

Animal Intake

Finalized: 12/9/25 MR & Dr. Pettry

Purpose and

All intakes:

1. Animal must be living or found in Fluvanna County;
2. Complete paper custody record;
3. Create profile in ShelterLuv;
4. Take photo;
5. Intake exam, treatments completed or scheduled;
6. Print kennel card and post on kennel/cage.

Strays:

1. Confirm animal was found in Fluvanna County.
2. Check for ID, scan for microchip (scan entire body.) If chipped: [Microchip Registry Lookup - AAHA](#). Contact owner & document efforts to find owner.
3. Outdoor living cat(s):
 - a. Educate finder about leaving cat where it was found. Cat can be returned to found location if no microchip is found. If cat is not friendly enough to be handled, it should be returned to location where it was found or consider contacting Cat Action Team for assistance.
 - b. Kittens, at least 6-12 weeks of age, born in cat community, can be admitted when capacity allows. Younger kittens should stay under the care of their mothers unless they appear to be in distress, sick, injured, or clearly abandoned. Leave the area and monitor from a distance for several hours to allow mother cat to return prior to assuming kitten has been abandoned. Kittens born on a person's property can be entered as owner surrender.
4. Add finder as new person in Shelterluv, add animal event : stray. Be sure to get driver's license #, phone, email, address.
5. Take photos. Review lost pet listings at shelter & on social media. We are not required to post animals but we are required to have information available for people to easily find their missing animals.
6. Complete paper custody record.
7. Alert Animal Care Staff to prepare a cage or kennel. Take to Treatment room for staff to complete medical intake. If Treatment Staff are unavailable, place animal in kennel or cage and make them aware. **Only Treatment Staff shall complete medical intake.** Stray dogs should be housed on outside left only. Stray cats should be placed in hall depending on medical status. If animal appears sick or contagious, place in isolation. Puppies under 4 months old or small dogs may be temporarily housed in small crate. Puppies under 6 months old should be kept in isolation(if empty) or go directly to foster. Kittens 4 months and under should go directly to foster if possible.
8. Print kennel card, inform Animal Care Staff of pertinent information.

9. Set a review date in SL for the last day of stray hold to have bio ready. Add a note for when they will be available.
10. Once steps listed above are completed, place a "not available for adoption" sign on kennel. This step may not be necessary if 'outside left' is available to place stray.
11. Animals who have received their core vaccinations and don't show signs of illness may have the full kennel after stray hold, if space is available.

Owner Surrender:

1. Must live in Fluvanna County;
2. Inform persons that surrenders are by appointment only. Ask them to complete surrender form on website ;
3. Manager on duty may accept owner surrender if situation is urgent;
4. Take a photo of the animal. Get owners' contact information;
5. Inform them that owner surrender fee is \$100 per animal. May be waived at management discretion;
6. Request previous medical records;
7. Review previous vet records if available and administer medical intake treatments on day of surrender as needed;
8. Surrendered animals must be able to safely be placed into foster homes and be handled by staff. If animal can not be handled or has a bite record, please consult with management prior to accepting owner surrender.

Animal Control Intake:

1. We must accept stray animals picked up by ACO or animals brought in for police hold;
2. If ACO picks up injured dog or cat requiring immediate medical attention, they shall take animal directly to a veterinary hospital. Once animal is treated, FSPCA will take custody;
3. ACO will complete Paper Custody Record;
4. For animals being held for court cases or dangerous dog designation, manager on duty will communicate with ACO re: what medical care and handling is permitted. These records MUST be accurate and professional.

Medical Intake (these treatments are for INTAKE ONLY):

1. Wear gloves and treat animals as if they have an infectious disease;
2. Please use "Intake Form" located on the white board in clinic as a guide;
3. Check weight, eyes, ears, teeth, body condition, hydration, attitude, paws/nails, coat/skin condition (full body exam and vitals.) Check for fleas, ticks. **Document a tech exam.**
Please note any of the following:
 - Ocular discharge or conjunctivitis;
 - Nasal discharge (note color of mucus,) sneezing, coughing, wheezing, etc;
 - Oral ulcers in mouth or on tongue;
 - Skin lesions, hair loss;
4. Use woods lamp to screen for signs of ringworm in cats if necessary;
5. Vaccines should only **not** be administered if animal has a rectal temperature of 103°F or higher. Please seek advice from proper medical staff if animal appears ill.
6. **PLEASE check for spay tattoo or ear tip. Document that you have checked and changed altered status in SL.**

Any changes to an animal's profile is not to be changed without consulting with clinic first and, if necessary, Dr. Pettry. The clinic makes the final decision on the age of an animal and determines their gender. Any other treatment/clinic employee that wishes to change the gender or age must consult with Morgan prior to changing.

