

EXHIBIT II



SMRAS Intake Step by Step Guide

Before Impoundment:

- 1) Identify the jurisdiction of where the animal was found (if stray) or where the owner lives (if owner surrender). The jurisdiction must be in Hays County.
- 2) Scan the animal for a microchip. If a microchip is detected, research the microchip information through the appropriate channels and make contact with the owner if possible. All attempts must be made to contact the owner and divert the intake prior to impounding the animal. Return the animal to the owner in lieu of impoundment when possible.

Impoundment Procedure:

- 1) Vaccinate and apply intake preventatives to the animal as soon as possible (refer to the vaccination and dosage information below). The animal must be vaccinated prior to entering the shelter facility.
- 2) Photograph the animal. Be sure to have a clear view of the animal's face, body and markings in the photograph(s). Do not photograph animals on catchpoles. In the case that the animal has an injury, try to photograph or crop the photograph of the animal in such a way as to minimize the graphic nature of the injury for the public.
- 3) Search the person associated with the animal to see if they are already in the database. If they are not already in the database, enter the person associated with the animal (if stray / ACO pick up, select No Person) into the database. The following person information MUST be recorded:
 - a. Full Name (First and Last)
 - b. Date of Birth
 - c. Address
 - d. Phone Number
 - e. Email Address
 - f. Driver License or ID / Issuer
- 4) Search the animal using ID and/or microchip information (if existing) to see if they are already in the database. If they are not already in the database, enter the animal into the database. The following information MUST be recorded:
 - a. Animal Name (if known)
 - b. Animal Species
 - c. Animal Breed
 - d. Animal Age and Age Group
 - e. Animal Gender
 - f. Altered Status (if unknown, select Unknown)
 - g. Animal Weight

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- h. Animal Color and Color Pattern
- i. Intake photograph of animal must be uploaded
- j. Microchip Number (if existing)
- k. ID Tag Number and Issuer (if existing)
- l. Document microchip scans under the Identification tab
- m. Document owner information, behavioral information or any other pertinent information in a General Animal Note memo in the database.
- n. Exact address found, including city (if stray)
- o. Reason for surrender (if owner surrender)
- p. Any intake forms (owner surrender or stray forms) must be uploaded under Files.
- q. Vaccinations and intake preventatives must be recorded under Care: Exam.
- r. Place the animal in to an appropriate cage/kennel and provide species specific food, bedding and clean water.
- s. Document the cage/kennel number that you placed the animal into in the database.
- t. After submitting the intake, print an Internal Kennel Card and affix it to the animal's cage/kennel.
- u. In the case of a multiple animal intake (animals originating from the same location), enter all animals as a Multi Animal Intake in the database, so that the shelter knows which animals are related to one another at intake.

Animal Vaccination and Intake Preventatives:

In general, the following vaccines and preventatives will be given at the time of intake. Whenever possible, vaccinate the animal fifteen (15) minutes prior to the animal entering the building.

DOGS:

Modified Live DAPP Vaccine— administer in left hind leg, middle thigh

- Administer to all dogs and puppies, regardless of age
- Distemper, Adenovirus, Parvovirus, Parainfluenza

Bordatella Vaccine— oral or intranasal vaccine

- All dogs and puppies over 8 weeks of age
- Kennel cough vaccine

Flea/tick preventatives – dosage and administration instructions will be provided by the Veterinary Team. Some age and weight restrictions may apply depending on product used.

Pyrantel Pamoate – oral dewormer, administered at dosage of 1ml per 10 pounds of body weight to all animals over two weeks of age

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CATS/ KITTENS:

Feline RCP Vaccine – administer in left hind leg, upper thigh

- ONLY administer to kittens over 4 weeks of age and weighing 1 pound
- Rhinotracheitis, Calicivirus, Panleukopenia

Flea/tick preventatives – dosage and administration instructions will be provided by the Veterinary Team. Some age and weight restrictions may apply depending on product used.

Pyrantel Pamoate – oral dewormer, administered at dosage of 1ml per 10 pounds of body weight to all animals over two weeks of age

*****Animals will be vaccinated at intake REGARDLESS of their health or pregnancy status**

*****All vaccines and preventatives given at intake will be properly documented in Petpoint as part of the intake process.**

Kitten Aging Charts

In general, on a normal, healthy kitten you should expect that:

- 1 month (4 weeks) will weight approximately 1 pound
- 2 months (8 weeks) will weigh approximately 2 pounds
- 3 months (12 weeks) will weigh approximately 3 pounds
- 4 months (16 weeks) will weigh approximately 4 pounds

...after 4 months, this method doesn't work as well because the growth spurts get a little more spread out, but it should help you ballpark the smaller kittens (along with looking at the teeth) to determine an accurate age. Please use this method as well as the teeth age charts to try and deduce as accurate an age as we can at intake.

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HOW OLD IS THAT KITTEN?



