
BC SPCA Animal Transfer Protocols

BCSPCA
SPEAKING FOR ANIMALS

THE BRITISH COLUMBIA SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

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Authored by: Operations Department

BC SPCA Animal Transfer Protocols

OUR MISSION: To protect and enhance the quality of life for domestic, farm and wild animals in British Columbia.

Purpose

Transfers are an integral part of animal management within our branches. This document outlines the policies and procedures in regards to the transfer of animals between BC SPCA branches.

Policy

The policies and procedures outlined in this document are to be followed for each animal transferred and received via a transfer.

Medical Treatments (vaccines, parasite treatments, etc)

The following treatments must be done prior to transfer:

FOR DOGS

	Vanguard 5	Vanguard Rapid Response 3 (Canine Cough)	Strongid-T	External Parasite
Dogs (16 weeks plus)	At least 5 days prior to transfer	At least 3 days prior to transfer	24 hours prior to transfer	24 hours prior to transfer
Puppies (under 16 weeks)	24 hours prior to transfer	At least 3 days prior to transfer	24 hours prior to transfer	24 hours prior to transfer

FOR CATS

	Felocell 3	Strongid-T	External Parasite
Cats (16 weeks plus)	At least 5 days prior to transfer	24 hours prior to transfer	24 hours prior to transfer
Kittens (under 16 weeks)	24 hours prior to transfer	24 hours prior to transfer	24 hours prior to transfer

- ∞ Vaccines and deworming must be up-to-date and recorded in ShelterBuddy, as per the BC SPCA vaccine protocol
- ∞ No animal should be transferred less than 48 hours post surgery unless time in transit is under two hours total
- ∞ Each animal being transferred must be given a physical exam (including screening with a Wood's Lamp) within 24 hours prior to and post transfer to ensure that no medical issues have developed since intake or were overlooked at intake, fill out a new Physical Examination Intake Form with clearly printed full name of person doing exam

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Transfer of animals after a disease outbreak:

If your shelter currently has or has just recovered from canine distemper, feline distemper (panleukopenia, feline parvovirus), canine parvovirus, kennel cough, calicivirus, coccidia, any other highly contagious intestinal infection or a ringworm outbreak, the Senior Manager, Animal Health must approve animal transfers – either incoming or outgoing to begin transfers again

Animal Transferability

Puppies and Kittens

- ✓ Must be in good health (H, TR, or TM)
- ✓ For transfers over 4 hours – must be 8 weeks or older
- ✓ Animals younger than 8 weeks must be approved by Manager, Animal Transfer Program and the receiving Branch Manager and receive fresh food and water every 2 hours. Due to reduced immune systems these animals also need to be protected from extreme temperatures and exposure to infectious disease during transfer.
- ✓ Be up-to-date on vaccines and parasite control both external and internal
- ✓ Have received a microchip (recommended to be done prior to transfer)
- ✓ Lactating mothers and their litter may only be transferred between shelters for reasons of fostering. The travel time must be less than 2 hours and crate must be large enough to have mother lay down on her side with legs extended to nurse

Dogs

- ✓ Must be in good health (H, TR, or TM)
- ✓ Be up-to-date on vaccines and parasite control both external and internal
- ✓ Have received a microchip
- ✓ Dogs 5 months and over must be assessed
- ✓ Dogs who score overall green or yellow on their DTA IV assessment
- ✓ Dogs who score orange for excitability in their DTA IV assessment. The receiving shelter must have the resources to manage the behaviour
- ✓ Receiving shelter must be identified as a location that will improve dog's chances of adoption and ability to thrive in that community. For example, an outdoor isolated dog may not do well in a large city environment

Cats

- ✓ Must be in good physical and emotional health (H, TR, or TM)
- ✓ Be up-to-date on vaccines and parasite control both external and internal
- ✓ Have received a microchip
- ✓ Intact males with fight wounds/scars/abscesses must have a FeLV/FIV test completed
- ✓ Where possible knowledge of whether the cat is communal, semi-communal, single living, or cannot be around other cats at all

- ✓ Receiving shelter must be identified as a location that will improve the cat's chances of adoption and ability to thrive in that home. For example, a 5-year-old barn cat sent to the city may not do well as an indoor condo cat

