



ADMINISTRATION AND REGULATORY AFFAIRS BARC

**Subject: Process For Animals On Pre-Euthanasia List
Animals That Do Not Require Immediate Euthanasia**

Process Flow # BARC

Effective Date:

1. Veterinary Staff or Staff approved by Staff Veterinarian, evaluates kennels, rows, cages, and wards for animals meeting the criteria for euthanasia:
 - Dangerous / Aggressive – Unhealthy / Unmanageable (Asilomar Intake Condition)
 - Severe and / or Contagious condition - Unhealthy / Unmanageable (Asilomar Intake Condition)
 - If contagious condition and not severe, but no room in H/ISO wards.
 - High Heartworm positive – Treatable / Rehabilitatable (Asilomar Intake Condition)
 - Low Heartworm Positive - Treatable / Rehabilitatable (Asilomar Intake Condition)
 - Unable to foster / Rescue
 - In shelter over 60 days
 - Any other condition specified by Veterinarian

2. Veterinarian or Staff approved by Staff Veterinarian documents a brief note of the animals' conditions on the Chameleon's "WalkSheet by Row" Report.

3. Once all information is reviewed and completed, Veterinary Staff or Staff approved by Staff Veterinarian, logs into Chameleon to input information.

4. Veterinary Staff Veterinarian or Staff approved by Staff Veterinarian, enters Animal ID in kennel screen. Presses F12 and the animal's kennel information appears in all the appropriate fields. If no hold is on animal, Veterinary Staff Veterinarian or Staff approved by Staff Veterinarian, tabs to "Request" field and selects "EUTH". Then tabs to the "comment" field and types date, EA (euthanasia authorized) and initials of both staff members signing off on animal.

Approved:

Date Approved:

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There must be 2 signatures of approval before animal is euthanized. One must be a veterinarian, the second is a staff approved by Chief Veterinarian.

5. Then Veterinary Staff tabs to Outcome "Type" field and presses F4. Highlights EUTH and presses OK. Then tab to "SubType" field and presses F4. Highlight reason for euthanasia and clicks o.k. Then tabs to "Condition" field and tabs to appropriate condition, highlights, and presses o.k. , or enter. Then tabs all the way across to "By" field and types the initials of Veterinarian or Staff approved by Staff Veterinarian. After all information is entered in all fields and verified, press F8 to save update of animal's kennel record.
6. If there is a hold on animal, veterinarian or Veterinary support Staff finds out the reason and animal will not be euthanized.
7. A Pre-Euthanasia list is formulated by Veterinary Staff early in AM (usually by 10:30 AM) for animals to be euthanized that day. The Veterinary Staff Team Member then goes to the "Reports" icon on the task bar and clicks. When the menu appears, the Veterinary Staff Team Member then scrolls down to "Pre-Euthanasia List" and clicks. The Pre-Euthanasia List appears. The Veterinary Staff Team Member then clicks the "print" Icon on the task bar in the kennel card window. The print screen appears, click the number of forms and then click o.k. The number of Pre-Euthanasia lists are printed from the printer specified.
8. The completed Pre-Euthanasia list is delivered to Community Outreach team, i.e. Foster/Rescue Coordinator, or Community Outreach Supervisor to check all animals on Pre-Euthanasia list to verify animals on list are o.k. to be euthanized. After all animals on Pre-euthanasia list are verified for euthanasia, Community Outreach Coordinator signs Pre-Euthanasia list.
9. Community Outreach Representative then gives signed Pre-Euthanasia list to Veterinary Staff.

10. Veterinary Staff then gives Pre-euthanasia list to Chief/Staff Veterinarian and staff approved by Chief Veterinarian for signatures. Pre-Euthanasia list must have (2) approved signatures from Veterinarian/Staff approved by Chief Veterinarian. It may also have signature and/or initials by Community Outreach before it is given to Shelter Supervisor/Euthanasia Team to begin euthanasia for the day.

Note : This list is **not signed** by Chief/Staff Veterinarian and staff approved by Chief Veterinarian until Community Outreach team has approved the list.

11. The EUTH technician 1 and 2 checks schedule for Pre-Euthanasia list.

12. EUTH technician 1 obtains a signed Pre-Euthanasia list (Sheila's List) from the shelter manager or Veterinarian staff.

13. EUTH technician 1 checks for the following and circle information:

- Check for the date on Pre-Euthanasia list.
- Check to make sure that every animal has a reason for being euthanized.
- If there is no reason, EUTH technician must go to the veterinarian to identify why the animal is on the Pre-Euthanasia List.

