

Appendix I

Animal Care and Handling Fact Sheets

How to Pill a Cat

"HOW TO" SERIES

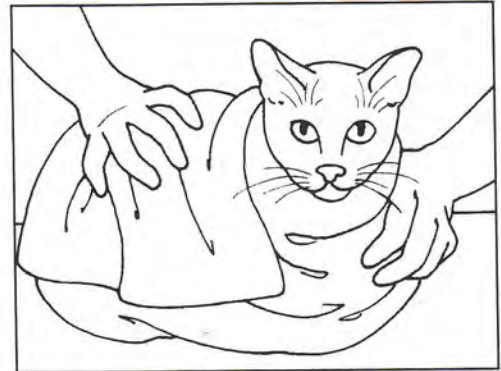
If you hide a pill in food, dogs will usually gobble it right down. Cats, however, rarely fall for this trick. Chances are, you'll need to give the cat his pill by hand.

Before you follow the steps below, remember these tips: (1) If you're not in control, cats will sense this and do their best to make the entire process as difficult as they can. ("Calm, cool, and collected" is the motto to live by here.) (2) Cats aren't too fond of having their mouths pried open and pills dropped down them. They'll try their best to back away from you and flee. So a key part of the process is making sure cats are properly restrained. (3) Some cats learn to associate getting a pill with salivating (a "Pavlov's dog" reaction). To prevent messy drooling, you'll have to learn how to pill the cat quickly and efficiently.

Now the adventure begins. The steps below are guidelines only. Feel free to modify them according to the cat's, and your own, comfort level.

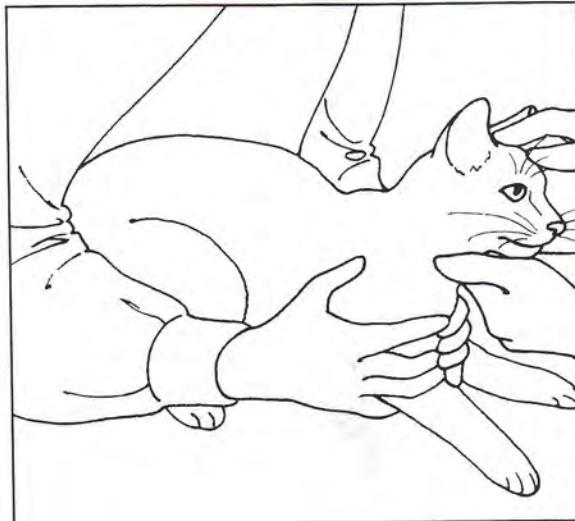
1. Sit Still, Kitty

If you're pilling the cat by yourself, hold the cat so that he can't back away. A corner works well. Or kneel down, turn the cat so that he faces away from you, and cradle him gently between your knees so that you have both hands free. Then follow steps two through seven.



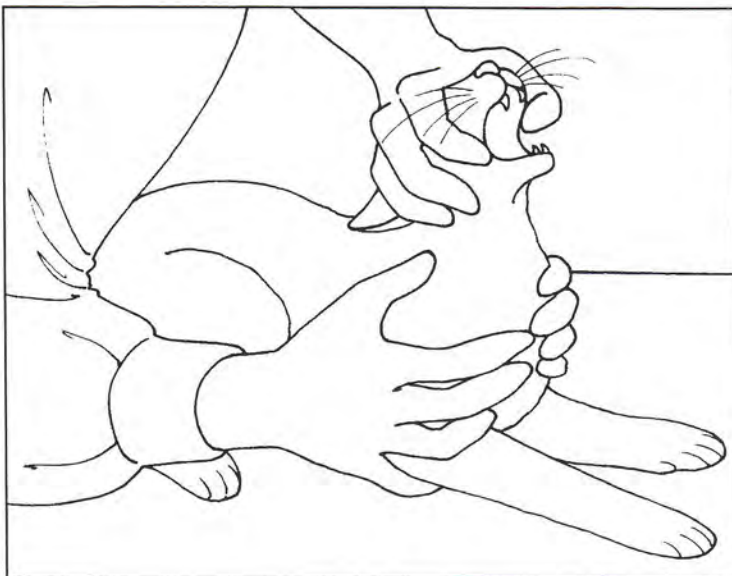
If the cat is especially hard to restrain, try wrapping him up. Simply place the cat in a pillowcase or towel and wrap it completely around the cat's body, covering all four paws.

If someone is available to help you, have your helper comfort and cradle the cat from behind, holding the cat's front legs down securely so that he doesn't scratch. Once the cat is restrained, follow steps two through seven.



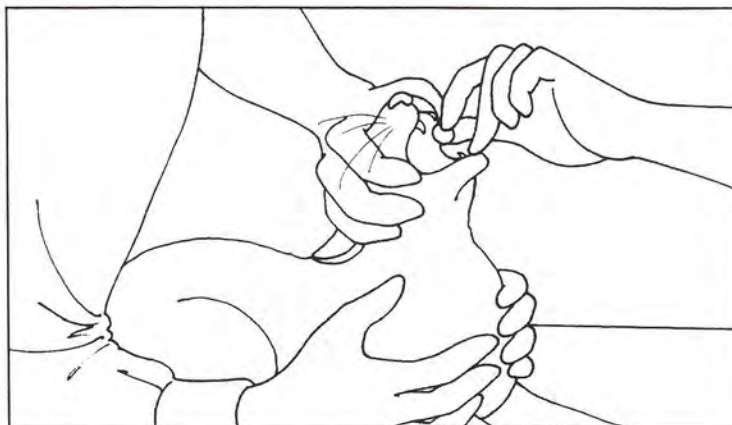
2. Get a Grip

Place one hand over the cat's head so that your thumb and forefinger are on the side ridges of his face just behind his jaw.



4. Open Wide

Hold the pill between the thumb and forefinger of your other hand, and use your middle finger to gently open the cat's mouth fully.



3. Look Up, Boy

Tilt the cat's head back until his nose points upward. The cat should reflexively open his mouth slightly.

5. Down the Hatch

Drop the pill as far back in the cat's throat as possible, aiming for the point where the tongue meets the roof of his mouth. If you're comfortable sticking your finger into the cat's mouth, use your finger to slide the pill down.

6. Now Swallow

Quickly close the cat's mouth, continuing to hold his head back. Stroke the cat's throat to stimulate swallowing. When the cat licks his nose, it often means he's swallowed the pill. If the cat doesn't swallow, try blowing lightly on his nose. This stimulates the cat's swallowing reflex and serves to distract him.



7. Good Kitty

After the cat swallows the pill, give him praise and maybe a treat. Make the pill-taking just a small part of an otherwise positive experience. By pampering the cat, you'll help him be more prepared and cooperative the next time he's given a pill—which will probably be the next day.



How to Vaccinate a Cat

"HOW TO" SERIES

Sanitation and isolation alone cannot rid your shelter of viruses and bacteria. Because cats entering your shelter will be exposed to many other cats and airborne viruses, they depend on you to protect them from disease. And vaccines are among your best tools to do the job. No medical procedure is risk-free, and this holds true for vaccinations, which have been linked to vaccine-associated feline fibrosarcomas (a type of malignant cancer). But your shelter shouldn't be scared into putting its vaccination program on hold. With a few precautions, you can help protect your shelter's felines from disease and minimize vaccine-associated risks.

While it's nearly impossible on paper to teach someone how to give an injection—after all, it's a medical procedure that requires hands-on training by a veterinarian—the act of vaccinating a cat involves far more than just using a needle. Follow these guidelines to protect the cats in your shelter from infectious diseases.



