



**March 31, 2015**

**Department of Agriculture  
Administrative Circular 05  
Series of 2015**

**Subject:**

2. Animal space based on size and number of animals
  - 2.1. Individual or single
  - 2.2. Group or Multiple
3. Provision of Reception Receiving Area
4. Admin Office
5. Rest/housing and kitchen for Staff
6. Euthanasia and Treatment Area
7. Surgery Room
8. Quarantine Area
9. Food Preparation Area
10. Wash Area
11. Socialization Area
12. Carcass/ Storage facility

The following *Basic Freedom of Animals* adopted by the Committee on Animal Welfare through the Animal Welfare Division shall be observed:

Freedom from thirst, hunger and malnutrition;  
Freedom from physical discomfort and pain;  
Freedom from injury and disease;  
Freedom to conform to essential behavior patterns; and  
Freedom from fear and distress.

### **Section 3. DEFINITION OF TERMS**

As used in this Circular, the following words, terms and phrases shall be construed to mean:

- 3.1 *Animals* as used in this administrative circular refer to dogs and cats.
- 3.2 *Animal Shelter* refers to a kennel facility that rehabilitates and rehomes, identified and neuter animals.
- 3.3 *Euthanasia* refers to the process of humane destruction of animal accomplished by a method that produces rapid unconsciousness and subsequent death without evidence of pain and distress
- 3.4 *Identification* refers to indelible permanent mark.
- 3.5 *Indoor Pen* refers to a completely enclosed area inside a pound/shelter building to be used for shelter by a sheltered animal.

- 3.6 *Indoor Run* refers to an area inside a completely enclosed pound/shelter to be used for shelter and exercise by the animals
- 3.7 *Outdoor Run* refers to an area adjacent to a shelter building to be used for exercise by the animals.
- 3.8 *Renovate* refers to the change of size, construction or composition of pens, runs, fences, floors, heating system, water supply system, waste disposal system, or any other physical component of exiting shelter building which are governed by these regulations.
- 3.9 *Sanitary* refers to the health, with special reference to cleanliness and freedom from infective and deleterious influences.
- 3.10 *Stray/roaming animal* refers to an animal that is no longer under the effective control of the owner.

## **Section 4.0 ESTABLISHMENT OF A SHELTER**

### **4.1 Determining Site**

Site for the installation/construction of a shelter shall be in coordination with the local Planning and Development Office.

The designs of shelters shall provide an environment conducive to maintaining animal health. Facilities shall be appropriate to species, the number of animals receiving care and the expected length of stay in order to ensure physical and psychological well-being of the animals, and shall conform with the following requirements:

#### **4.2.1 Space Allocation Requirement**

##### **4.2.1.1 Administration Office**

There shall be an office allocated for the shelter manager,

the animals are compatible, provided they are not under



## **Section 5.0 ANIMAL CARE AND FACILITY MAINTENANCE**

### **5.1 Nutrition and Dietary Needs of Animals**

The right amount and kinds of food appropriate to the species shall be given to the animals in the facility. Animals in shelters shall be fed at least twice a day.

Water shall be made available at all times.

### **5.2 Feeding**

The feeding regime shall be set out clearly. Feeding times shall be regular and adhered to, and concise written instructions shall be available for staff reference. Keep a wipeable white/black board in the food preparation area, showing the dietary requirements of each animal.

The principles below shall be complied with when feeding:

- a. ensure a balanced diet
- b. fresh clean water shall be available at all times
- c. do not organize exercise sessions for the animals immediately after eating
- d. avoid sudden changes in diet
- e. do not overfeed.
- f. there shall be 1:1 for food bowls

The food preparation area shall be kept clean and orderly. Utensils shall be practical and readily at hand. Keep the food preparation to a minimum and allot time socializing with the animals.

### **5.3 Storage of food**

Animal food in original packaging shall be stored at least 0.30 meters above the floor on clean racks, dollies or other clean surfaces, in such a manner as to protect from water and other contamination. Unsealed bags of animal food shall be stored in covered metal or covered heavy duty plastic containers at least 0.30 meters above the floor on clean racks, dollies or other clean surfaces, in such a manner as to protect from water and other contamination. Fresh food that will not be consumed within the day shall be stored with proper refrigeration.

### **5.4 Health Care**

5.4.1 Any animal which appears sick or injured shall be given immediate medical treatment.

5.4.2 All dogs and cats shall be vaccinated against rabies.

5.4.3 All dogs and cats shall be neutered as soon as they are healthy enough to undergo surgery.

5.4.4 All dogs and cats shall be routinely treated for ticks, fleas and worms. Neutered cats shall have an easily visible ear notch or tattoo, to avoid the risk of exposure to a second operation.

5.4.5 Each dog and cat shall be identified by tattoo or microchip.

## **5.5 Vaccinations**

All shelter animals shall have updated vaccinations against rabies.

Vaccination for dogs against Canine Parvovirus (CPV), Canine Distemper virus (CDV), Canine Adenovirus (Canine Hepatitis), Parainfluenza and Leptospirosis are required.

Vaccination for cats against Infectious Panleukopenia, Herpesvirus, Calicivirus Respiratory infection are strongly recommended.

5.8.1.6 Cleaning equipment shall be available for the proper storage or disposal of waste material to control vermin, insects and obnoxious odors.

### **5.9 Cleaning of Feeding Utensils**

Feeding bowls and dirt trays can harbor disease and so they shall be thoroughly cleaned. Stainless steel is the best material because it is strong and easy to keep clean. Wash the bowls and other utensils and empty the water troughs once all animals have been fed and are resting.



7.1 Animals shall be captured, transported and restrained in most humane manner. No dragging, whipping, throwing, unnecessary lifting and pulling,

7.5

Personal safety is of primary concern. For vicious and elusive dogs, net pole or loop pole shall be used appropriately.

## **Section 8.0 MANAGEMENT**

### **8.1 Documentation**

All documentation of animals adopted, neutered, euthanized shall be submitted to the Animal Welfare Division ó Bureau of Animal Industry by all registered shelters annually.

### **8.2 Fees and Charges**

Fees shall be charged for adoption and redemption

### **8.3 Adoption**

All adopted dogs and cats will be documented with name, contact details and address of adopter, and proper description of the animal.

All shelters placing animals for adoption or rehoming shall ensure that all animals adopted out are neutered and vaccinated prior to release.

### **8.4 Personnel**

All shelters shall have someone responsible for keeping records and addressing concerns and queries regarding intake, adoptions, euthanasia and veterinary services.

All shelters shall have at least one licensed veterinarian who can regularly check on all animals in the facility. A copy of the employment contract shall be submitted to the BAI-AWD.

This veterinarian shall take care of all medical needs of rescued animals. Shelter veterinarians shall have an S2 license.

All employees assigned to perform catching, seizing or rescuing shall be duly trained and given proper preventive vaccinations to avoid accidents and injuries on either the animals or the personnel.

Training for humane capture shall be provided either by a non-government or government agency.

Maintenance Personnel shall be available to ensure that the animals in shelters are fed and cleaned regularly, at appointed times. On-call or stay-in personnel shall be present in the facility to ensure immediate action during animal emergencies.

**Section 9. MANDATORY SHELTER REGISTRATION WITH THE ANIMAL**