

New York State Companion Animal Care Standards Act Checklist

Category	Requirement	Yes	No
Application for Licensure			
	Proof of tax exemption designation		
	Proof of incorporation as a not-for-profit organization in good standing		
	Proof of registration with the attorney general		
	A copy of the applicant's employer identification number (for municipal pound or shelter)		
	Address and telephone number of the applicant and any premises owned or leased by the organization		
	The website and email address of the applicant		
	The number of animals taken in, adopted, placed into permanent or temporary homes, or otherwise transferred into, out of, or within the state by the applicant during the prior calendar year		
	The number of animals currently harbored by the applicant		
	A description of facilities; including a statement regarding whether animals are in a physical animal shelter, foster homes, commercial boarding kennels, or other		
	A sworn statement by the applicant declaring an exemption from the definition of pet dealer		
	Current training protocol and procedural practices		
	Other information deemed necessary to satisfy the commissioner of the applicant's character and responsibility		
Facility Inspection			
	Annual inspection conducted by the commissioner		
Personnel Training Requirements			
	Training is provided to all EMPLOYEES having direct animal care responsibilities within first 60 days of employment (Ex. webinars, lectures, conferences).		
	Training is provided to all EMPLOYEES having direct animal care responsibilities on annual basis.		
	EMPLOYEES having direct animal care responsibilities are trained in Humane Handling Techniques.		
	EMPLOYEES having direct animal care responsibilities are trained about Infectious Diseases common in animal shelters.		
	EMPLOYEES having direct animal care responsibilities are trained about Zoonotic Diseases.		
	EMPLOYEES having direct animal care responsibilities are trained about Animal Cruelty.		
	EMPLOYEES having direct animal care responsibilities are trained about Sanitation Procedures.		
	EMPLOYEES having direct animal care responsibilities are trained about Body Language and Normal Behaviors of Cats and Dogs.		
	EMPLOYEES having direct animal care responsibilities are trained about Required Documentation and Data Entry.		
	Documentation related to EMPLOYEE training sessions is maintained for at least 3 years (Includes date of training completion, topic(s) covered, provider of training, and list of attendees).		
	Training is provided to all VOLUNTEERS having direct animal care responsibilities within first 60 days (Ex. Webinars, lectures, conferences).		

Category	Requirement	Yes	No
	Training is provided to all VOLUNTEERS having direct animal care responsibilities on an annual basis.		
	VOLUNTEERS having direct animal care responsibilities are trained in Humane Handling Techniques.		
	VOLUNTEERS having direct animal care responsibilities are trained about Infectious Diseases common in animal shelters.		
	VOLUNTEERS having direct animal care responsibilities are trained about Zoonotic Diseases.		
	VOLUNTEERS having direct animal care responsibilities are trained about Animal Cruelty.		
	VOLUNTEERS having direct animal care responsibilities are trained about Sanitation Procedures?		
	VOLUNTEERS having direct animal care responsibilities are trained about Body Language and Normal Behaviors of Cats and Dogs.		
	VOLUNTEERS having direct animal care responsibilities are trained about Required Documentation and Data Entry.		
	Documentation of VOLUNTEER training sessions is maintained for at least 3 years (includes date of training completion, topic(s) covered, provider of training, and list of attendees).		
	Other comments about Personnel Training Requirements section.		
Recordkeeping and Protocols			
	Animal is examined at intake for unique identifiers and identification that may allow for reunification with owner.		
	Shelter record for each animal includes unique identifiers (Ex. tattoo, identification tags, rabies tags/numbers, or microchip).		
	Shelter record for each animal includes name, address, and telephone number of person surrendering animal or from whom the animal was seized or cross street names and city where animal was found.		
	Animal's record includes date of intake into and departure from shelter.		
	Animal's record includes animal's outcome (Ex. adopted, transferred, redeemed by owner, died or euthanized) and if applicable, name, address, phone number of receiving individual or agency.		
	Animal's record includes basic descriptors including species, age, gender, physical description including color, and spay/neuter status at entry (if determinable with reasonable certainty).		
	Animal's record includes, when known, behavioral history and bite history.		
	Animal's record includes, when known, health history and rabies vaccination status.		
	Animal's record includes all veterinary examinations, treatments, procedures, or medications occurring during animal's time under care of shelter.		
	Animal's record includes all behavioral examinations occurring during animal's time under care of shelter.		
	Animal records are maintained for at least 3 years.		
	Animal's previous bite history is fully disclosed in writing to adopter, transfer partner, or reclaiming owner.		
	Shelter maintains record of foster care providers that includes name, address, telephone number and email address.		
	Shelter maintains record of foster care providers that includes which types of animals foster provider is willing to provide care.		
	Shelter maintains record of foster care providers that includes any inspection reports of foster home.		
	Shelter maintains record that includes foster care provider's current number of animals in care.		
	Shelter maintains record that includes written agreement between shelter and foster care provider.		