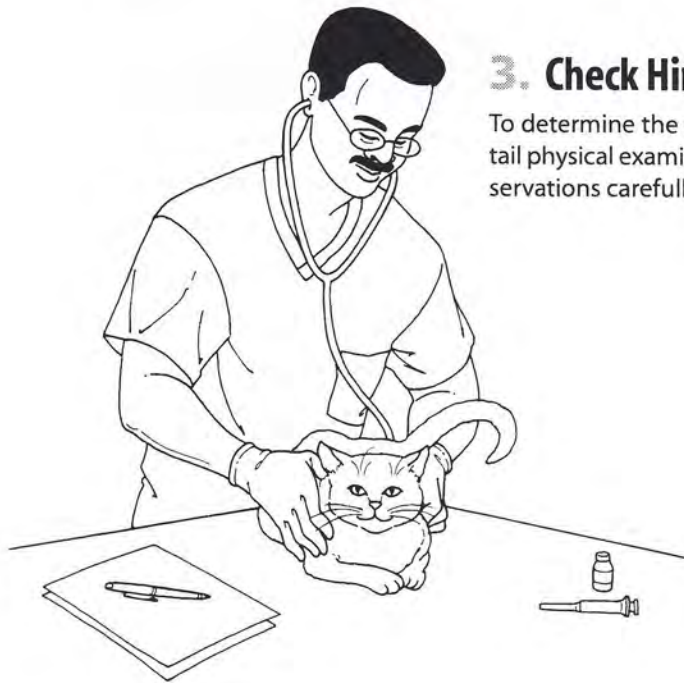
1. Create a Paper Trail

Create a log card for each incoming cat so you can record the cat's vaccination history and help to ensure that only those cats requiring vaccinations receive them. Also make a "health and behavior" cage card that follows the cat during his stay at your facility and makes it easy to monitor his well-being.

2. Use It Wisely

Store all vaccines at the temperature recommended by the manufacturer. Once vaccines have been reconstituted, use them immediately; never store them. Also, don't reuse syringes or needles because any traces of disinfectant or other vaccines may inactivate the vaccine you're using.





3. Check Him Out

To determine the cat's health status, give the cat a thorough nose-to-tail physical examination before you inject the vaccine. Record your observations carefully and systematically.

4. Become Detail-Oriented

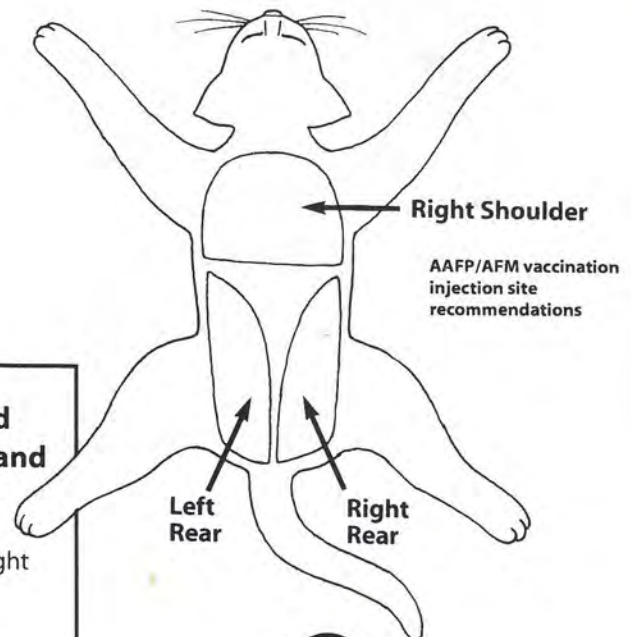
Record everything about the vaccination: the vaccine given, the date of injection, the type of vaccine used (modified-live or killed), the site and route of injection, and the vaccine manufacturer and lot serial number. Keep a copy for your records and give the adopter a copy, too.

5. Hit the Spot

Give the vaccine as you've been trained to by a veterinarian. Always use the route of injection recommended by the vaccine manufacturer.

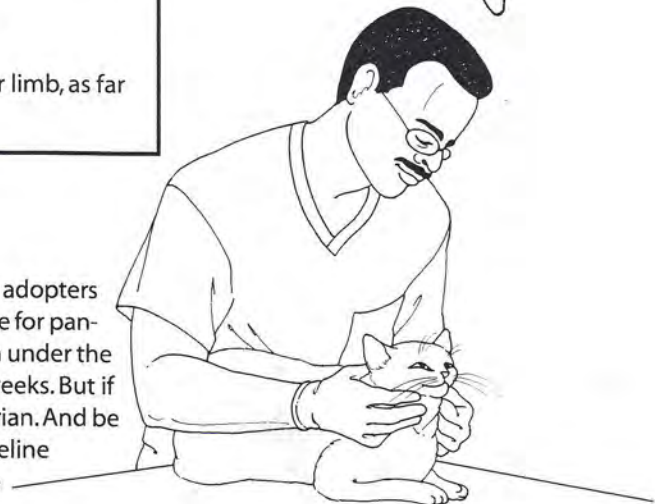
Be sure to follow the vaccination protocol developed by the American Association of Feline Practitioners and the Academy of Feline Medicine:

- ▶ Feline panleukopenia, rhinotracheitis, calicivirus, and chlamydia vaccines should be administered subcutaneously (SQ) on the right shoulder.
- ▶ Rabies vaccinations should be administered SQ on the right rear limb, as far down on the limb as possible.
- ▶ FeLV vaccines should be administered SQ on the left rear limb, as far down on the limb as possible.



6. Keep Watch

Pay special attention to any lumps or bumps, and advise adopters to do the same. Discovering a lump isn't necessarily cause for panic: It's common for a small, firm, painless swelling to form under the skin at the injection site, then disappear within a few weeks. But if you find anything abnormal, tell the attending veterinarian. And be sure to report any occurrences of vaccine-associated feline fibrosarcomas or other adverse reactions to the vaccine manufacturer.



How to Tell if a Cat or Dog May Need Veterinary Care

The best way to evaluate the general health of a cat or dog is to give the animal a thorough nose-to-tail examination. Ask a friendly veterinarian or vet tech from your community to come to your shelter and train you and other staff. Then establish your own routine, and thoroughly and methodically examine each animal using the same series of steps each time. That way, you won't overlook some of the more subtle—yet often serious—health conditions often missed with a quick once-over. Dogs and especially cats can “hide” illnesses or other ailments, so try not to let them fool you!

Use the checklist below when evaluating animals after they first come to the shelter. And don't forget to observe animals for signs of health problems during their entire stay—such as when you're cleaning or just giving the animals a little TLC. To make sure staff observations are recorded systematically, your shelter may wish to develop a health “report card” that accompanies the animal during his or her stay at the facility.

EYES

GOOD SIGNS

- clean
- clear and bright
- responsive to visual stimuli

WARNING SIGNS

- watery
- red
- filmy
- cloudy
- discolored
- dry
- inflamed (swollen)
- hypersensitive to light
- pupils are unequal in size
- pupils are overly dilated or overly constricted
- showing third (or middle) eyelid
- showing discharge
- itchy (animal rubs at eyes)
- painful (animal squints)

EARS

GOOD SIGNS

- clean (both outer ear and canal)
- pink and clean (inner ear)
- responsive to noise

WARNING SIGNS

- showing discharge (waxy or other)
- crusty
- red or inflamed (canal is swollen/thickened)
- hair around ear is matted
- scabbed
- fly-bitten
- itchy (animal scratches ear or shakes head)
- foul odor
- painful (animal cries when ear is touched)

“HOW TO” SERIES

This information sheet is designed to help non-veterinary shelter staff evaluate the health of cats and dogs. It's not a comprehensive guide and will not give you all the answers, but it lists the more common signs of health and illness in dogs and cats. Also, it's not meant to replace veterinary care or advice, but only to help you decide if a cat or dog may need veterinary assistance.