Small Animals

- ✓ Must be in good physical and emotional health (H, TR, or TM)
- ✓ For rabbits – have received a microchip
- ✓ Social and comfortable with handling
- ✓ Should not be fearful – refer to Adoptability Guidelines (Appendix A)

The following animals may be transferred ONLY with the approval of the manager, animal transfer program and the receiving branch manager:

- ✓ Animals with disclosed medical conditions
- ✓ Geriatric dogs and cats should be in good health to travel (10+ years for dogs, 12+ years for cats)
- ✓ Dogs that have assessed orange for fear, dog-dog aggression, or dog-people aggression – all information must be disclosed prior to transfer to the Manager, Animal Transfer Program for approval by Regional Animal Management Support (if applicable in area otherwise it is referred to the Regional Manager) and/or Manager, Animal Welfare, and the receiving Branch Manager to ensure proper resources are in place
- ✓ Dogs that score yellow or green on their DTA IV assessment but have recorded incidences of aggression in their file must be disclosed prior to transfer to the Manager, Animal Transfer Program for approval by Regional Animal Management Support and/or Manager, Animal Welfare, and receiving Branch Manager to ensure proper resources are in place
- ✓ Pregnant animals (in late stages of pregnancy, the sending branch must also receive approval from the Senior Manager, Animal Health) for foster purposes
- ✓ A dog that scores red on the DTA IV assessment
- ✓ Animals that are very anxious and would not benefit from being in a crate/kennel for any period of time

Careful consideration should be made for the following animals:

- ✓ Geriatric or animals that have severe medical conditions
- ✓ Animals with a severe contagious disease as defined on page 1 of this document under "Transfer of animals after a disease outbreak" without first being approved by the Manager, Animal Transfer Program and Senior Manager, Animal Health. This includes animals currently displaying symptoms of illness or ones who have knowingly been exposed to other animals with contagious disease(s) as well as those who have recently recovered from illness
- ✓ Animals who have been categorized as UU should only be transferred after being approved by the Manager, Animal Transfer Program who will confer with the Senior Manager, Animal Health, Manager, Animal Welfare, Regional Animal Management Supervisor (where applicable), or Regional Manager as needed

Requirements of Animal Transfers

Paperwork – everything in the animal's file including:

- ✓ Animal Transfer Checklist
- ✓ Kennel Card
- ✓ Physical Examination Intake Form (both from incoming and outgoing)
- ✓ Spay/Neuter Certificate (if applicable)
- ✓ Medical records
- ✓ Tattoo Transfer Form (if applicable)
- ✓ Daily Welfare Monitoring Sheets
- ✓ Staff/Volunteer Observation Notes
- ✓ Surrender Intake Forms (if applicable)
- ✓ Incident Forms (if applicable)
- ✓ DTA IV Assessment (for dogs)
- ✓ Dog Temperament Summary (for dogs)

Medications: For animals that are on medications and meds are travelling with the animal, please send meds in a properly labelled (animal name and ShelterBuddy ID) envelope with the receiving branch's location on it. Do not tape the meds to the crate or send inside the animal's kennel

Special Diets: For animals that are currently on a special diet food (i.e. prescription or limited ingredient) and it is travelling with the animal to the receiving branch, it should be labelled clearly stating the following: animal name, ShelterBuddy ID number, sending branch, and receiving branch. Please mark in the Notes section of their Transfer Checklist what food is travelling with them. Any notes of feeding schedule and amount should be in their general paperwork and ShelterBuddy profile. In medical notes there must be the date and vet who prescribed this diet

Physical Exam

- ✓ Each animal must be given a physical exam to ensure that any medical issues were not missed at intake or did not develop during their stay at the shelter with a maximum of 24 hours prior to transfer
- ✓ Each animal is to be screened with a Wood's Lamp maximum 24 hours prior to transfer

ShelterBuddy – each transferred animal must:

- ✓ Be transferred out using the Transfer Link on the Animal Menu (on the right hand side of the animal's record) to the receiving branch. If the animal is staying overnight at a branch before reaching their final destination they must be transferred into the layover branch, then transferred out when they leave to their final destination. The layover branch is not required to do another full physical intake/outgoing examination – only the sending and final receiving branches. A layover branch is defined as one where an animal does not spend longer than 72 hours – a Layover Branch Physical Exam can instead be used

