

Changes in animal inventory

All acquisition or disposal of NCTA animals must follow approved college inventory control policies. Generally, any changes in college animal inventories must be approved by the appropriate college officials.

Acquisition of animals:

Before animals are accepted by the college and brought to campus, documentation must be developed and approved addressing biosecurity issues, facility needs for housing the animals, feed and water availability for the animals, academic need, and budget for ongoing care of the animals.

- procedures for rodents, dogs, cats, arachnids, reptiles valued at less than \$50, non-farm mammals valued at less than \$50, or non-farm birds valued at less than \$50:
 - develop appropriate documentation for the care of the animal
 - secure appropriate documentation identifying the ownership of the animal (please see attached *APPENDIX B - NCTA VETERINARY TECHNOLOGY ACQUISITION OF LIVE ANIMALS*)
 - secure approval of the veterinary technology division chair or experiential learning coordinator if the acquisition of the animal will have an impact on farm operations.
- procedures for the acquisition of all other animals:
 - develop appropriate documentation for the care of the animal
 - secure approval of the experiential learning coordinator

Removal of Animals (Sale, Gifting, Off-Campus Relocation, Dead Animal Disposal, etc.)

Removal of NCTA animals by any means, including selling, gifting, loaning or composting, must follow approved state and college procedures.

Removal of live animals - must follow state inventory control guidelines

- Procedures for rodents, dogs, cats, arachnids, reptiles valued at less than \$50, nonfarm mammals valued at less than \$50, or non-farm birds valued at less than \$50:
 - follow state of Nebraska policies for disposal of state property
 - secure appropriate documentation for the adoption of the animal (please see attached *APPENDIX A – VETERINARY TECHNOLOGY ANIMAL ADOPTION PROCESS*)
 - take appropriate measures to avoid conflict of interest
 - maintain records of animal dispensation
- Procedures for all other animals:
 - follow state of Nebraska policies for disposal of state property
 - require the approval of the experiential learning coordinator
 - euthanasia of large animals may only be conducted under the direction of a licensed veterinarian and within the guidelines of the NCTA weapons policy.

Disposal of dead animals must follow state guidelines

- Animal disposal must be sanitary and conducted in an approved method such as incineration, composting, landfill or other approved method.
- Changes in inventory and methods of disposal must be recorded by the experiential learning coordinator, veterinary technology division chair, or other college administrator.

APPENDIX A –VETERINARY TECHNOLOGY ANIMAL ADOPTION PROCESS

Veterinary Technology Surplus Animals are adopted through an application process. The application form can be found at the end of the VT Handbook with the other forms. Complete the form and turn into the office manager at the Walter Long Veterinary Technology Teaching Clinic. The goal is to place animals that have served us well for a reasonable period into a caring and quality home environment.

The Veterinary Technology Division personnel and clinic students make the decision as to which animals will be adopted and to whom. Several criteria are taken into consideration, such as the length of time the animal has been at NCTA, the health status, temperament, replacement costs and how badly they are needed in the program. Mixed breed dogs and cats **MUST** be spayed or neutered before they can be adopted. Price is set by the Veterinary Technology Division.

If more than one applicant is deemed suitable, then the approved applicants can participate in a silent sealed bid auction to determine who receives the animal.

The person adopting the animal understands and agrees to the following:

- No warranties, guarantees or promises of any kind have been made or can be made to anyone with regard to animal’s physical condition or temperament.
- The recipient of the animal, with full understanding and knowledge, accepts any and all risks attendant to the ownership of the said animal, taking the animal “as is”.
- The recipient agrees to accept the responsibilities of animal ownership and that she/he will provide the animal a good home and proper care and treatment.
- The recipient agrees that the animal is being adopted as a pet and that transfer of ownership is not in violation of present regulations relating to laboratory/educational animals.
- The animal must be paid for before leaving the facility and the animal must leave the facility within two weeks of adoption. If the animal does not leave, it becomes the property of college with no return of money.
- **In the event that the recipient can no longer provide a good home or proper care, NCTA will accept the return of the animal for NCTA use. There will be no monetary exchange and the animal will become the property of NCTA.**
- The recipient hereby forever releases and discharges the Regents of the University of Nebraska, the University of Nebraska-Lincoln, the IANR, NCTA, the Department of Veterinary Technology, its governing board, administrators, agents and staff, from any and all costs expenses or damages of any kind arising out of the ownership of said animal.