NORMAL RANGES FOR TEMPERATURE, HEART RATE, AND RESPIRATORY RATE FOR HEALTHY CATS AND DOGS

Temperature (rectal)
100–102.5° Fahrenheit

Heart rate (at rest)

- Large dogs
80–100 beats/minute
- Medium dogs
100–120 beats/minute
- Small dogs and cats
120–180 beats/minute

Respiratory rate (at rest)
16–26 breaths/minute

NOSE

GOOD SIGNS

- clean
- free of discharge

WARNING SIGNS

- scabbed
- showing discharge (clear, mucous, blood, or pus)
- crusty
- cracked
- congested or blocked

MOUTH

GOOD SIGNS

- free of odor
- teeth are clean
- gums are pink
- gums have good capillary refill time (pink gum color returns within 1-2 seconds after being pressed with finger)
- animal appears to swallow normally

WARNING SIGNS

- unusually red or pale
- dry
- salivating (animal is drooling)
- foul odor not caused by food
- foreign bodies
- showing discharge
- swollen or inflamed
- gums are pale, white, purple, or inflamed
- teeth are loose, pitted, broken, or tartar-covered
- animal has trouble swallowing

BREATHING/ RESPIRATION

GOOD SIGNS

- respiration is regular
- respiration sounds clear
- respiration rate is normal

WARNING SIGNS

- breathing is irregular, rapid, shallow, or labored
- animal is sneezing, coughing, wheezing
- moist lung sounds
- breathing is through open mouth

SKIN/HAIR

GOOD SIGNS

- coat is bright and glossy
- coat appears well-groomed
- skin is clean, free of oil
- skin is free of swelling, lumps, and lesions

WARNING SIGNS

- coat is dull
- coat is oily, dirty
- coat shows areas of hair loss or thinning
- hair is matted
- skin is dry or flaky
- skin shows swelling, lumps, or lesions
- skin is scabbed
- skin is red, irritated
- animal has fleas, ticks, lice, or other parasites

LEGS/FEET

GOOD SIGNS

- legs support weight evenly (no limp)
- pads are clean and smooth
- nails are healthy-looking

WARNING SIGNS

- animal favors one leg (limps)
- animal has limited motion
- animal is weak or uncoordinated
- joint feels tender
- pads are cracked or hard
- pads have matted hair between them
- nails are long, short, or ingrown
- legs show swelling, lumps, or lesions

ANAL/GENITAL

GOOD SIGNS

- area is clean and free of discharge
- stool is normal

WARNING SIGNS

- area has discharge
- stool is watery or bloody
- animal is constipated
- area around anus shows swelling or lumps
- one or both testicles are not descended (not in scrotum)
- one testicle is harder and/or larger than other

GENERAL APPEARANCE

GOOD SIGNS

- animal is bright, alert, and responsive (BAR)
- skin is elastic (springs back immediately after being raised)
- animal is balanced, coordinated
- temperature is normal
- animal is interested in surroundings, oriented

WARNING SIGNS

- animal is very thin or obese
- animal has wounds or abscesses
- animal has swelling, lumps, or bumps
- animal appears to have umbilical hernia
- mammary glands are swollen or oozing discharge
- skin does not spring back (animal is dehydrated)
- animal appears uncoordinated
- animal tilts head
- animal repeatedly circles
- abdomen is bloated
- temperature is abnormal
- animal appears lethargic
- animal appears hyperactive
- animal appears disoriented

How to Understand Common Veterinary Terms

The terms listed below are commonly used in such fields as anatomy, physiology, and epidemiology, and make up much of the technical jargon that veterinarians use to describe symptoms, illnesses, even surgical techniques. On the reverse side, you'll also find a few common abbreviations spelled out to help you understand the meaning of prescription slips and medical instructions concerning treatment of the animals in your care.

acute (uh-KYOOT): Of sudden onset; having a short course.

adhesion (ad-HEE-zhun): Abnormal fibrous union of tissues; process of joining or sticking together.

anemia (uh-NEE-mee-uh): Condition characterized by reduced numbers of red blood cells.

anesthesia (A-nehs-THÉE-zee-uh): State of being without sensation, especially to pain. May or may not be accompanied by unconsciousness (general anesthesia vs. local anesthesia).

anorexia (A-noh-REHK-see-uh): Lack of appetite.

apnea (AP-nee-uh): Cessation of breathing.

arrhythmia (ay-RITH-mee-uh, uh-RITH-mee-uh): Variation in rhythm of the heart beat.

artery (AHR-teh-ree): Vessel through which blood flows away from the heart to various parts of the body.

aspirate (A-spi-rayt): To remove fluid or gas from a cavity by suction; (A-spi-raht) to inhale; material withdrawn by aspiration.

atrophy (A-troh-fee): Wasting away of a body part.

benign (beh-NYN, bee-NYN): Not malignant; with a favorable prognosis.

bilateral (by-LA-ter-uul): Occurring on both sides of the body.

biopsy (BY-ahp-see): Removal of a small amount of tissue from the body for examination, usually microscopic.

bloat (bloht): Gaseous distention of the stomach or other part of the gastrointestinal tract.

bolus (BOH-luhs): Mass of food ready to be swallowed or passing through the intestines; a large pill; a large volume of fluid rapidly given intravenously.

cartilage (KAHR-ti-lij): Specialized fibrous connective tissue found in the embryo, developing bones, and joints.

cataract (KA-tuh-rakt): Opacity (or cloudiness) of the lens of the eye.

chronic (KRAH-nik): Persisting over a long period.

coagulation (koh-AG-yoo-LAY-shuhn): Clot formation; solidification of a solution into a gelatinous mass.

congenital (kahn-JEH-ni-tuul): Present at birth.

conjunctiva (KAHN-juhnh-TY-vuh): Soft pink tissue lining the inner eyelids and eye socket, and the clear covering of the exposed surface of the eyeball.

conjunctivitis (kahn-JUHNK-ti-VY-tis): Inflammation of the conjunctiva (see above).

cryptorchidism (krip-TOR-kid-izm): Condition in which one or both testicles have not descended into the scrotum, but are retained within the body.



cyanosis (SY-uh-NOH-sis): Bluish discoloration of the mucous membranes and skin caused by poor oxygen supply to the body tissue.

dysplasia (dis-PLAY-zhee-uh): Abnormal development in size or shape.

dyspnea (DISP-nee-uh): Difficulty in breathing; labored respirations.

edema (eh-DEE-muh): Accumulation of excessive fluid within tissues.

embolism (EHM-boh-lizm): Sudden obstruction of a blood vessel by a clot or foreign material brought to the area by the flow of blood.

estrus (EHS-truhs): The cyclic period of sexual receptivity in female mammals.

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It may seem as though veterinarians speak a foreign language at times, and considering the Latin origin of many medical terms, they may in fact be doing so. The veterinary terms and definitions listed here should help to break down the "language barrier" that often separates many animal caregivers from those who provide professional veterinary treatment.

gastritis (gas-TRY-tis): Inflammation of the stomach.

hematoma (HEE-muh-TOH-muh): A blood clot within an organ, space, or tissue.

hemorrhage (HEH-mor-ij): Escape of blood from a vessel; bleeding.

hyperthermia (HY-per-THER-mee-uh): Abnormally high body temperature.

hypothermia (HY-poh-THER-mee-uh): Abnormally low body temperature.

in utero (in YOO-teh-roh): Within the uterus.

in vitro (in VEE-troh): Within a test tube or other artificial environment, outside the living body.

in vivo (in VEE-voh): Inside the living body.

incise (in-SYZ): To cut.

infusion (in-FYOO-zhuhn): Introduction of fluid into a vein by gravity flow.

intubate (IN-too-bayt): To insert a tube into a body canal or hollow organ, such as the trachea or stomach.

irrigate (EER-i-gayt): To wash out or flush; lavage.

lesion (LEE-zhuhn): Any discontinuity of tissue or loss of function.

ligament (LI-guh-mehnt): Band of dense fibrous tissue connecting bones and supporting joints.