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- ✓ To transfer out a large amount of animals at once, in ShelterBuddy under Search Menu choose Bulk Updating Menu, Bulk Internal Transfer Out
- ✓ All animals must have a photo uploaded to the Photo/Document Manager section of ShelterBuddy. Should a crate label fall off during transfer this helps our Animal Transfer Drivers identify animals faster

For kittens under 12 weeks old and travelling more than four hours

- ✓ Access to food, water (water must be securely attached to the kennel and cannot be left on the kennel floor), and litter box

Small Animals

- ✓ Must be transferred with access to food and water (water must be securely attached to the kennel and cannot be left on the kennel floor) – bottles must be checked for leaks prior to transfer
- ✓ Soft bedding and a hiding spot to be provided for all small animals
- ✓ Ensure no items within the travel carrier can fall, tip on, or injure the animal(s)
- ✓ Ample amount of hay must be provided for Rabbits and Guinea Pigs
- ✓ Should be kept separate from other larger species to keep stress levels as low as possible

Responsibilities During Transfer

- ✓ All animals must be identified by a collar, tag, tattoo, microchip, or combination of these methods during transfer. Any collars must have a two finger allowance (held flat against the animals neck) when fitted to prevent injury – paper collars (when used) must not stick to the animal's fur and be clearly labelled with animal name and ShelterBuddy ID
- ✓ All animals must be transferred in an enclosure that is sturdy with no sharp edges and permits adequate ventilation – ensure not to over cover with bedding
- ✓ Bedding inside crates should be free of any tears, holes, or fraying. Take into consideration that it should be soft enough for the animal to lay on for the up to 12 hours total an animal may be in transit for, but not enough to impede them standing up and turning around (i.e. not so high they will brush against the top of the crate when standing). Bedding must be free of fraying and holes so animals do not become caught during the transfer
- ✓ The animal must be able to stand, sit erect, turn around normally while standing, and to lie in a natural position – if more than one animal is in the primary enclosure, both animals must be able to lie down at the same time without needing to lie on top of each other

ACCEPTABLE



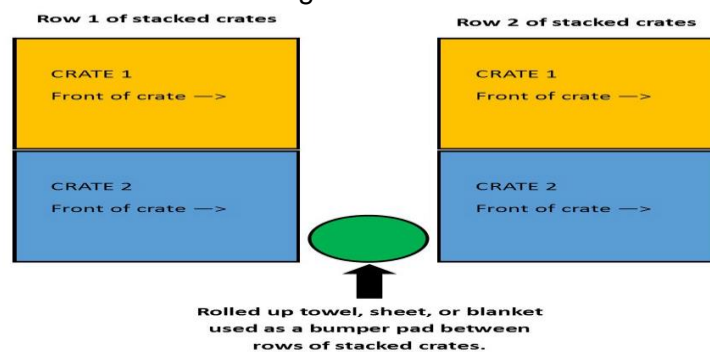
NOT ACCEPTABLE



- ✓ For litters of kittens or puppies between 8 weeks and up to 5 months old – they should be sent in pairs or groups of 3 whenever possible provided they prefer each others company. Adults 5 months and older should have their own crate. Bonded pairs over 5 months needing to share a single crate should be discussed with the Manager, Animal Transfer Program as they require a larger kennel on transfer
- ✓ Avoid direct proximity of different species – separating cats, dogs, and small animals as much as possible reduces stress levels
- ✓ Cat and kitten kennel bedding should be sprayed with Feliway a minimum of 15 minutes prior to transfer. Dog kennel bedding should be sprayed with Adaptil a minimum of 15 minutes prior to transfer. Note – these sprays last roughly 8 hours so careful consideration into timing is key
- ✓ Be mindful of putting toys in kennels with animals as they can be ingested during transfer, animals can become entangled in them, nails can get caught, and many more serious issues.
- ✓ Catnip is an important enrichment tool in shelters, however, placed in a cat's kennel going on a transfer may not be beneficial.
- ✓ Staff responsible for arranging transfers and loading vehicles must use caution not to transfer more than would be safe and able to secure following protocol. Safety and comfort of the animals is paramount and must be taken into consideration
- ✓ Cats and small animals, once in crates, should not be left on the ground while waiting to be loaded for transfer or unloading from transfer. As well, some dogs may have better welfare when not left on the ground in their crate during the loading and unloading portion of transfer