14. Once information is confirmed, on the list, EUTH technician 1 logs into Chameleon.

15. EUTH technician 1 enters animal ID in kennel screen and does the following:

- Click on magnify glass or press F-12.
- Double check for "Hold" memo in Outcome or Comment fields or in Activity Window or Treatment Window for memo in "Note" Icon on task bar.
- In the type field make sure the word "EUTH" is entered.
- In the subtype field look for reason for disposition.
- Press F-4 (animal's information is populated).
- Click on notes (for additional information).

16. EUTH Technician 1 checks for the following on each kennel card and treatment notes:

- Location.
- Animal ID.
- Intake, due out, and review dates

- Owner turn-in (24 – 48 hour hold).
- Citizen turn-in (4 day hold) for the following condition, If condition is severe and noted severe enough for early "Euth" by Veterinary Staff.
- Check intake date to make sure it is current.
- Due out date is 3 days after intake date.
- Review date is next day after due out date.
- Tagged animals hold is 6 days after owner is notified by phone or mail.
- Prisoner animal's hold is (15 days after impoundment date).
- Bite case is 11 days from date of bite (240 hours required by law).
- Eviction animal's hold is (6 days after impoundment date).
- Reason for animal being euthanized and doctor's signature. Date for animal being euthanized.

17. Once information is double checked, EUTH technician 1 gives kennel card to EUTH technician 2.

18. EUTH technician 2 does the following:

- Takes Kennel card and locates animal.
- Check's animal's ID number, band, and tag number.
- Verifies animal's location.
- Takes animal to euthanasia room.
- Animal is placed on table for euthanasia.

19. EUTH Technician 1 and 2 checks for the following:

- Animal's tag number by circling it.
- Check to make sure there is no hold on animal (Go to the kennel screen, type in animal's ID, Press F-12 to see if there is any holds or memos attached)
- Go to comment field and look for comments
- Scan animal to make sure there is no microchip.

20. If there is a micro-chip, EUTH technician 1 does the following:

- Write down microchip number or identification number on kennel card.
- Do not euthanize animal.
- Go to Chameleon and type in microchip number or identification.
- Press F-8 (update)
 *** See if microchip information has already been noted and acted upon. If so, proceed with euthanasia process. If any questions, **DO NOT EUTHANIZE ANIMAL**. Contact person who noted microchip information for verification.
- Types the date, reason, and initials.

21. EUTH technician 1 gives assigns a cage and gives new updated kennel card to EUTH technician 2.

22. EUTH technician 2 takes animal back to its cage and attaches updated kennel card to outside of cage.
23. EUTH technician 1 takes the original kennel card and writes the following on card:
- Date
 - Initials
 - Inform the doctor that the animal has a microchip or identification number.
 - Gives original kennel card to customer service clerk, so that the animal's owner can be located.
24. Customer service clerk does the following:
- Contact (manufacturer that produced micro-chip).
 - Give microchip number to company associated w/microchip (this is to make sure that the owner has registered their animal).
25. If animal is registered, do the following:
- Microchip company gives information to customer service clerk.
 - Customer service clerk contacts vet clinic or BARC to find information about animal's owner.
 - Customer service clerk contacts point of contact listed w/ microchip company to inform that BARC has their animal.
 - If Customer Service Clerk cannot contact Owner via phone, and address available they are to change "due out" date on Kennel Window in Intake Information section to 10 day post mailing of Certified Letter.
26. If owner wants to pick up their animal do the following:
- Give customer service clerk a time and date to pick up animal.
 - Owner will be charged the current boarding rates from the first day the animal was picked-up.
 - Animal's owner will have 6 days from the day they were contacted by certified mail / or 10 days to pick up animal.
27. Customer service clerk goes to the kennel screen in Chameleon and does the following:
- Type in animal ID
 - Press F-12 (option)
 - In the hold field type (Y) for animal that is placed on hold.
 - In the request field, type (hold) no spaces. (HoldNotify)

28. In the memo field type the following:

- Their initials, Date, Animal has a micro-chip
- Contacted owner information (if Available)
- Owner will pick up animal on or before day given to reclaim animal.
- Press F-8 (update) If no memo, press F-9 to store.

