Subject: Process For Animals Not On Euthanasia List	**Process Flow # BARC**
	Effective Date:

1. **Start**

2. Veterinary Staff 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

3. Veterinarian adds any animal to euthanasia process if animal is not adopted, fostered or rescued. Shelter Management processes animals for euthanasia if the animal is not adopted, fostered or rescued in cases of dangerous / aggressive animals, unable to foster / rescue animals and animals in shelter over 60 days.

4. Veterinarian pulls kennel cards (at least one card must remain on cage at all times) to write down information, such as, animal ID, cage number, and a brief note of animal's condition to put in Chameleon.

5. Once information is reviewed and completed by Veterinarian, the veterinarian or Veterinary support staff logs into the computer to input information into Chameleon.

6. Veterinarian or Veterinary support Staff types information in kennel screen.

7. Type in animal's ID number.

8. Click on magnify glass or press F-12.

9. Veterinarian or Veterinary support Staff goes to hold field to see if a hold is placed on animal.

10. Clicks on notes (to look for additional information).

11. Goes to comment and look for comments.

12. Presses F-4 (populates animal's information).

   Once veterinarian or Veterinary support Staff knows there isn't a hold on animal, does the following:

   - Goes to request field and type "EUTH"; go to comment field and put date, EA (euthanasia authorized) and initials of both staff members signing off on animal. One must be a veterinarian.
   - Goes to outcome information field.
   - In the type field the veterinarian or Veterinarian support Staff enters the word "EUTH".

13. In the subtype field the veterinarian or Veterinarian support Staff enters an Asilomar reason for animal's disposition. All animals must have, on condition, an Asilomar reason for PTS.

14. Once all information is entered, the veterinarian or Veterinarian support Staff prints a kennel card for each animal to be euthanized for the day.

15. Veterinarian or Veterinary support clicks on treatment screen in Chameleon.

16. In the treatment screen, veterinarian or Veterinarian support Staff enters (SOAP) Subjective

17. Objective Assessment & Prescription. SOAP is notes that describe the condition(s) of the animals,

18. list observations, plans for animal, date, and in the by field, type initials for the person that euthanized animal.

19. Click on report

20. Print a kennel card and treatment notes for each animal to be euthanized.

21. Veterinarian along with Veterinarian Technician Supervisor, Shelter Supervisor, or Lead ACT sign kennel card.

22. All Kennel Cards for animals to be euthanized must have (2) signatures. One signature must be a veterinarian.

23. Veterinarian or Veterinarian support Staff gives all signed kennel cards to EUTH technician 1.

24. EUTH technician 1 checks for the following on each kennel card:

- Location
- Check Animal ID
- Check intake, due out, and review dates
- Owner turn-in (no 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.
    - ⇒ Intake is current date
    - ⇒ 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 animals hold is (15 days after impoundment date).
- Eviction animals hold is (6 days after impoundment date).
- Technician checks for doctor's signature.
- Technician makes sure there is an Asilomar reason for animal being euthanized.
- Technician checks for date of decision

* Check to be sure that any days BARC is closed to the public is included and due out day reflects date change.

25. Look for the following information in the outcome:

- 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 (to look for additional information).
- Also look at notes from animals on Pre - Euthanasia list.

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

27. EUTH technician 2 does the following:

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

28. 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.

29. 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 micro-chip 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.

- Go to comment (to explain why animal is not being euthanized).
- Types the date, reason, and initials.
- EUTH technician 1 clicks on report.
- Prints new kennel card and clicks ok.

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

31. EUTH technician 2 takes animal back to its cage and attaches updated kennel card to outside of

cage.

32. EUTH technician 1 takes the original kennel card and writes the following on card:

- Date
- Initials
- Inform the doctor that the animal has a micro-chip or identification number.
- Gives original kennel card to customer service clerk, so that the animal's owner can be located.

33. 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).

34. 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 animal's owner 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.

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35. 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 from the first day of animal's pick-up that is $9.25 a day.
- Animal's owner will have 6 days from the day they were contacted to pick up animal.
- Animal's owner will have 6 days from the day they were contacted by certified mail / or 10 days to pick up animal.

36. 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.
- Press F-8 (update) If no memo, press F-9 to store..

37. In the memo field type the following:

- Date
- Animal has a micro-chip
- Contacted owner
- Owner will pick up animal on or before day 3.
- Press F-8 (update)

38. 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.

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

40. 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.

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

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

42. 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 signs kennel card.

43. EUTH technician 1 puts dosage in syringe.

44. EUTH technician 2 restrains animal as needed for Euthanasia process.

45. EUTH technician 1 cleans area with alcohol for IV injection for the following reason:

46. Make sure the animal's hair is wet, so that vein is visible.

47. EUTH technician 1 administers dosage of Fatal Plus to animal.

48. EUTH technician 1 and EUTH technician 2 waits for animal to become unconscious. EUTH technician 1 takes kennel card to transcribe information into BARC Controlled substance Log Fatal Plus-Daily logbook.

49. BARC Controlled substance Log Fatal Plus-Daily logbook. (This book is located in the Recovery Room 116-C):

- 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: Dogs = IV; Cats = IP)
- Weight

- Amount dispensed
- Balance (take balance forward and subtracting it from amount administered)
- Reason for euthanasia

50.   EUTH technician 1 returns to table and confirms animal's death by doing the following:

- Places the stethoscope on animal's heart to confirm death.
- Once animal is pronounced dead EUTH technician 1 logs animal's information into Chameleon.

51.   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.

52.   Go back to step 25 and repeat processes for next animal to be euthanized

53.   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.

54.   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 Log Fatal Plus-Daily log book 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 logbook back to Recovery Room 116-C.
- EUTH technician 1 returns Fatal Plus Daily logbook and unused Fatal Plus to room 116-C. Unused Fatal Plus is locked in top tan cabinet (on right wall inside entry door).

55. EUTH technician 2 cleans euthanasia room at the end of his or her shift.

56. At end of the day, Veterinary Staff resolves Euth book with supply.