



## Cage Card Instructions (SOG)

**Purpose:** The 'CAGE CARD" records routine, individual daily care of animals in the shelter. The form should be filled out any time an animal is walked, fed, watered, cleaned or medicated. The form is to be initialed and dated by the handler attending to the animal.

### **NOTE**

- This is the only paper attached on the animal's containment.
- It should be placed where the animal cannot reach it as they will tear it apart.
- It can be placed in a page protector to protect it from the elements.
- It can also be placed on a clipboard to assist with writing on it and keeping it away from the animals.
- The cage card is filled out initially upon intake and placed on the animal's kennel or crate.

Write the animal's intake number (the last 4 digits of the owner's Social Security number) in the space in the upper left-hand corner of the form.

**Medical** - The circle located in the upper right corner of the form is a place holder to put either a red, green, or yellow dot (or similar that shelter personnel determine appropriate; they are available at Staples or other office supply store). A red dot alerts handlers that there is a medical condition that needs special attention, such as diabetes or hyperthyroidism. A yellow dot signifies to the Veterinarian/Vet Tech when doing rounds that the animal is in need of a vet exam. The green dot signifies that the animal is well, that there are no special precautions or medical conditions needing attention.

**Comments** – Should include any observations or changes in an animal's condition or behavior, such as:

- ✓ Not eating
- ✓ Not drinking
- ✓ Vomiting
- ✓ Diarrhea
- ✓ Injury that need to be seen by vet
- ✓ Disposition has changed to \_\_\_\_\_

Continuation forms should be used when face sheet is completed.

Face sheet and all continuation pages should be kept together with the intake form copy in the page protector.