Adoption approved on _____ day of _____, 20 _____

Signature of Recipient: _____

Signature of NCTA faculty / staff _____



NCTA Veterinary Technology Department
Canine/Feline Animal Adoption Application

Applicant Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Name and description of Animal You Are Interested In: _____

Employment History

Full time employment: _____ Part time employment: _____ Student: _____

Household Information:

Housing: Do You - Own: _____ Rent: _____

If Renting Does Your Lease Permit Pets - Yes: ____ No: ____

How many other animals will be living with this one?

Dog's#: _____ Cats#: _____ others: _____

Are the Dogs/Cats Spayed or Neutered? – Yes: _____ No: _____

Are the Dogs/Cats Current on Vaccinations? – Yes: _____ No: _____

Are these animals kept – Indoors: _____ Outdoors: _____ Both: _____

Will this animal be kept – Indoors: _____ Outdoors: _____ Both: _____

Is Your Yard Fenced In? - Yes: _____ No: _____

Name of Your Veterinarian: _____

How Many People Live in the Home? _____ Ages: _____

**Animal inventory control policy
June 2019**

Is Anyone in Your Home Allergic to Pets? - Dogs: _____ Cats: _____ Other: _____

Animal Care Plan:

Do You Understand that it takes At Least a Couple Weeks for a Pet to adjust to a New Environment? -
Yes: _____ No: _____

What Type of Shelter Will Be Provided? _____

How Will This Animal Be Transported? _____

How will this animal be cared for when you are not available? _____

How Will Inappropriate Urination/Defecation Be Handled? _____

How Will Urination/Defecation be Handled When You Are Away (Work, School, etc.)?

How Will the Pet Be Exercised? _____

Is Everyone Living in the Home in Agreement About Adopting and Caring for This Animal?

Yes: _____ No: _____

Are You Aware of Any Special Provisions That The Animal May Have? – Yes: ____ No: ____

Filling an Application Does Not Guarantee Approval for Adoption**Applications Will Be Reviewed by NCTA Veterinary Technology Faculty & Staff and Clinic personal ***

Signature: _____ Date: _____

Adoption Approved: _____ Adoption not approved: _____

NCTA: Faculty/ Staff: _____

APPENDIX B - NCTA VETERINARY TECHNOLOGY ACQUISITION OF LIVE ANIMALS

DATE: _____

The following animal is being donated / sold to the Veterinary Technology division of the Nebraska College of Technical Agriculture, Curtis, Nebraska, for them to treat, utilize, and/or dispose of as they see fit.

(Species) (Breed) (DOB or age at purchase) (Sex)

(Color and Description)

(Name)

Any offspring of said animal(s) being carried at the time of purchase/ donation, or conceived at a later date, will be the legal property of the Veterinary Technology Department of NCTA.

I fully understand that I cannot buy this animal, unless first declared surplus by the Veterinary Technology Department. I hereby declare the above animal is mine to give / sell to the college. To the best of my knowledge it has not been exposed to rabies nor exposed anyone to rabies.

Donation value: _____ Purchase Price:

Previous vaccinations, deworming, treatments etc.:

Upcoming health needs (vaccinations, deworming etc.)

Special provisions, health problems or bad habits: (biting, kicking, parasites, illness)

Current Owner: _____

Address: _____

Phone: _____ E-Mail: _____

Signature of Seller: _____

Signature of NCTA Representative: _____

Date: _____