Vehicles

- ✓ All vehicles used for animal transfers of any type must have a working thermometer mounted in the area where the animals will be housed. This includes but is not limited to veterinary visits, bringing animals to or from the airport, and transfers between branches. The thermometer should be a digital one as they provide the fastest and most accurate results
- ✓ Crates and cages must not be stacked upon each other in a manner that increases animal stress and discomfort, compromises ventilation, allows waste material to fall from the cage above into the below, interferes with care and observation, or hinders emergency removal
- ✓ Do not stack crates more than two high or deep to ensure proper ventilation is provided for all animals travelling. These crates must also have a way to be secured for safety in case of an accident – ratchet straps are to be the first choice of use
- ✓ Crates must be properly assembled with nuts and bolts or using zap straps (cable tie, tie-wrap). Doors should be secure and checked a second time after putting in vehicle
- ✓ A bumper pad between crates on the floor of a vehicle must be used to ensure proper airflow is available to all animals. Bumper can also be PVC pipe as long as it is able to be cleaned properly with AHP each time. See diagram below for referral:



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Animal Monitoring during Transfer

- ∞ All kittens and puppies under 8 weeks of age must be given fresh food and water every 2 hours
- ∞ All cats and dogs must be observed and allowed to rest every 4-6 hours
- ∞ Adult dogs must be allowed to exercise and eliminate every 4-6 hours
- ∞ Maximum transport time to an intermediate or final destination should be no more than 12 hours

Fasting of Animals

Dogs and Cats:

- ∞ No food 6 hours prior to transfer
- ∞ No water 2 hours prior to transfer (if possible)

Animals that should not be fasted:

- ∞ Puppies and kittens under 5 months of age
- ∞ Small animals

Receiving Animals on a Transfer

Upon receiving an animal, the branch must:

- ✓ Complete a Physical Examination Intake Form within 24 hours of intake
- ✓ Screen each animal with a Wood's Lamp within 24 hours of intake
- ✓ In ShelterBuddy, receive the animal using the Transfer link in the Animal Menu, change the Status of the animal. You can also do a transfer in of a large group of animals by going under the Search Menu in ShelterBuddy, clicking on Bulk Updating Menu, Bulk Internal Transfer Receive In
- ✓ Ensure Feliway or Adaptil has been used in the kennel space for the appropriate animal at least 15 minutes prior to them arriving
- ✓ Place each animal using low stress handling in his/her own kennel and monitor for eating, drinking, and elimination
- ✓ Give each animal high value food to ensure eating and decrease stress
- ✓ If possible, dogs should be housed in a separate area from existing dogs. Do not allow transfer dogs to run freely in enclosed yards with existing dogs until they have been monitored for 24 hours
- ✓ Where possible, do controlled parallel walking with resident dogs – no introductions nose-to-nose
- ✓ Look through and review the animal's file in case any information was left off the Animal Transfer Checklist
- ✓ Review treatment schedules and enter in your branch's daily treatment system
- ✓ Medical issues that were unnoticed by the sending shelter will be brought to the attention of the Manager, Animal Transfer Program by the receiving Branch Manager and will follow the December 2016 "*Transferred Animals with Medical Issues*" memo until further notice

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Questions

For questions or concerns in regards to animal transfers, please contact Rachell Weist
rweist@spca.bc.ca.

Any staff or volunteer who chooses to bring a personal animal onboard during a BC SPCA animal transfer must first sign the “*Waiver of Liability Form for Personal Animals on Transfers*” and submit to their branch manager who will send it to the manager, animal transfer program



