

Please initial next to each statement to indicate that you have read and understand the following:

## RESPONSIBILITIES OF YOUR ORGANIZATION

### GENERAL

- Your organization will be responsible for raising at least \$125,000 for start-up costs – this allows for \$85,000 for medical equipment, \$5,000 for miscellaneous equipment and \$35,000 cash-on-hand to cover your operational cost while you are building your patient load. Remodeling costs, pre-opening expenses and costs to send your team to Asheville for training are in addition to this \$125,000.
- Your organization understands that for the ASPCA Spay/Neuter Alliance model to be successful, you must be able to perform a sustainable number of surgeries. Most often this is 30 - 35 surgeries per day (per veterinarian), 5 days per week, 48 weeks per year (typical breakdown = 25% FD, 25% MD, 25% FC, 25% MC) based on a next-day release pattern. If you elect for same-day release or a blended approach, then you will be more challenged to safely and consistently reach 30- 35 per day. Publically owned animals should have at least 2 hour of recovery time after surgery before return to their owners. 3 hours is optimal. Recovery time may be longer depending on drug cocktail used.
- Your organization is responsible for understanding your state regulations regarding your state's veterinary practice act and state pharmacy laws, and for keeping up with any changes. Each state is different, and you should periodically check to ensure you are in compliance. ASPCA Spay/Neuter Alliance does not provide legal advice or advice on complying with these laws. You should consult an attorney for legal advice on compliance of laws.
- Your organization understands that the 35 surgeries per day is a figure that was developed by veterinarians. These surgeries can be safely and efficiently completed with a veterinarian plus trained staff of 3 medical support personnel.
- Your organization is responsible for strategic planning and coalition building with your regional animal welfare groups. Failure to do so may significantly compromise your clinic's ability to achieve high volume and therefore compromise your sustainability.
- The ASPCA Spay/Neuter Alliance model is based on high-volume surgeries with very limited vaccines/testing offered only at the time of surgery. We do not recommend expanded wellness services (nor do we offer training for such) as these detract from your ability to efficiently reach your spay/neuter goals.
- Your organization agrees to provide ASPCA Spay/Neuter Alliance with basic surgery and/or clinic data on a quarterly basis, or in a timely manner as requested by ASPCA Spay/Neuter Alliance.
- Your organization agrees to provide ASPCA Spay/Neuter Alliance with updated contact information as changes in management and/or location occur.
- When at ASPCA Spay/Neuter Alliance for training, your organization understands that ASPCA Spay/Neuter Alliance may take photographs, videos, or written statements of any organization representative or employee and use those images or statements for ASPCA Spay/Neuter Alliance's promotional, grant-writing, and social media purposes.

**TRAINING**

- Licensed veterinarians will examine all tractable patients to determine suitability for surgery.
- If, for some reason, you do not complete the NSNRT training (your one week in Asheville, followed by one week at your clinic), your organization will not be considered to have been mentored by ASPCA Spay/Neuter Alliance or to be part of the NSNRT. You may not refer to your clinic as part of the NSNRT or imply training by ASPCA Spay/Neuter Alliance until you have completed both steps of the training process.
- You will send both a medical and administrative team to Asheville for training. The medical team will consist of a veterinarian(s) and at least two medical support people (vet tech and vet assistant). The administrative team must consist of the management-level representative who is directly responsible for all clinic operations and staffing. This is often the Executive Director or Director of Clinic Operations. ASPCA Spay/Neuter Alliance does not provide training for volunteers, board members and temporary or non-core staff.
- Your organization is responsible for the hiring of a veterinarian(s) that understands and agrees to perform at or above the ASPCA Spay/Neuter Alliance Veterinary Standards of Care. While your veterinarian will have significant discretion regarding the medical protocol used at your clinic, the ASPCA Spay/Neuter Alliance *Veterinary Standards of Care* must be met at all times.
- Your organization will be responsible for “institutional memory” in regard to the ongoing adherence to the ASPCA Spay/Neuter Alliance Veterinary Standards of Care despite staffing changes. ASPCA Spay/Neuter Alliance offers additional training opportunities for any newly hired staff called “Follow-up Training.”
- The leadership of your organization must be involved in your on-site training, and be available to meet during the day, and at the beginning and end of days, that our team is there.
- Your organization will be responsible for obtaining a temporary license for your veterinarian in the state of North Carolina to facilitate training – please contact us at [mentorship@aspc.org](mailto:mentorship@aspc.org) to obtain the details with which to apply for the NC Temporary License. We encourage you to begin this process two months prior to your training date.
- Your organization will be responsible for the salaries, travel expenses, and room and board expenses for your training team for the week they are in Asheville.
- Your organization will be responsible for reimbursing ASPCA Spay/Neuter Alliance for any travel expenses already paid for that cannot be reimbursed if you cancel your return-visit training trip after our team’s travel is booked.
- Upon completion of your NSNRT training, the ASPCA Spay/Neuter Alliance NSNRT veterinarian will provide a comprehensive report of their observations and recommendations. This report will be provided to the organization’s Executive Director or Clinic Director.

**BUILDING & EQUIPMENT**

- Your organization will be responsible for locating an appropriate clinic site. Square footage and other suggestions for site selection are found in the *Building & Equipment Resource Guide*.
- Your organization is responsible for making sure your building complies with all state veterinary regulations as well as zoning and building requirements.
- Your organization understands that, while ASPCA Spay/Neuter Alliance will provide comments and input on your floor plan, your organization will need to secure the services of a company to draw professional architectural plans, as well as a contractor to manage the renovation.
- Your organization is responsible for having all necessary equipment and supplies on-site, assembled and functional when the NSNRT training team arrives at your clinic. The standard equipment list is provided upon NSNRT acceptance. Required items are clearly marked on this equipment list.

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**RESPONSIBILITIES/CONTRIBUTION OF ASPCA SPAY/NEUTER ALLIANCE (ASNA)**

- ASNA will analyze a budget specific to your community.
- ASNA will be available to assist your organization in floor plan review.
- ASNA will provide you with a suggested list of equipment needed to open a spay/neuter clinic.
- ASNA will provide phone consultation on questions that arise while opening your clinic.
- ASNA will provide you with a complete training manual to provide ongoing technical support.
- ASNA will provide 4 days of training for your entire staff at our clinic in Asheville.
- ASNA will provide 4 days of training for your entire staff at your clinic upon opening.
- ASNA will provide a written report that summarizes our observations and suggestions noted during the week of training at your location. This report will be provided to the executive/clinic director.
- Following the initial training, and at your request, ASNA will provide an additional four days of consultation onsite at your clinic, for an additional expense.
- ASNA will be available to address an open house at your clinic during your first week of operation to explain the clinic operation, mission, and answer any questions the public and/or local veterinarians may have.
- ASNA will be available for ongoing questions/mentoring after the initial training is complete.

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**Initialed by:**

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_