without the required license after notification of requirements can result in suspension of operations and automatic denial of future license applications

Don't hesitate to contact me with questions or concerns.

Best Regards,
Rosanne

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Many CDA employees are working remotely at this time to help limit the spread of COVID-19. Thank you for your understanding and patience as we continue service while temporarily modifying business operations. For information about the COVID-19 virus, visit CDPHE and CDC. Call 303-389-1687 or 1-877-462-2911 or email COHELP@RMPDC.org with questions.

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2020-New applicant Check off list for boarding (2) (1).docx
16.7kB



2021-New applicant for Rescues (1) (1).docx
19kB

Below is a check off list to assist you in getting ready for this inspection. Please read it and email me with any questions.

2020-Pre-License check off list for : Boarding/Training

The following information is designed to assist you with meeting rule requirements. As required in the application you have agreed that you have reviewed the rule. Please be advised that the check off list is not a complete list of the rules, only the majority that applies to your license.

All applicants facilities must have an initial "pre-license" inspection prior to being approved/denied for a license.

Boarding and Training

- Water resistant surfaces-18 inch 11.2
- Backflow Device-(generally this is on the water heater) 11.4
- Washroom & Sink (soap/paper towel-one use) 11.5
- Outdoor Shade-11.12.3
- Enclosures size and good repair 12.00
- Cleanliness-2 step process-13.1 and 2 and 3
 1. **Cleaning** refers to the removal of organic materials such as dirt, hair and feces from surfaces. Cleaning does not kill germs, but prepares the surface to be properly disinfected.
 2. **Disinfecting** refers to using chemicals, EPA-registered disinfectants, to kill germs on the cleaned surface. You must follow directions for contact time and dilution to achieve true disinfection of the surface.
- Outdoor urine smells-13.11
- Towels Laundered-13.12
- Food storage-4 inches off floor unopened/opened water proof container 13.16
- Pests must be controlled 13. 19
- Separation-1-15 per employee-14.10.3-6-no employee doing other tasks-Direct supervision at all times**
- Vet working with-15.1-_____
- Prescription and non-prescription drugs must be original label/bottle-15.5-8(read this carefully)
- Isolation "AREA"-16.1
- Tethering is prohibited 18.9
- Leads must have well-fitted and non-tightening collar or loop with a swivel on the collar or non-tightening loop-18.9.3
- Perishable food must be refrigerated and covered. 17.1.2
- Pools-ingress-egress-direct supervision at all times 18-21

Contract and records:

Boarding Contract must be available for review at the time of the pre-license inspection.

- Records for boarded Animals-19.5. 2 Records of animals boarded, trained or groomed must be kept by the facility and must include the name and address of the owner of the pet animal, date of transaction, species/breed, specific identifying characteristics, gender and age, and name of the owner's veterinarian.
- Medical Treatment Record 19. 9.4 (see sample on website)
- Written permission/Behavioral Control devices-18.19
- Immunization records-19.5.3
- Commingling permission-19. 8 1
- Crates permission-19. 8 .2
- Off Label Products Permission 19. 8.. 3
- Vet Care disclosure and DEATH-19.9.3
- Incident File-19.9.2 (see sample on website) **(Must have a blank form ready for inspection)**
- 72 hours to report death or escape on line

General Information:

1. All facilities need to display their placard-3.12 once they are licensed.
2. Any time a facility has an address change this requires a new license (3.1)
3. Any change in name or control of ownership requires notification w/in 15 days (7.0)
4. See additional license information in parts 1-10 (including yearly routine inspections).

Below is a check off list to assist you in getting ready for this inspection. Please read it and email me with any questions.

2021 Pre-License check off list for: Rescues

The following information is designed to assist you with meeting rule requirements. As required in the application you have agreed that you have reviewed the rules. Please be advised that the check off list is not a complete list of the rules, only the majority that applies to your license.

*****Please note all applicant facilities must have an initial "pre-license" inspection prior to being approved/denied for a license. No rescue activity can be performed prior to be licensed, this includes acquisition/disposition of animals.**

Rescues Rule Check off list :

15.00: Shelters, rescues, and retail/wholesale facilities that do not have a veterinarian on staff shall have a written agreement with a licensed veterinarian for services and consultation regarding animal health needs. This agreement must be signed, dated and updated each licensing period. The name and phone number of the veterinarian must be included. **(Must have a copy for review)**

18.00-Any pet animal, excluding reptiles, fish, and rodents, transferred into a PACFA-licensed facility from outside Colorado must be accompanied by a Certificate of Veterinary Inspection issued by an accredited veterinarian within the state of origin and within 10 days prior to the animal's arrival in Colorado.