Kittens are adorable at any age, but did you know that figuring out how old a kitten is can help determine what sort of care they need? It can be tricky to tell, but our at-a-glance kitten progression chart, featuring *During the kitten, is here to help you out!*



NEWBORN

When kittens are that born they are completely helpless—their eyes are closed, their ears are folded, and they can't stand, hop themselves across a linoleum floor, or sit or crawl. They rely on their mother for everything.



ONE WEEK

Darling is starting to become more aware of his surroundings. At about seven days old, a kitten's ears will unfold and their eyes begin to open.



TWO WEEKS

Look at those big paws! Darling's paws are fully open, and he is taking his first wobbly steps. Kittens this age start interacting more with each other, but still need mom.



THREE WEEKS

Darling is now playing with his siblings and putting more energy. You should be able to tell if kittens are boys or girls. You can start providing a litter box and wet food.



FOUR WEEKS

Look how much Darling has grown! At four weeks kittens are already on their feet and playing with each other, toys, and people.



FIVE WEEKS

Can't resist for a bit of hurt? Darling is now full of energy and plays exuberantly. Interacting with people is important for kittens at this age. Darling is developing skills of personal safety!



SIX WEEKS

Every day Darling is getting more sure of himself through socialization and play. He's using the litter box and eating cat food—though he still needs room for snacks and comfort.



SEVEN WEEKS

Darling is almost fully weaned, and continues to play and learn. Being introduced to new people, places, the house, and other pets is an important part of socialization.



EIGHT WEEKS

Two pounds! Darling now weighs enough to be weaned. He's also playing more assertively and independently. Darling is learning to reach for his toys, siblings, and humans courageously.



NINE WEEKS

Looking pretty grown-up, Darling! At this age kittens are becoming and using their body language to set off cats. Darling is eating full meals of food, and his eyes have grown in to blue to yellow.



TEN WEEKS

Darling is fully weaned, socialized, and—because he was socialized to people—ready for his loving adoptive home. They grew up so fast!

Get even more details (and cute pics!) with our week-by-week kitten progression resource at alleycat.org/KittenProgression