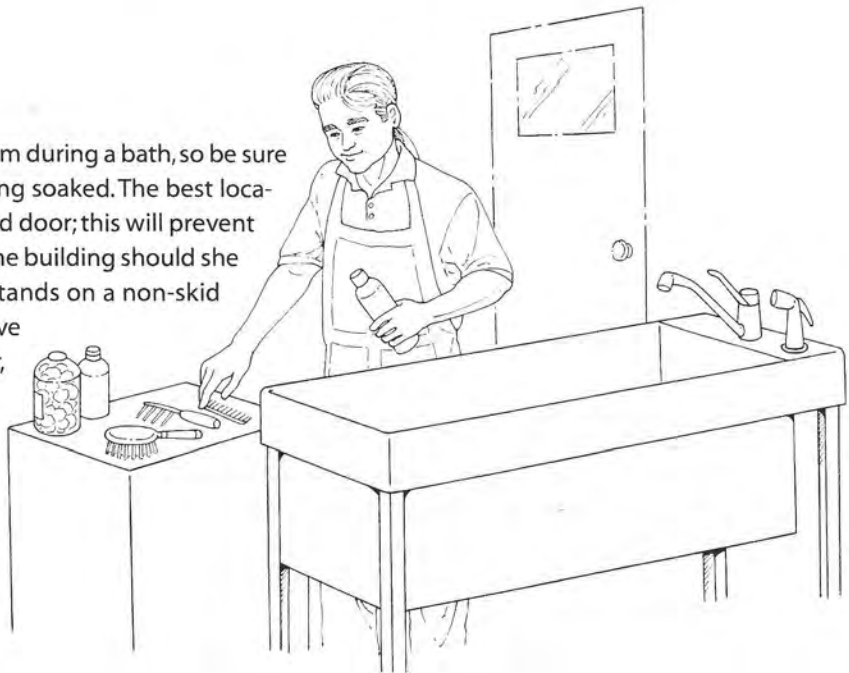
Most of the definitions presented here are taken from Guide to Veterinary Medical Terminology by Phillip E. Cochran, DVM, MS, published in 1991 by Mosby-Yearbook, Inc., 11830 Westline Industrial Dr., St. Louis, MO 63146; 800-325-4177. Those seeking more information regarding medical terminology may also wish to refer to Dorland's Medical Dictionary.

How to Bathe a Dog

Even though a good bath is one of the kindest things you can give your shelter's dogs, chances are they're not going to see it that way. But while you probably won't win the hearts of all canines by getting them wet, you can make the experience more pleasant for both you and the dogs if you follow these steps. These instructions are appropriate for friendly shelter dogs in need of just a bit of cleaning. Heavily matted or aggressive dogs should be handled by a professional groomer.

1. Put on Your Wet Suit

Even the most docile dog may struggle or squirm during a bath, so be sure to put on a smock to keep yourself from getting soaked. The best location for bathing a dog is in a room with a closed door; this will prevent a wet and nervous dog from fleeing through the building should she get away from you. Make sure that the dog stands on a non-skid surface during her bath. Before beginning, have your supplies ready: brush, shampoo, detangler, mineral oil, cotton balls, and a muzzle or harness (if you plan to use one). That way, you don't have to leave a possibly frightened dog in the room by herself.



2. Prepare the Pooch

Before starting the bath, you may want to let the dog get accustomed to you, and give her a chance to relieve herself. If the animal is particularly nervous, consider muzzling her and asking a partner to help you. Try to comb out major snarls in the dog's fur, and trim her nails to keep her from clawing you accidentally. Put a drop of mineral oil in each of the dog's eyes and cotton balls in her ears to keep water and soap from getting in them. Be sure to remove the cotton balls after the bath!

3. Lather, Rinse, Repeat

If the dog is heavy, don a back brace. Then lift the dog into the tub. Use a lightweight spray hose that can be maneuvered with one hand. Test the water temperature before spraying the dog, then gently get the dog used to the temperature by spraying water on her back and shoulders.

After the dog relaxes, begin washing her head and then move gradually toward her rear; this will prevent fleas from moving up her body and congregating on her head and face. Lather the animal with a mild shampoo formulated for dogs. The active ingredient should be chlorhexidine, which is mildly antiseptic. If you must use an insecticide, use a gentle pyrethrin-based shampoo, and be sure to follow the safety instructions on the bottle. Oatmeal shampoos are good for dogs with itchy skin.



4. Make Fluffy Fluffy

Scrub and rinse the dog thoroughly. Soap stays in the fur long after it seems to be gone, so keep rinsing. When you finish, rub the dog down thoroughly with towels. Don't put a wet dog back in her cage—it's okay if she's just damp, especially if you have a climate-controlled facility. If you use an automated dryer that hangs on the front of the cage, test the temperature of the air before aiming it toward the dog, and check on the animal at least every 15 minutes or so to make sure she's comfortable.



Suds Up the Puppies

Puppies have special bathing needs. Don't use an insecticidal shampoo on a puppy unless the shampoo is formulated specifically for puppies and the puppy actually has fleas. With a young dog, it's especially important to use warm water and make his bathing experience pleasant, using just the right combination of gentleness and firmness. If you are kind and sensitive to their fears, puppies will begin to regard their baths with pleasure rather than dread, making life more pleasant for you, for the puppies, and eventually for their adoptive families.



How to Clean a Dog's Ears

Animal Shelters
The Community Animal Care, Control, and Protection Resource

"HOW TO" SERIES

Even though we give them lots of good scratches, when it comes to grooming, the ears of dogs are frequently the most neglected parts of their bodies. But their ears are also one of the most important areas to attend to. Ear infections can be serious, and can begin easily if an animal's ears are not kept clean. After all, how will Biffer know when to start salivating if his ears don't pick up the sound of kibble hitting his bowl? Make sure your furry guests keep their ears perked up by following these simple steps.

1. To Clean or Not to Clean—That is the Question

Be careful! If the dog's ears have an offensive odor, or if he has been scratching them repeatedly, you should not remove the icky stuff that might have accumulated; whatever's there can help your vet determine the cause of the "ear-itation" and figure out how to treat it. So if he's scratching, or if you're tempted to plug your nose while cleaning his ears, you should turn the task over to your veterinarian or veterinary technician first; she can take swabs of the substance for examination.



2. Ear We Are

Before you start your scrubbing, make sure you've set the table. You should have your supplies set out and ready to go. Put out your cotton balls and cleaner—a commercially prepared ear cleaner with a low alcohol content is best. Wash your hands thoroughly so you don't introduce any infectious particles to the dog's ears. You may want to work with a buddy; your friend can provide distracting pats while the ear cleaning takes place.

Checking the Ears of Kitties

Since cats are even more meticulous than professional groomers, your kitties probably won't need to have their ears cleaned. But their ears should always be checked when they enter the shelter, and if you notice one of your feline charges scratching his ears, or if his ears have a bad smell, you should notify a veterinarian and have the cat checked out. Don't remove any substances, because swabs of the secretions will help the veterinarian diagnose the cause of the infection.



3. Wipe Out!

Once you've determined that your dog's ears are merely dirty and not full of mites or infection, you can remove the dirt. Using a cotton ball moistened with mineral oil, gently wipe out the inner surface of the animal's earflap. Discard the first cotton ball and moisten another; with this one, clean out the part of the ear canal that you can see. Stop when you feel resistance—don't try to stick the cotton ball any farther into the ear than it should go. Repeat this process on the other ear. Make sure you remove any foreign matter, whether it's dirt, bugs, or just waxy buildup.



4. Ears to You!

Give your furry friend a pat, give your helper a high-five, and send your little buddy on his way. Now he'll be well-prepared to hear those wonderful words:

"Look, honey, he's beautiful! He'd be a wonderful new member of our family."

"Oh, you're right. And his ears are so clean!"