CVI

*Please note, the VS Form 7001 is NOT accepted as a CVI for interstate travel to Colorado for any small animals.

1. Certificate of Veterinary Inspection (CVI) issued by an accredited veterinarian within 10 days prior to entry and stating that the dogs and cats are free from exposure to rabies.
2. Rabies vaccination current, for all dogs and cats greater than 3 months of age

***It is unlawful to sell, transfer, or adopt dogs or cats under the age of eight weeks.

***It is unlawful to work with unlicensed facilities, including transporters!

19.00

1. Acquisition records-19.2 **(This is an intake form) (Must have a sample for review.)**
 - a. Date the animal was transferred into the facility (the day it arrives).
 - b. The source or how acquired including name, address and phone number of source.
 - c. Number of animals received.
 - d. Animal Breed or species.
 - e. Specific identifying characteristics.
 - f. Date of Birth if available or estimated age.
2. Disposition records (adoption contract or transfer):19.3 For dogs, and cats, disposition records must include: **(Must have a sample for review.)**
 - a. breed or species,
 - b. gender

- c. Date of Birth or approximate age
- d. Weight of kittens
- e. physical description of the animal
- f. name, address, phone number, and signature of purchaser or adopter
- g. Rabies brochure (see 19.6.3) **acknowledgement of receipt**
- h. Medical Records (see 19.9.1) **acknowledgement of receipt**
- i. 19.9.1-Transfer paperwork must be signed by the receiving party and must have acknowledgement of medical and behavior records given.

*****19.10-All dogs or cats must be spayed or neutered prior to being adopted.**

3. 19.9.4-Medical Treatment record form (Fosters fill this out when dog is on medication under their care). These records must include the following:
- a. identification of the pet animal receiving medical treatment,
 - b. signs of illness,
 - c. reason for medical treatment, or veterinary diagnosis,
 - d. the name of the medication or immunization used,
 - e. the amount of medication used,
 - f. the "actual" time and date on which the medication or immunization was administered.
- (**must have a sample form available for review see forms on our website for a sample.**)

4. Source (See 19.9.5) *** must be ready to adhere to this rule by having all required documents at the time of adoption. *** **How will you handle this? Form?**

5. Fosters-18.22. Animal rescue facilities shall use a system of fostering in private homes or keeping pet animals in licensed pet animal facilities. No more than eight dogs or cats may be housed in any foster home at any time. A female dog with puppies under 8 weeks of age or a queen with kittens under 8 weeks of age will be considered one adult.

19.11

Shelter and rescue facilities using foster homes must maintain a list containing: (**Must have a sample for review.**)

- a. The name, phone number, and current street address for each place or premises at which pet animals are housed.
- b. Name, breed/species, physical description, age, gender, and foster home location must be recorded for each pet animal fostered.

******The Commissioner may, upon request, have access to any part of a foster home in which fostered pet animals are kept.** We recommend you put this in the agreement or other documents so the fosters are fully aware of their responsibility to the rescue.

2. The licensee shall inspect each of its foster homes at least once annually and before any animal is fostered at the location and maintain a record of those inspections at the physical facility address, this includes boarding facilities.
(**Must have a sample for review.**)

The inspection record must include:

- a. the date of inspection,
- b. the number and species of pet animals that permanently reside at each foster home,
- c. the signature of the foster care provider and
- d. the signature of the person inspecting the foster care facility

3. The licensee shall have a written, signed foster agreement with each of its foster homes.

It must include: (Must have a sample for review.)

- a. a statement that the foster home understands and agrees to adhere to all relevant zoning and animal control codes and ordinances, whether local, county, or state.
- b. written disclosure of all diseases, injuries, or abnormalities of the specific animal being fostered.
- c. Fosters and adopters must sign stating they received the information and agreement.

*****8 animals are the State limit for one foster home (this includes their own animals), but the county or city they live in may be more restrictive.**

Additional: You should read all of the rules and regulations.

****Please make sure you understand the cleaning/sanitation 13.00 rules, the transport procedures 20.00 and all enclosure care standards in 12:00.

General Information:

1. All facilities need to display their placard-3.12 once they are licensed.
2. Any time a facility has an address change this requires a new license (3.1)
3. Any change in name or control of ownership requires notification w/in 15 days (7.0)
4. See additional license information in parts 1-10 (including yearly routine inspections).
5. You are required to submit your yearly statistics at the time of renewal each year. Statistics are from January 1 through December 31st each year. Your license is from March 1st to March 1st each year.