****** Intake Procedure

 (all information MUST be written on intake ticket)

1. **SCAN** dog for microchip (record results on intake ticket)

2. **AGE** the dog (check sex, s/n status and record on intake ticket)

 if **<6 months** then create a green  **I am NEW HERE** card

 write date 2weeks from intake on card with wet erase marker

(This is a parvo observation time. USE PPE in kennel until this date passes)

3. Administer **MEDICATIONS**: (write applicable abbreviations on intake ticket)

 5way (v) - Sub Q injection near right shoulder

 Bordetella (b) - intranasal (2 types based on age)

 Strongid (s) - oral, check dosage on weight chart

 Advantage Multi (f) -topical at base of neck, use dosage on weight chart

4. **PHOTOGRAPH** intake ticket then animal

5. **COLLARS:** remove all collars. For strays record ticket # and date, give to reception

 Donated collars/leashes in good condition go to laundry room for washing

6. **STRAYS ONLY:** Text Kaila a photo of intake ticket and dog (601) 215-0721

7. **INITIAL TICKET** keeping the white and yellow copies together. Use the white trays to deliver the paperwork and vaccine bottles to the Data Entry Desk for processing

8. Take animal and pink ticket (and GREEN sign, if under 6 month) to **KENNEL.**

9. **PROVIDE** animal with water and proper food for age. Give Bedding if applicable.

10. **UPDATE** kennel housing chart.

Notes:

Bordetella vaccines when drawn are salmon in color.

Younger bordetella (B in) will measure at 1cc and older bordetella (RR3) will measure 0.5cc

5way when drawn will be pink in color and measure at just shy of 1cc.