



WFHS PROJECT SHARE TRANSPORT SYSTEM GUIDELINES

WFHS is a group of dedicated people, living throughout the state of Wisconsin, serving Wisconsin's Humane Societies and Wisconsin's homeless pets.

The purpose of this transport system is to enable qualified WFHS members to easily move animals from one shelter to another, thereby increasing chances of adoption and reducing euthanasia rates in Wisconsin

We want your WFHS transport experience to be a positive and productive one for all our members and more importantly the animals. Please review the following guidelines for participation.

These guidelines are designed to help keep animals, and your organizations, healthy, safe, and happy while decreasing risk of spreading infectious disease. We want to help as many animals as we can safely.

Please note that if your shelter is unable to meet these guidelines, it will not prevent your use of this transport system. Contact the WFHS Project Share Coordinator (TC), who can help you to find ways to facilitate transports.

BUILDING PARTNERSHIPS

1. Please be direct and honest about the physical description, condition, estimated age, medical condition and behavior of the animals you are asking your partner organizations to take. This helps destination shelters both to select animals they are best equipped to care for and to prepare appropriately for their arrival.

REQUESTS FOR TRANSPORT

1. Source shelter and destination shelter should arrange and agree on which animals will be transported prior to contacting WFHS TC for transport.
2. A Transport Application must be emailed to the WFHS TC for each organization prior to transport. The application includes your shelter address, phone number and hours you are available for pick-up and delivery.
3. If the source shelter does not have the appropriate sized crates available for transport, please notify the TC on the Animal Transport Request Form, so the driver comes equipped.
4. WFHS TC should be provided with a completed Animal Transport Request form at the time transport is requested.
5. When arranging transports, inform the WFHS TC about any known special conditions required to safely and comfortably transport each animal. The WFHS TC must confirm that these conditions or special needs can be met prior to the transport.

6. If a specific temperature needs to be maintained for a particular animal (birds/reptiles) the surrendering shelter should relay this information to the WFHS TC when arranging for the transport.
7. Both source shelter and destination shelter should provide the WFHS Transport Coordinator (TC) with the name, cell phone number and email address of a specific contact person for each transport. On the day of transport these people must be readily available. WFHS Transport Drivers (TD) or the WFHS TC will communicate with your contact, as necessary, during transport.
8. Provide the WFHS TC with accurate directions to your facility from major thoroughfares.
9. If you need to change or cancel a WFHS transport, please contact the WFHS TC as soon as possible. Your shelter partner in the exchange should also be notified immediately. Drivers often drive long distances and may already be on the road if less than 12 hours of notice is given.

ANIMAL RECORDS

1. Have all records prepared for the WFHS Transport Drivers when they arrive.
2. Ensure a clearly written record that describes health and behavior status and identifies animals (eg. Health certificate, rabies certificate and copy of shelter record) accompanies each animal being transported.
3. Records should include:
 - **Copy of Animal Transport Report**
 - **Rabies certificate if applicable**
 - **Medical Records (including vaccination records and all known medical concerns)**
 - **Detailed records from any behavior evaluations, treatment, or reports of behavioral concerns**
 - **Any history that was received from the owner or surrendering individual**
 - **Other shelter records**
 - Ex. Note the brand of food (or mix if mixed) currently being fed in order to minimize GI upset at the receiving shelter.

ANIMAL CARE

Preventive care prior to transport

1. Ideally, the source shelter will strive to have a comprehensive preventive healthcare program.
2. Animals that are destined for transport must be vaccinated for canine distemper and canine parvovirus or feline panleukopenia prior to or upon intake to the organization of origin. (Exceptions may be made on a case by case basis by the WFHS TC if the destination shelter is willing and prepared to accept this additional risk.)
3. Wisconsin law requires animals to be vaccinated for rabies before they are five months of age. If an animal over five months of age changes ownership or enters the state without current rabies vaccination, the new owner must vaccinate the animal within 30 days. Therefore, cats and dogs who are over 5

months of age and have intake dates over 30 days prior to transport must have a rabies vaccine prior to transport.