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Kitten Teething Timeline

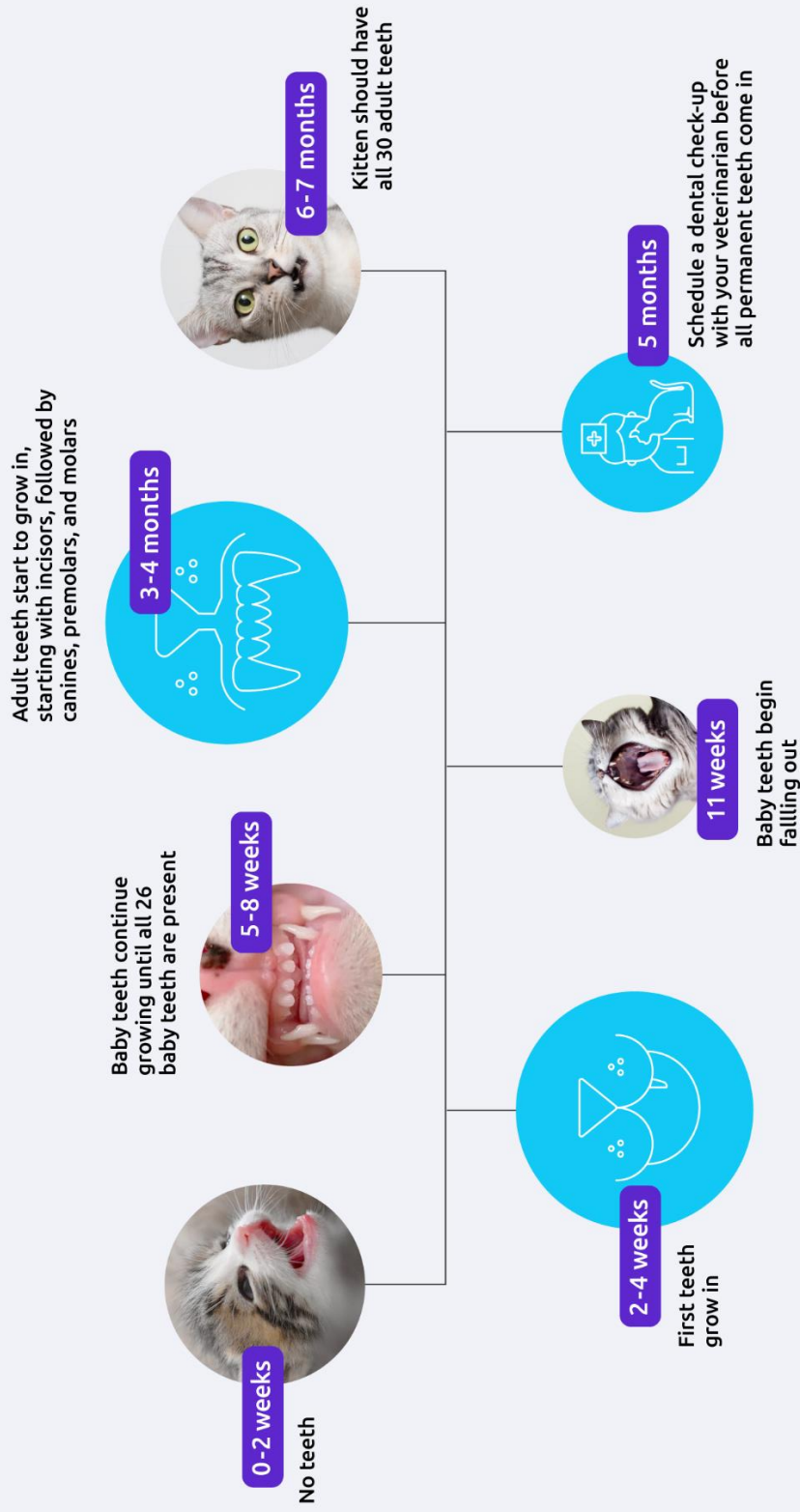


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Puppy Aging Charts

	PUPPY TEETH AGE	ADULTH TEETH AGE
INCISORS	4 - 6 weeks	3 - 5 months
CANINES	5 - 6 weeks	4 - 6 months
PREMOLARS	6 weeks	4 - 5 months
MOLARS	none	5 - 7 months



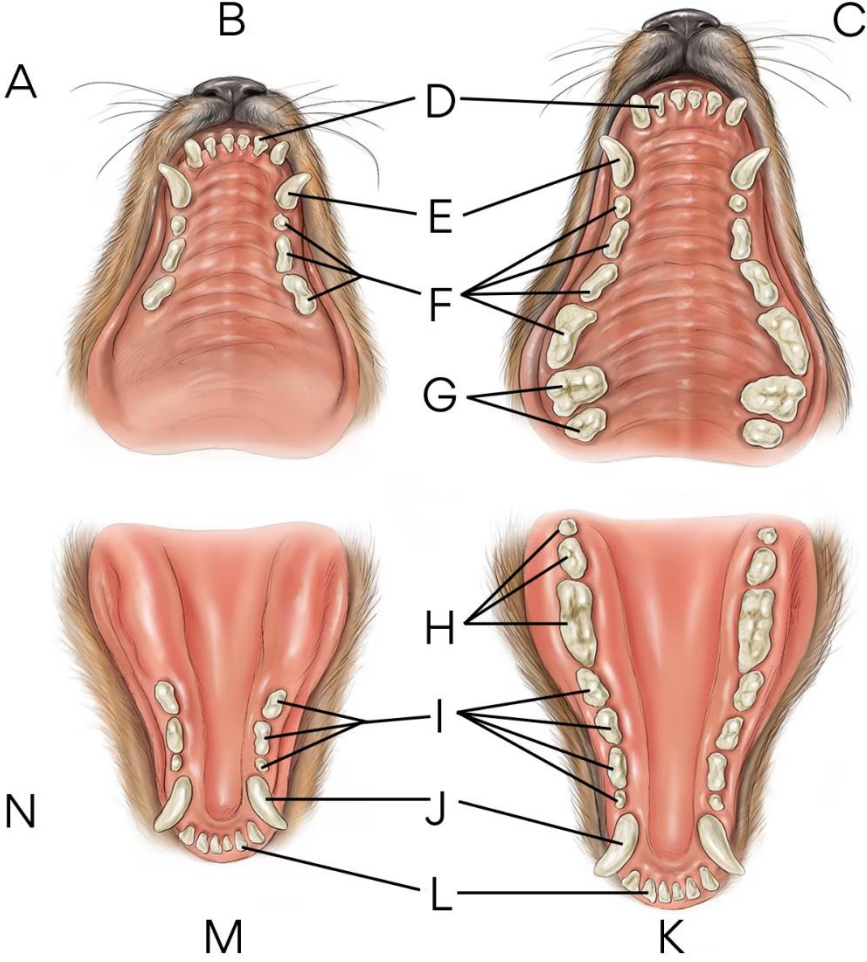
PUPPY TEETHING TIMELINE

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wow
pooch!

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Puppy and Adult Dog Dental Anatomy



A. Upper jaw **B.** Puppy **C.** Adult dog **D.** Incisors
E. Canine **F.** Premolars **G.** Molars **H.** Molars
I. Premolars **J.** Canine **K.** 42 Teeth **L.** Incisors
M. 28 Teeth **N.** Lower Jaw

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Adult Dog Aging Charts (applies to cats too)



Checking Your Dog's Age By His Teeth

Age	Teeth Description
8 weeks	All puppy teeth are in
6-7 months	All adult teeth are in
1-2 years	Teeth are duller and the back teeth may have some yellowing
3-5 years	Teeth may have some tartar starting to buildup
5-10 years	Teeth show more wear and signs of disease
10-15 years	Very heavy tartar buildup is likely, teeth may look worn down, broken or missing