Cats over 4 months old:

- FVRCP vaccine (SQ LF leg) - booster in 2 weeks;
- Rabies vaccine - schedule immediately (to be given by a veterinarian ONLY;)
- Strongid (Pyrantel) - 0.1 mL per lb - One dose, then repeat in 2 weeks for 2 doses total. Otherwise, test fecal only if cat is having diarrhea for 2+ days.
- Flea/tick prevention - on intake - then every 30 days;
- Feline Triple Test - schedule for when stray hold is up;
- Microchip after stray hold is up. **Microchips are required on every animal going to foster or out of the building for any reason. Only treatment staff and management shall microchip an animal.**

Kittens under 4 months:

- FVRCP starting at 4 weeks old - booster every 2 weeks until 4 months old;
- Rabies vaccine - schedule for 3 months old (to be given by a veterinarian ONLY;)
- Strongid (Pyrantel) - 0.1 mL per lb - once then repeat every two weeks until 4 months old. Otherwise, test fecal only if kitten is having diarrhea.
- Flea/tick prevention - start at 8 weeks old, if too young for medication, provide dawn bath if needed. Ensure kitten is warm and dry after bath. Apply prevention every 30 days;
- Weigh every once a week if under 12 weeks, then monthly if BCS is 5/9.
- Microchip after stray hold is up. **Microchips are required on every animal going to foster or out of the building for any reason. Only treatment staff and management shall microchip an animal.**

Dogs over 4 months:

- DHPP vaccine (SQ RF leg) - booster in 2 weeks;
- Bordetella intranasal - on intake then every 6 months;
- Rabies vaccine - schedule immediately (to be given by a veterinarian ONLY;)
- Panacur (fenbendazole) (1 mL per 10lbs) - once daily for 3 days. Otherwise, test fecal only if dog is having diarrhea for 2+ days.
- Flea/Tick Prevention - on intake then every 30 days;.
- Heartworm prevention - on intake then every 30 days;
- Heartworm test or 4DX test. 4DX only if suspected tick borne illness. Done yearly;
- Weight - Every 30 days; Unless dog has a BCS of 1-4/9 on intake.
- Microchip after stray hold is up. **Microchips are required on every animal going to foster or out of the building for any reason. Only treatment staff and management shall microchip an animal.**

Dogs under 4 months:

- DHPP vaccine (SQ RF leg) - starting at 4 weeks old. Every 2 weeks until 4 months old, then yearly;
 - Bordetella intranasal - given at 3 weeks old - then every 6 months;
 - Rabies vaccine - schedule for 3 months old (to be given by a veterinarian ONLY;)
 - Strongid (Pyrantel) - 0.1 mL per lb - once then repeat every two weeks until 4 months old. Otherwise, test fecal only if puppy is having diarrhea.
 - Heartworm prevention starting at 8 weeks old - then 30 days;
 - No heartworm test for puppies under 6 months old;
 - Flea/tick prevention - start at 8 weeks old, if too young for medication, provide dawn bath if needed. Administer prevention every 30 days;
 - Weigh once a week if under 12 weeks, then monthly if BCS is 5/9.
 - Microchip after stray hold is up. **Microchips are required on every animal going to foster or out of the building for any reason. Only treatment staff and management shall microchip an animal.**
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- When applying flea/tick and heartworm medication, note the product name in SL.
 - Kittens/Puppies under 4 weeks old - if they are unable to eat wet/solid food on their own, consider bottle foster and/OR KMR slurry. If they are not eating solid foods then they MUST go to foster.
 - Kittens under 4 weeks old need heating disk to maintain proper body temperature.