4. All animals being transported should be treated for internal and external parasites (fleas, ticks, and if indicated, lice and earmites) at least 24 hours prior to transport. Ideally this would include treatment for rounds, hooks, whips, coccidia, fleas, ticks and heartworm microfilaria (heartworm preventative.)
5. All animals being transported must wear an identification collar or tag with ID number and name and phone number of source shelter. (Exceptions are made for small animals who cannot be comfortably fitted with a collar.)
6. Each animal's behavior should be evaluated prior to transport. If any problems are identified they should be reported to the WFHS TC.
7. Do not sedate animals for transport, unless recommended by a veterinarian.
8. If animals are sedated during transport, provide veterinary guidance for their care.
9. In order to minimize the risk of infectious disease and optimize welfare, only transport animals in good health. However, transportation of animals with illness can be justified when life-saving resources, such as medical care and placement opportunities, are available at the destination and **when measures can be taken during transport to provide for their comfort, health, and safety**. Measures to ensure health and safety of other animals being transported are equally important and must be considered when animals with illness will be transported.

Feeding prior to and during transport

1. In general, animals being transported should not have food withheld before transport. Although withholding food may help avoid elimination during transport, because of increased physical stresses, requirements for food and water may actually be increased during transport, compared to normal nutritional needs.
2. Fasting is generally not recommended but is specifically contraindicated in pediatric / juvenile animals. Food must be provided at least every 24 hours for adults and more frequently for animals under 6 months old.
3. If water is not available at all times during transport, it will be provided at frequent (at least every 4 hours) observation stops.

Elimination prior to transport

Please be sure the animal(s) being transported have had ample time and opportunity to eliminate prior to transport.

Enclosures

1. Ensure primary enclosures utilized during animal transport are large enough for the animal within to stand and sit erect, to turn around normally while standing, and to lie in a natural position.
 - This means an evaluation must be made that each animal to be transported will have a good "fit" within their enclosure. Ideally, this would be evaluated prior to arrival and confirmed by the driver before departure. Organizations will work with the WFHS TC to determine whether space is adequate and if drivers need to bring additional enclosures.

2. Ensure flooring of enclosures utilized during animal transport prevents injury, discomfort, and leakage of fluids into other enclosures.
3. Provide absorbent bedding for animals during transport.
4. If more than one animal(bonded pairs) is in the primary enclosure during transport, ensure there is enough space for each occupant to lie down comfortably at the same time without needing to lie on top of each other.
5. Do not transport unfamiliar animals together in the same primary enclosure.
6. Unless orphaned, transport kittens or puppies less than 8 weeks old with the mother in a space large enough for her to lie down on her side with legs extended for comfort and to facilitate nursing.

Loading and Unloading

1. Shelter personnel should be available to assist the WFHS TD in loading or unloading the animal(s).
2. Crates should be loaded and unloaded inside unless animals are too large to carry. WFHS TD's should not be expected to load and unload the animals alone.

Transfer of ownership

Once the transported animal has arrived, ownership transfers to the destination shelter. Further disposition of the animal would be determined by the receiving shelter unless other agreements have been made in advance.

Upon arrival, the destination shelter should:

1. Ensure they have adequate housing prepared for the arriving animals.
2. Ensure they have enough trained personnel ready to receive and evaluate animals upon arrival at the destination facility.
3. Ensure each animal being transported receives a documented physical examination at the time of arrival at the destination shelter.
4. Have veterinary care available on arrival for any animal requiring care.
5. Determine the need for isolation or quarantine of arriving animals at the destination shelter based on legal requirements, their health status, source, and infectious disease risk, with due attention to incubation periods for pathogens of concern and detrimental effects of increasing length of stay in the shelter.
6. Offer assistance with cleaning crates or carriers after arrival. Your WFHS TD may be picking up other animals for transport and will need clean and sanitized carriers for their transport.

Follow up:

If a contagious medical condition presents after the animal(s) has arrived at the recipient shelter, please contact the WFHS TC and the shelter that sent the animal immediately. Animals with a known contagious disease shall not be transported in the same vehicle as healthy animals.

Emergency situations: In the event of a large animal seizure, puppy mill or a situation involving law enforcement response, normal transport procedure may differ from these guidelines.

**Please contact with questions or transport requests:
Project Share Transport Coordinator (TC)
Joan Byrne
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(608) 838-0413 Ext. 104**