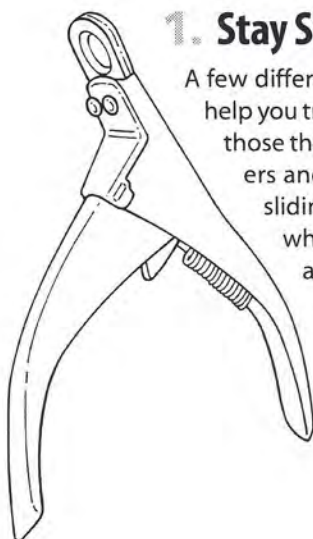
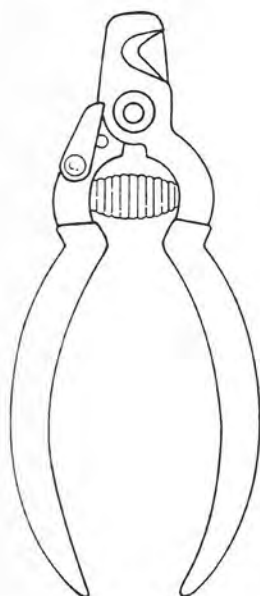
Cues and Tips on Q-Tips

While cotton swabs are a natural choice for cleaning human ears, you should not use them on animals. Not only are they less efficient (imagine how long it would take to clean a basset hound's ears with a Q-tip), they can be dangerous: If an animal is startled and jerks his head while you're cleaning his ears, the cotton swab could get jammed into his ear canal, causing all sorts of pain and distress. Use cotton balls instead; they're much softer and less likely to get stuck in the animal's aural orifices.

How to Trim a Dog's Nails

When you think about grooming a dog, you probably consider bathing him, brushing his coat, even cleaning those floppy ears, but it's a good idea to give dogs a pedicure every few weeks as well. If you've never trimmed a dog's nails, ask for some help from a more experienced person, and keep these instructions nearby.

Although dogs are less likely than cats to injure someone with their claws, timely nail trimmings help ensure that a dog can walk without pain or discomfort. The nails of very active dogs may not require any trimming, since they're continually worn down by contact with concrete and other rough surfaces. But it's still a good idea to check the nails occasionally to make sure none of them are torn or split.



1. Stay Sharp

A few different tools are available to help you trim a dog's nails, including those that resemble miniature pliers and those with replaceable sliding "guillotine" blades. Use whichever model makes you and the animal most comfortable, but be sure to replace the blade frequently to make the job easier and prevent the dog from feeling any discomfort.

2. Pull Their Legs

Dogs are often pretty cooperative when it comes to having their nails trimmed, and those who were handled often as puppies are even more likely to comply. Still, you may need to work a little to keep the animal still. If you're working alone, have the dog sit or lie down on the floor or examining table, then trim the nails, one paw at a time.





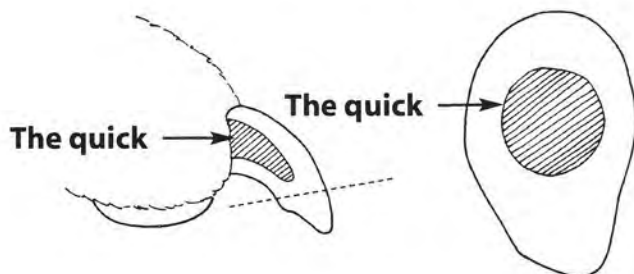
3. Pull Their Legs, Part II

If you're grooming a larger dog or if the animal is apprehensive, have someone sit him down and hold out his paw, then get to work with the clippers. Have your helper scratch behind the dog's ears to reassure the animal and help move things along a little more quickly.

4. Take the Edge Off

Remember that you should only remove the very end of the dog's nails. You may be tempted to trim off all of the excess, but that would be a mistake. In dogs, the quick—the nerve endings and blood vessels inside the nail—continue to grow as the nail grows. That means long nails must be trimmed bit by bit, over weeks or months, until the quick gradually recedes. Because it's so difficult to see the quick in dogs with dark nails, you'll need to

look at the nail straight on (see diagram at left) and keep trimming until you see a small dark circle. If you accidentally clip too far and the nail begins to bleed, apply pressure to the tip of the nail or dip the nail in a bit of styptic powder, then make sure the animal is kept inactive for a short time.



5. Thank Them Very Much

Give the dog a treat or a pat on the tummy to thank him for his cooperation, and things should go at least as well the next time around.

How to Walk a Shelter Dog

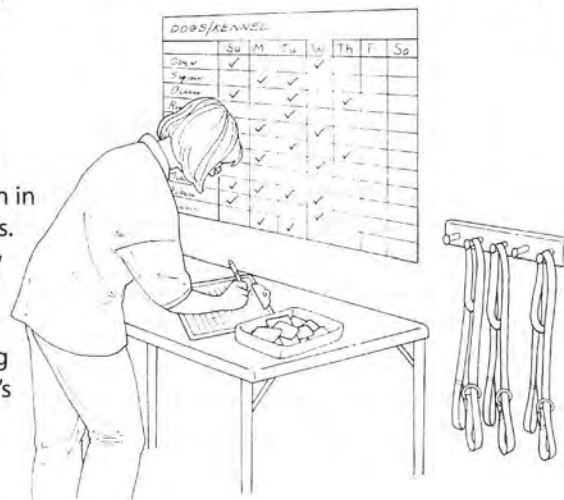
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Every time you take a dog for a stroll, you're teaching him how to respond to his caretakers and his environment. If you can spend a few moments teaching an unruly, anxious dog how to behave, you'll not only make future walks go more smoothly but also increase that dog's chances of finding a lifelong home.

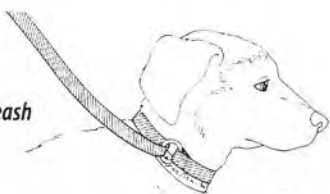
Taking a dog for a walk might seem as simple a task as tying your shoelaces, but giving shelter dogs a little exercise involves more than just grabbing a leash and running out the nearest door. As a volunteer you'll need to do a few things to ensure your safety, the safety of the animals, and the safety of shelter workers and visitors. Talk to a supervisor about the possible need for a rabies vaccination and any other preventive measures, then sit down and learn all you can about the system in place to exercise and socialize shelter dogs. A well-organized dog walking program provides name tags or even color-coded T-shirts for volunteers so there's no mistaking who's who. And many shelters have systems in place—color-coded clothespins or whiteboards, for instance—to indicate which dogs need to be walked and which ones may have health problems that will leave them out of action for a while. Make sure you know the ins and outs of your shelter's program before heading out the door.

1. First Things First

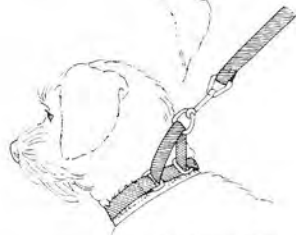
If you're a volunteer scheduled to walk dogs, check in with a supervisor or sign in as soon as you arrive, so that everyone knows you'll be working in the kennels. And before you pick out your chaperone for the next few minutes, stash a few treats in your pockets and pick up a few plastic bags and a leash. But don't put that leash on the first dog you come across. Check to see if the animal has been out recently, and make sure there are no health problems that might keep a dog out of commission for a few days. If you come upon an unruly animal or one who's bigger than you, leave him to a more experienced staff person or volunteer.



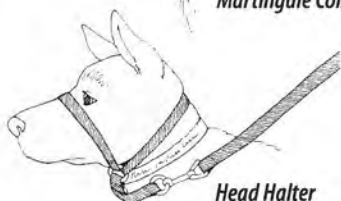
Looped Leash



Martingale Collar



Head Halter



2. Select the Proper Attire

Your shelter may use one of a few different collars, any of which will do the job. Though "choke chains" were once popular among shelters, dog trainers are finding that there are better ways to teach a dog how to respond to a handler. Some shelters are turning to simple "noose" collars, or looped leads, which provide just as much control but which can't be used for firm "corrections." So-called "martingale" collars also provide control while preventing the risk of injury to an animal. Halter collars are very effective and perhaps the most humane, but may be more difficult to size and fit for use on different animals. Whichever collars your shelter prefers, be sure to use them properly to gently guide dogs rather than to forcibly move animals against their will.

