

Ground Transport Checklist

Baseline Medical APA Provides

This is the minimum medical treatments that APA provides, and this may vary based on state requirements.

Dogs:

- DAPP (every 2 weeks, 5 months and under)
 - If 5 mo+ and only has 1 DAPP on board 2 weeks+ prior, gets a second DAPP
- Bordatella
- Rabies (if 3 months or over)
- HW test (if 7 months or over)
- Flea preventatives
- Health Certificate Vet exam
- Other medications as needed (e.g., Nexgard, topical ointments, etc.)

Cats:

- FVRCP (every 2 weeks, 5 months and under)
- Rabies (if 3 months or over)
- Woods Lamp/Black Light test
- Flea preventatives
- Health Certificate Vet exam
- Other medications as needed (e.g., Nexgard, topical ointments, etc.)

Ground Transport Checklist:

Day Prior to Health Certificates

- ☐ Make sure all animals are confirmed & on both sheets
- ☐ Review confirmed dog sheet & start highlighting medical needed
- ☐ Ensuring all confirmed animals have SL profile and previous medical is entered
 - ☐ **Rabies cert is available!**
- ☐ Check BetterImpact for volunteers, post/email for more if needed
- ☐ Make sure kennel sizes for van are on sheet & up to date and shared with drivers

- ☐ Having facilities team put gas in van & checking inventory
 - ☐ Can also be done on HC day but good to do day before if we have time
- ☐ Coordinate with drivers on van prep arrival for following day and any other details needed
- ☐ Confirm departure time & communicating arrival date with receiving shelters
- ☐ Confirm with vets HC day/time is still good to go/which vet is working
- ☐ Creating Excel spreadsheet for vets

Health Cert Day Checklist

- ☐ Double check physical paperwork against SL and spreadsheet, make sure everything is UTD if new medical has been added prior to arrival
 - ☐ Making sure all previous rabies are in SL to be printed
- ☐ Enter today's medical in SL
 - ☐ Making sure rabies has correct vet, exp date and lot number
- ☐ Gathering supplies for HCs
 - ☐ Cooler (vaccines & ice packs)
 - ☐ 3ml and 1ml syringes (opened)
 - ☐ Trashbag
 - ☐ Scissors
 - ☐ HW tests & blue solution
 - ☐ Treats
 - ☐ Stack of clean towels
 - ☐ Hand sanitizer
 - ☐ Alcohol spray
 - ☐ Flea/tick preventatives
- ☐ Drawing up rabies as needed
- ☐ Printing the spreadsheet for HCs

Health Certificate Checklist

- ☐ Arriving 10 min prior to start, prepping table and supplies in yard/barn
- ☐ Delegate roles between transport coordinators and stick with them throughout HC process
 - ☐ 1 person on spreadsheet/communication & drawing up vaccines
 - ☐ 1 person on restraint, vaccinating, HW tests (more hands on with animals)
 - ☐ Can assist with drawing up vaccines

- ☐ Volunteers bring animal to clinic if further tests are needed, if vol is uncomfortable or newer one of the transport coordinators will go
- ☐ Answering volunteer questions, explaining process to any new volunteers if needed

Post HC Checklist

- ☐ Put vaccines, ice packs, and other supplies away
- ☐ Update any changed medical info in SL if needed
 - ☐ Including ages, vaccines added/removed, breed, gender, S/N status, etc.
- ☐ Confirm any changes/edits on the Excel sheet & send to vets as soon as possible
 - ☐ Ideally within 1 hour post health certs
- ☐ Printing complete medical history & rabies
- ☐ Put in order by receiving rescue, scan and email to receiving rescues
- ☐ Staple & put in labeled folders
- ☐ Check van & supplies, re-supply if needed or make checklist for morning
- ☐ Contact and confirm with volunteers signed up to walk & load in AM

Load-Up Day Checklist

- ☐ Arrive when walks start or a little later, check in with volunteers to see how walks are going and if help is needed
- ☐ Printing HCs and adding to folders as well as email PDF to receiving shelters
- ☐ Assisting drivers with any final van prep and **making sure they have all the paperwork!**
- ☐ Helping with walks if needed
- ☐ 1 coordinator assisting with walking to van, the other assisting with loading at the van
- ☐ Starting group text between drivers & receiving shelters before they leave!
 - ☐ Communicating that they've left or will be leaving shortly
- ☐ Final check of dogs, making sure everyone is on board and good to go
- ☐ Once they've left, updating AmPA sheet and TLAC sheet
- ☐ Removing kennel cards from transport kennels
- ☐ Communicating with dog + cat care/intake if any dogs or cats had to stay behind