29. If animal is not registered, the customer service clerk does the following:

- Customer service clerk places the animal on hold for 3 days.
- Go to kennel screen in Chameleon.
- In the hold field type (Y) for animal placed on hold.
- "Y" if Euth, animal would have already been held for stray wait, can hold for 6 days vs + that as owned animal. Hold additional 3 days as owned. Hold 6 days. Input memo as to why add hold time and change "due out" date on Kennel Window in Intake Information section.

30. In the request field, type (hold notify) for owners that are notified.

31. If owner does not want animal do the following:

- Customer service clerk and another employee confirm owner does not want animal over the phone.
- Customer service clerk tells doctor owner does not want animal.
- Doctor signs off for animal to be euthanized the same day.

32. If there is no microchip EUTH technician 1 and EUTH technician 2 continues with process.

** Only a Veterinarian, Shelter Manager, or Assistant Deputy Director can stop the euthanasia of any animal to be euthanized.

33. EUTH technician 1 writes the following information on kennel card, as well as enter information into Chameleon:

- Go to kennel screen
- Type in date of euthanasia
- Time
- Weight
- Dose
- Bottle number
- In the (By) field the EUTH technician 1 types his or her initials.
- F-8 (update) Look in the upper left corner of screen. If there is a green square this means the record is updated. If the square turns yellow this means something changed on the record. Either accept the change by continuing to update record or not. If the square is red this means the record can't be updated or stored, because of errors in the data type.
- Technician and restrainer initials / or signs kennel card.

34. • EUTH technician 1 puts dosage in syringe.
35. EUTH technician 2 restrains animal as needed for Euthanasia process.
36. EUTH technician 1 cleans area with alcohol for IV injection – easier to see the vein.
37. Make sure the animal's hair is wet, so that vein is visible.
38. EUTH technician 1 administers the required dosage of Sodium Pentobarbital to animal.
39. EUTH technician 1 and EUTH technician 2 waits for animal to become unconscious.
40. EUTH technician 1 takes kennel card to transcribe information into the BARC Controlled substance Log Fatal Plus-Daily logbook. (this book is located in the veterinary storage area):
 - Date
 - Bottle number
 - Person Initials
 - Species (Ex: Dog = K-9; Cat = Feline, etc.)
 - Breed
 - Animal ID number
 - Tag number
 - Route (Note: How you administered dosage. Ex: IV, IP, IC)
 - Weight
 - Amount dispensed
 - Balance (take balance forward and subtracting it from amount administered)
 - Reason for euthanasia.
41. EUTH technician 1 returns to table and confirms animal's death by doing the following:
 - Places the stethoscope on animal's chest to confirm death. If unsure, can do cardiac stick to see if needle is moving to verify animal has expired.
 - Once animal is pronounced dead EUTH technician 1 logs animal's information into Chameleon.
42. To dispose of animal EUTH technician 2 does the following:
 - Places animal in 2 black plastic bags and ties a knot (this allows the animal's body, fluids, and odor to be sealed in bag)
 - Disposal dumpster cart is rolled into euthanasia room and the animal is moved from the table unto dumpster cart.
 - Dumpster cart is rolled inside freezer
43. Go back to step 18 and repeat processes for next animal to be euthanized.

44. All animals awaiting Euthanasia on the baydock will be given fresh water. Any animals still awaiting Euthanasia at the end of the day and will be held overnight, will be fed.
45. At the end of EUTH technician's 1 shift, he or she does the following:
- Count all kennel cards to make sure grand total matches.
 - Click on report from any Chameleon screen or F-3.
 - Run a report
 - Scroll down and click on Euthanasia Total report.
 - Click ok
 - Enter date (go to enter a value)
 - Click on calendar (choose a date).
 - Click ok to Print (1) copy.
 - Take copy to match with Fatal Plus book (if needed make corrections).
 - Take Euthanasia Total report and Fatal Plus book to doctor for review.
 - The doctor checks everything is correct by signing his or her signature. Then gives Euthanasia Total report and the BARC Controlled substance Fatal Plus-Daily logbook. and Fatal Plus bottle back to EUTH technician 1.
 - EUTH technician 1 places all paper work in black plastic holders (located on the outside door of the Veterinary Technician office, room 117 labeled Misc).
 - EUTH technician 1 takes BARC Controlled substance Log Fatal Plus-Daily log book and unused Fatal Plus back to Recovery Room 116-C. Unused Fatal Plus is locked in top tan cabinet (on right wall inside entry door).
46. EUTH technicians clean euthanasia room and euthanasia holding area at the end of his or her shift.
47. At end of the day, Veterinary Staff resolves Euth book with supply.