Once the collar is in place, attach a six-foot nylon leash, place your hand through the loop, and grasp the lead; or hold the loop with one hand and grab the middle of the leash with the other. Wrapping the leash around your wrist or individual fingers won't give you much control over the animal, and may even cause you to injure your hand the first time a big dog lunges at a squirrel, a bird, or another dog.



3. Don't Let 'Em Walk All Over You

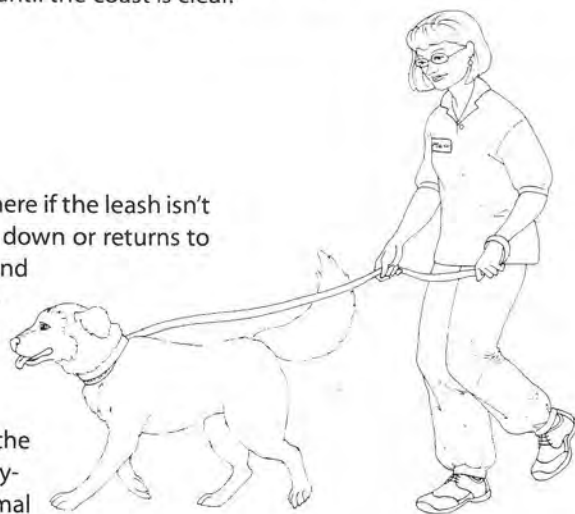
Before you open the kennel gate, have the leash ready and be sure you know how to work the latch. Most kennel doors are designed to thwart escape by even the craftiest canine, so the latches may be difficult to open with one hand. Take a few moments to practice on an empty cage until you get the knack; the ability to quickly open and close a cage door will be important when you're leaving and even more so when you come back.

Many dog walkers like to walk into the kennel, crouch to the animal's level, and "introduce" themselves before venturing out. More experienced walkers simply open the cage door a few inches and anticipate the dog's next move by holding the collar at "dog level" and allowing the animal to stick his head through the opening on his way out. Either way, before you and your companion leave the kennels, look out for other dog walkers and members of the public, and wait until the coast is clear.

4. Walk This Way

The first lesson to teach a shelter dog is that nobody's going anywhere if the leash isn't slack. If the dog is constantly pulling, stand in place until he slows down or returns to you. In time, his newly learned manners will make for nicer walks and a nicer chance for adoption, too. (Some shelters ask volunteers to insist that animals sit before allowing them outside or giving them food, a great way to train an animal during his stay, one that requires consistency from every walker.)

Try to avoid high-traffic areas near automobiles and members of the public. Be sure to clean up after the dog, too. And if you notice anything wrong with the animal's stool, contact a member of the animal care team when you return.



5. Guarantee a Happy Ending

Unfortunately, few dogs are aware of the saying, "All good things must end," so you may encounter a little resistance when your companion realizes he's about to return to the kennel. Some dogs are happy to return to their temporary den, but for those who refuse to cooperate, try tossing a treat into the back of the cage, releasing the collar, and quickly closing the door. Or you can enter the kennel with the dog, stand between the dog and the kennel door, close the door, remove the collar, open the door toward you, and squeeze through the narrow opening. Before you leave, make sure the kennel is relatively clean and the water bowl is full.

Record when the animal was walked and write down anything noteworthy. If a dog is well-behaved or if he's frightened around larger dogs, the information may help fellow staffers find the dog an appropriate home.

Lastly, dispose of any waste, wash your hands, grab another baggie, and move on to the next grateful creature. Even if you can only spare a few minutes of your day to walk an animal or two, the dogs, the shelter staff, and other volunteers will be glad you did.

How to Use a Control Pole

"HOW TO" SERIES

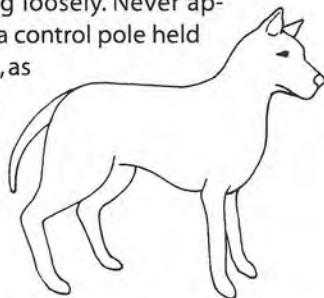
The next time a call comes in, whether it's for a stray dog or a raccoon, remember that the control pole ("catch pole," "come-along," or "rabies pole," as it's sometimes called) is designed to gently coax animals to safety. Its use as a weapon is inappropriate, and could easily endanger the animal and the animal control officer. Remember that control poles should not be used on cats. The use of a net is the most humane and effective way of capturing a cat.

Lastly, before you hop out of the truck, it's important to quickly examine the control pole, making sure that cable and release mechanisms are operating smoothly. Be sure the loop retains a rounded shape rather than a tear shape by storing the pole on a flat surface or using broom clips. Replace cables every 18-24 months as a part of regular maintenance.

Most animal control officers consider the control pole one of the most valuable tools of the trade. But like a carpenter's hammer or drill, a control pole is only as effective as the person holding it.

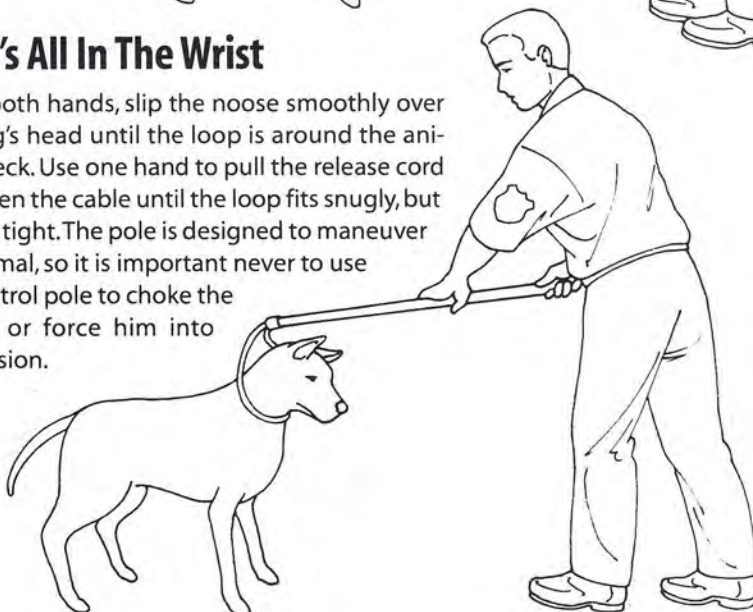
1. Easy Does It

Approach the dog slowly, holding the control pole directly behind you or at your side, with the cable loop hanging loosely. Never approach a dog with a control pole held high, like a weapon, as this will set the tone for the entire encounter.



2. It's All In The Wrist

Using both hands, slip the noose smoothly over the dog's head until the loop is around the animal's neck. Use one hand to pull the release cord to tighten the cable until the loop fits snugly, but not too tight. The pole is designed to maneuver the animal, so it is important never to use the control pole to choke the animal or force him into submission.



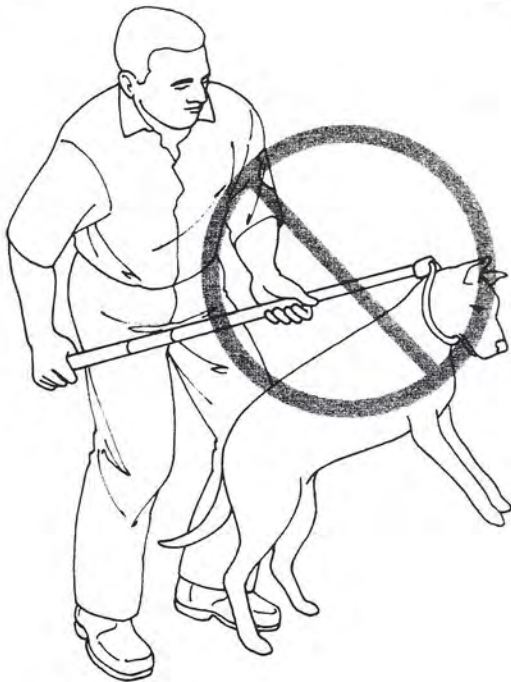
3. Lead By Following

Keep both hands a slight distance apart on the pole. Once the loop is secured about the animal's neck, stand beside the dog and slowly guide the animal ahead. Most dogs will readily walk forward if you remain in their field of vision, but in some cases walking directly behind them may prompt them to move ahead.