PHYSICAL EXAMINATION INTAKE FORM FOR DOGS & CATS – LAYOVER BRANCH

Date:	Branch:	Exam By (Full Name):
ANIMAL INFORMATION		
Name:	ShelterBuddy ID:	Animal Type: <input type="checkbox"/> Cat <input type="checkbox"/> Dog
Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> M/N <input type="checkbox"/> F/S	Age:	Breed: Colour:
Coat Length/Markings:	Tattoo/Microchip:	
Body Condition Score:	Weight: <input type="checkbox"/> lbs <input type="checkbox"/> kg	Hydration: <input type="checkbox"/> Hydrated/Normal <input type="checkbox"/> Dehydrated
Wood's Lamp Screen: <input type="checkbox"/> Negative <input type="checkbox"/> Positive, location:		
Admittance Behaviour: <input type="checkbox"/> Friendly <input type="checkbox"/> Fearful <input type="checkbox"/> Aggressive <input type="checkbox"/> Depressed <input type="checkbox"/> Hyper/Excitable <input type="checkbox"/> Possibly Feral		
Date admitted to layover branch:		
Date scheduled to leave layover branch:		

Coat & Skin <input type="checkbox"/> No visible lesions <input type="checkbox"/> Itchy <input type="checkbox"/> Inflamed/Redness <input type="checkbox"/> Hair loss <input type="checkbox"/> Wounds <input type="checkbox"/> Parasites <input type="checkbox"/> Mass/Lump Location(s): Other/Comments:	Mouth, Teeth & Gums <input type="checkbox"/> No visible lesions <input type="checkbox"/> Halitosis <input type="checkbox"/> Broken teeth <input type="checkbox"/> Loose teeth <input type="checkbox"/> Tartar build-up ○Mild ○Moderate ○Severe <input type="checkbox"/> Resorptive lesions <input type="checkbox"/> Gingivitis <input type="checkbox"/> Oral ulcers <input type="checkbox"/> Mass/Lump <input type="checkbox"/> Loose teeth Other/Comments:	Eyes <input type="checkbox"/> No visible lesions <input type="checkbox"/> Discharge ○Left ○Right ○Watery ○Muroid ○Yellow/Green/Pus <input type="checkbox"/> Inflamed ○Left ○Right Other/Comments:	Ears <input type="checkbox"/> No visible lesions <input type="checkbox"/> Inflamed ○Left ○Right <input type="checkbox"/> Itchy <input type="checkbox"/> Painful <input type="checkbox"/> Mites <input type="checkbox"/> Mass/Lump ○Left ○Right <input type="checkbox"/> Discharge ○Left ○Right ○Wax ○Pus ○Brown/Dark Other/Comments:	Legs & Paws <input type="checkbox"/> No visible lesions <input type="checkbox"/> Lameness <input type="checkbox"/> Stiffness <input type="checkbox"/> Joint problems <input type="checkbox"/> Nail problems <input type="checkbox"/> Declawed ○Front ○Back Other/Comments:
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Any other obvious issues to note:

IMMEDIATELY NOTIFY BRANCH MANAGER OR DESIGNATE OF ANY SERIOUS MEDICAL CONDITION

Vet Exam Required: Y N Appointment Made (Date/Time/Location):



**PERSONAL ANIMALS DURING TRANSFERS
WAIVER OF LIABILITY**

For the health and safety of all animals travelling with the BC SPCA, the BC SPCA requires that in such cases of transporting personal owned animals* the following waiver be signed:

The undersigned shall indemnify and save harmless the British Columbia Society for the Prevention of Cruelty to Animals, its employees, directors, and volunteers [collectively the BC SPCA], from and against any and all claims, suits, demands, payments, recoveries and/or judgements of any nature or description except in cases of demonstrated and intentional negligence on the part of the BC SPCA, with respect to personal animals in a vehicle operating for the purposes of transferring a BC SPCA animal from one location to another.

The undersigned agrees to undertake the medical care necessary for this animal should they fall ill due to being in a vehicle during BC SPCA business. The undersigned agrees not to bring any personal owned animal with any contagious disease in a BC SPCA vehicle or a personal owned vehicle during BC SPCA animal related business.

The undersigned agrees not to bring any BC SPCA owned animal they are currently overseeing the care of (fostering) with any contagious disease or under 20 weeks of age into a vehicle with other animals in transport.

Agreed this _____ day of _____, 20_____

Signature

Print First/Last Name

*Personal and/or owned animals - defined as animals not under the direct care and/or supervision of the BC SPCA. This includes, but is not limited to, an adopted animal, purchased animal, one you are animal sitting for a period of time, or animal classified as a foster from another organization.