4. Don't Try to Pull One Over

Never drag, yank, pull, or lift a dog with a control pole. Since dogs are often put in a truck for transport, it's a good idea to bring a ramp (a piece of plywood will do) to direct them into a cage. Then, just loosen the cord, and while carefully closing the cage door with one hand, remove the control pole with the other.



Wild Ones

It may be necessary to temporarily restrain some wild animals (such as raccoons) using the control pole. These animals should never be looped solely around the neck or chest. Instead, the cable should be looped "bandolier-style" around the neck and under one of the front legs, and the animal should be guided in the manner described previously.



How to Use a Net

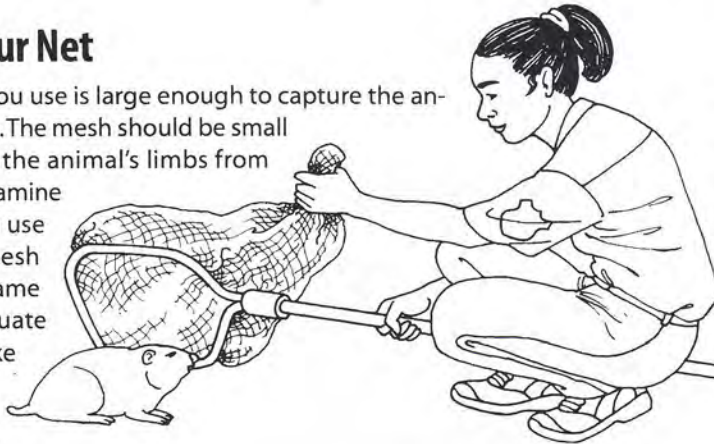
"HOW TO" SERIES

The net is one of the oldest animal-handling tools and it remains one of the best. It is the most humane and effective tool for capturing cats and many wild animals. But don't let the net's simple concept fool you: Handling a net can be tricky.

The steps below are guidelines that won't necessarily work in every situation. Some animals fly, some run, and some attack. The "netting" technique you use will likely vary depending on the type of animal you're attempting to capture, the physical surroundings, and your own comfort level.

1. Choose Your Net

Make sure the net you use is large enough to capture the animal, but not too big. The mesh should be small enough to prevent the animal's limbs from slipping through. Examine the net before each use to make sure the mesh isn't torn and the frame isn't damaged. Evaluate the situation to make sure you will have the space needed to properly maneuver the net around the animal.

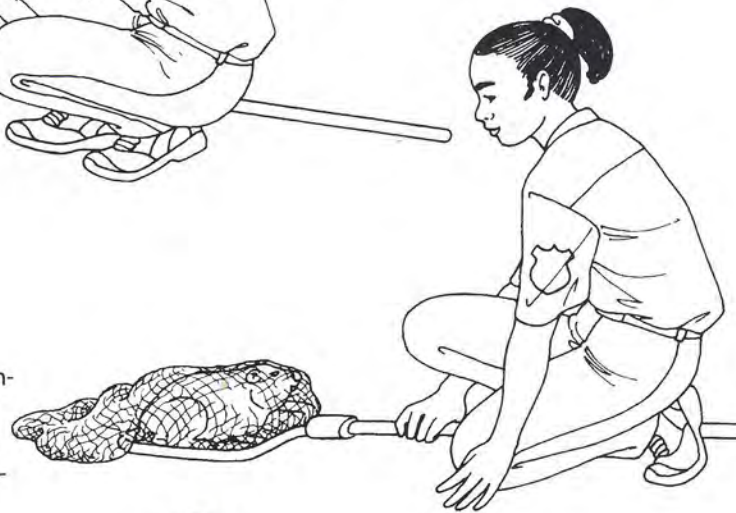


Not all types of nets work for all types of animals or in all situations. Your shelter should have several different sizes and styles of nets to choose from. Don't rely on basic "fishing" nets, however: Their rounded corners and large holes make them inappropriate for most animal-capture situations.

Although several innovative nets are available on the market, this How To page uses a basic net for illustration purposes.

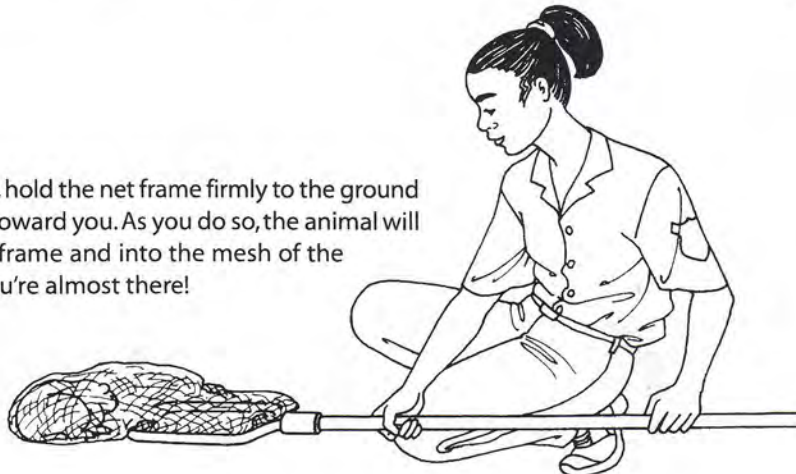
2. Do the Wave

Start by holding the net near the ground, to the side of the animal, then slide the net toward the animal, moving the net's frame up over the animal's body at a slight angle until the net encircles the animal. Your motion should be quick and fluid, almost wave-like.



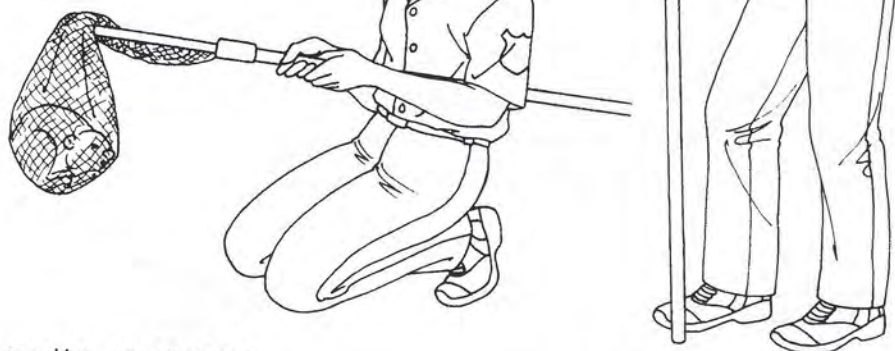
3. Take it Easy

After the animal is confined, hold the net frame firmly to the ground and smoothly pull the net toward you. As you do so, the animal will be gently moved past the frame and into the mesh of the net. When this happens, you're almost there!



4. Pull Up, Up, and Away

After you've pulled the frame of the net past the animal, lift the net off the ground. The weight of the animal will pull the bottom of the net down and close off the opening.



5. Hit Rewind

To get the animal out of the net and into an open cage, first get into an enclosed area, such as inside a room or your animal control vehicle. Place the net as close as possible to (or inside) the cage and unravel the animal from the net to get him into the cage. In other words, reverse the process you used to capture the animal.



Don't attempt to use the net as you would a jar over a bug. Slamming the net down over the animal will backfire because the animal will be startled and may struggle or fight. You won't be able to then maneuver the net correctly for a successful capture.



Don't leave the net open at the top with the animal hanging in the bottom. The animal will take advantage of the opening and escape.

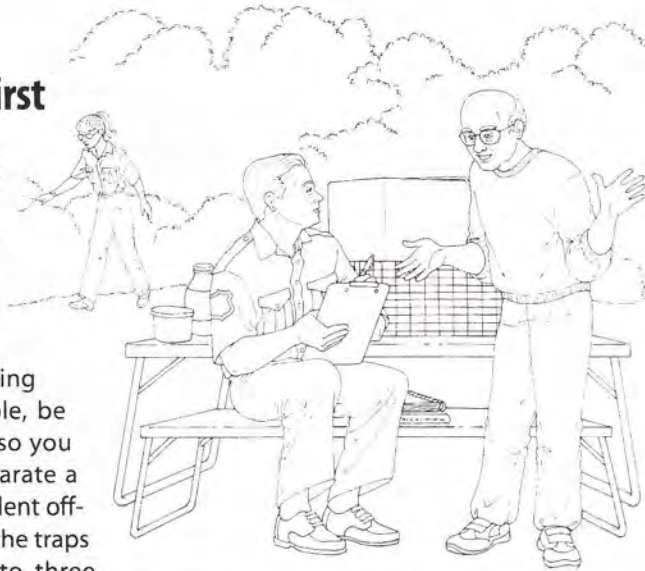
How to Set a Live Trap

"HOW TO" SERIES

Live traps can help field personnel provide humane solutions to conflicts between humans and urban wildlife, or capture wayward cats and dogs too wary to be restrained with a net or control pole. But as soon as you set that spring in place, you're responsible for the quality of that animal's life from that point on. So if you've determined that live trapping is the best way to solve the problem at hand, be sure the process is humane from start to finish.

1. First Things First

Before setting the trap, think ahead. Find out if any local laws prohibit the trapping of certain species. Consider the type of animal, the time of year, and potential risks involved in trapping that animal; for example, be aware of birth seasons so you don't inadvertently separate a mother from her dependent offspring. Be sure to check the traps frequently (every two to three hours ideally, every eight hours at the least). Come up with contingency plans, too. If you're called away for an emergency, who will check the trap? What will you do if you capture a skunk rather than the intended raccoon? If you don't know the answers to these questions, think twice before setting a trap.



If your shelter loans traps to the public, come up with some firm policies to prevent animals and people from being harmed and to lessen your agency's liability. Establish fees and deposits for the service, prepare guidelines and release forms, and develop procedures to make sure traps are monitored and trapped animals are quickly removed and properly handled.

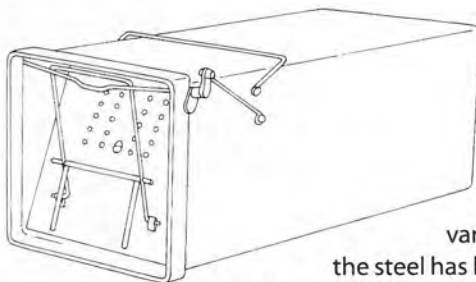
Any time you restrain a wild animal, you're introducing the possibility of injury, stress, or death to the animal. And depending on the problems you're trying to solve, live trapping may not be the answer. So before setting a trap, educate homeowners about tolerance, discourage them from feeding animals, and encourage the use of humane repellents. In some cases, you can simply "haze" the animals—frighten them away from an area temporarily—then remove their access to shelter, food, and water to encourage them to fulfill those basic needs elsewhere.

2. Gain Their Trust

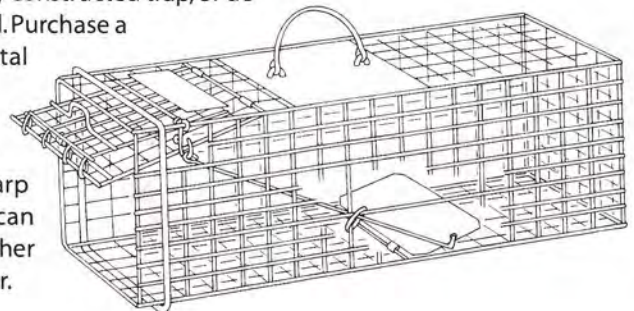
Set the stage before setting the trap. Scatter samples of bait throughout the area; if animals can enjoy an appetizer, they'll be more likely to enter a trap for the main course. To capture a large number of animals or to trap animals repeatedly, consider pre-baiting. To do this, place food in a few traps and wire the doors open so animals can go in and out at will. Soon the animals will associate the traps with positive rewards, and they'll be more likely to enter "loaded" traps without fear of the possible consequences.

3. Pick a Trap . . . But Not Just Any Trap

Cheap traps are rarely a bargain. Animals are more likely to escape or injure themselves in a poorly constructed trap, or destroy it the first time it's used. Purchase a quality plastic trap or a metal wire trap that's been "galvanized after welding," meaning



the steel has been treated to minimize rusting. Inspect the trap carefully and file down any sharp edges. Don't use live traps with solid metal walls as they can quickly turn into death traps, becoming ovens in warm weather and pulling heat away from trapped animals in cold weather.



HOW TO SET A LIVE TRAP

4. Put Everything in Its Place

When considering where to place a trap, think about the species. If you're trying to catch a cat, place the trap on a picnic table rather than on the ground, where you're more likely to entice a skunk or woodchuck.

Make sure the trap is safe, too. Don't place the trap too close to a creek or lake's edge, a cliff, or a road, as an animal's violent attempts to escape may move the trap a short distance. Also, find a shady area near a tree or cover the trap top with a towel or sheet to protect the trapped animal from direct sunlight and rain. If unseasonably cold or stormy weather is predicted, wait for a better time to set your trap.

5. Plan the Menu

Use species-specific lures to invite the "target" animal inside while discouraging others from poking their noses where they don't belong. For dogs, use baits that tempt their sense of smell; for cats, use baits such as feathers, which are readily visible; for nocturnal animals, use white baits such as marshmallows and eggs. (See the chart at right for baits that will help lure different species.) During the hot summer months, you might simply set out a bowl of water to lure an animal into a trap. If you're not sure which bait to use, set out various kinds and see which ones are the most tempting to the "target" animal, then use only that bait.

Place the bait in cardboard french-fry holders, milk cartons, and other destructible containers; avoid metal cans of moist dog food or cat food, as their sharp edges may scrape an animal's skin or chip his teeth. Leave some "worry toys" like apples, carrots, or plastic film canisters filled with applesauce or moist cat food so trapped animals can keep busy mouthing the objects instead of destroying the cage.

EFFECTIVE BAITS

CATS: cat food, fish, catnip, soiled cat litter or hamster litter, cat toys, feathers

DOGS: dog food, rawhide bones, pork rinds, fresh rabbit droppings, butcher bones, rotten eggs

RABBITS: apples, carrots, pea pods, anise oil, peppermint, apple juice or cider sprayed over the trap bed

RACCOONS: marshmallows, sweet corn, cream corn, honey, cod liver oil, sardines, mackerel

OPOSSUMS: marshmallows, apples, melons, other fresh fruits

SKUNKS: chicken entrails, fish (canned or fresh), bacon, insect larvae

SQUIRRELS: nuts, sunflower seeds, a mixture of peanut butter and oatmeal

WOODCHUCKS: fresh string beans, sweet corn, lettuce, peas, bananas

6. Bury the Treasure

Just before setting the trap, leave some bait outside the trap door so the animal can get a taste of what awaits him. Rather than place the bait in the pan, place it underneath the trap pan to force the animal to hunt a little harder, making him more likely to spring the mechanism. Hiding the bait will also keep other animals from stealing it. Then "bed" the trap solidly using dirt, grass, or leaves to cover and insulate the trap floor. To make sure animals aren't confined when the trap is unattended and to prevent non-target captures, spring the trap each evening and reset it each morning, or do the reverse if you're attempting to capture a nocturnal animal.

7. Handle With Care

If you need to transport the animal, cover the cage with a blanket to minimize the animal's stress before taking the next step. Don't simply drive a few miles and relocate the animal without thinking ahead; doing so may disorient the animal, leave him without a food source, and expose him to predators or disease. Instead, transport the animal to your shelter, a wildlife rehabilitator, or a nearby veterinary clinic where someone should be standing by to take the animal in. As a last step, clean and disinfect the trap for future use.