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	Contact information for foster care provider is updated if changed.		
	Shelter maintains summary records of total annual animal intake and dispositions by species, by source of intake, and by type of disposition.		
	Shelter maintains written protocol on "Animal Handling."		
	Shelter maintains written protocol on "Behavior Assessment."		
	Shelter maintains written protocol on "Enrichment and Stress Reduction."		
	Shelter maintains written protocol on "Management of Bite/Scratch Cases."		
	Shelter maintains written protocol on "Sanitation."		
	Shelter maintains written protocol approved by a veterinarian on "Nutrition and Feeding."		
	Shelter maintains written protocol approved by a veterinarian on "Physical Examination."		
	Shelter maintains written protocol approved by a veterinarian on "Emergency Veterinary Care."		
	Shelter maintains written protocol approved by a veterinarian on "Pain Management."		
	Shelter maintains written protocols approved by a veterinarian on "Vaccinations."		
	Shelter maintains written protocols approved by a veterinarian on "Parasite Control."		
	Shelter maintains written protocols approved by a veterinarian on "Anesthesia and Surgery."		
	Shelter maintains written protocols approved by a veterinarian on "Humane Euthanasia."		
	Shelter maintains written protocols approved by a veterinarian on "Outbreak Management/Control of Infectious Diseases."		
	Protocols are reviewed annually and updated, as necessary.		
	Protocols are readily accessible to staff members and volunteers.		
	Other comments about Record Keeping and Protocols section.		
General Facility Standards			
	Facility is constructed from materials that ensure a sound physical structure and is maintained to protect animals from injury, ensure containment of animals within the property, and restrict unauthorized entry of other animals and humans to the building.		
	Indoor building surfaces in direct contact with animals are constructed of materials that are non-porous, water-resistant, non-toxic and able to withstand regular cleaning and disinfection.		
	Adequate drainage prevents accumulation of water or other liquids on floors.		
	Written emergency plans for back-up sources of electricity and running water are in place.		
	If there is no back-up source for electricity or running water, when outage lasts more than 4 hours, animals can be relocated to a safe environment.		
	Readily accessible sinks are convenient to all animal care areas.		
	Single service soap and towels or electric hand dryers are available at all hand-washing locations		
	Ambient temperatures in all indoor animal housing areas are routinely maintained between 60- and 80-degrees Fahrenheit.		
	Animals are monitored and provided with an environment allowing maintenance of normal body temperature based on species, breed, body condition, medical condition, and age.		
	Regular maintenance of air handling systems, according to the manufacturer's recommendations, is provided and documented.		
	Ammonia levels are kept at less than 2 parts per million.		
	Animal shelter provides separate housing areas segregated by species.		
	Animal shelter provides a separate housing area for isolating animals with infectious disease.		
	Animal shelter provides separate housing area for animals who are not affected by infectious disease.		

Category	Requirement	Yes	No
	If isolation room is available, it has closeable doors that separate room from remainder of facility.		
	Shelter uses a decibel-meter at least once weekly to measure the level of sound in kennels during cleaning and resting times.		
	Shelter maintains record of decibel-meter readings (with date).		
	Shelter minimizes continuous exposure of personnel and animals to sound levels exceeding 85 decibels.		
	Active measures are taken to minimize sound levels in animal housing areas.		
	Shelter has adequate lighting in animal housing areas.		
	Within a 24-hour cycle, all animals have a minimum of 8 hours each of light and darkness.		
	Shelter maintains a written plan for pest and vermin control that includes method of controlling rodent infestation that is effective and safe for humans and animals housed in shelter.		
	Related to pest and vermin control, shelter maintains copy of service reports from outside providers that documents dates, methods, locations and outcome.		
	To prevent spoilage, contamination, and infestation, once opened, food is stored in rodent proof containers.		
	Shelter prohibits use of unattended drop boxes for intake of animals.		
	Other comments about General Facility Standards section. (Comment Field)		
Animal Housing			
	Animals are not tethered without supervision for periods exceeding 30 minutes.		
	Animal housing units use materials that are non-porous, water resistant, non-toxic, and able to withstand regular cleaning and disinfection.		
	Animal housing units have drainage that prevents accumulation of water or other liquids on floor.		
	Animal housing units are structurally sound, in good repair and maintained in safe, working condition to confine animals, prevent injury, keep animals safe from predation, keep other animals out, and allow animals to be dry and clean.		
	Shelter prohibits use of wire or slat-bottom cages unless a solid tray is provided for cage bottom to prevent injury to animal.		
	Dogs and cats are housed in separate rooms with effort to minimize exposure of cats to barking of dogs.		
	Animals of same species are separated by age groups (except that nursing animals are housed with offspring).		
	Animals with known or suspected infectious disease are housed in isolation areas.		
	Animals that are housed together are compatible, healthy, well-socialized and have similar environmental requirements.		
	For Animals who are group housed, exposure to numerous different animals on a frequently changing basis is prohibited.		
	Prior to being housed with one or more other animals, animals are vaccinated and dewormed.		
	Prior to being housed with one or more other animals, animals are examined to verify absence of clinical signs of infectious disease.		
	Prior to being housed with one or more other animals, animals are sterilized or in same sex grouping or are littermates less than 12 weeks of age.		
	Prior to being housed with one or more other animals, animals wear identification collar or tag (except when detrimental to animal's health).		
	Animals that are poorly socialized, fearful, or aggressive towards other animals or that are ill, injured, or within a week of whelping or queening are housed individually in a suitably sized, enriched primary enclosure.		
	Dogs and cats within a week of giving birth or until separation from offspring are provided with a box (with solid floor) large enough to allow animal to lie fully stretched		

Category	Requirement	Yes	No
	on its side, permitting all offspring to nurse and accommodate all offspring until weaned.		
	Dogs and cats within a week of giving birth or until separation from offspring are provided with a box (with solid floor) large enough to allow dam or queen to leave the whelping box.		
	Each enclosure indicates the identities of all animals contained within, specifying each animal's unique identifier.		
	Each animal is individually identified.		
	All primary enclosures provide sufficient space to allow each animal, regardless of species, to fully stretch its body and have sufficient room to circle, lie down, and stand upright without the head or tail touching the sides of the enclosure even with the presence of water and food bowls, beds, litter boxes, and other normal cage objects.		
	All primary enclosures provide sufficient space to allow each animal, regardless of species, to sit, sleep and eat away from areas of their enclosure where they defecate and urinate.		
	Primary enclosures housing 2 or more animals provide sufficient space and quality of environment to allow all animals to maintain social distances.		
	Primary enclosures housing 2 or more animals provide adequate areas for hiding, resting, feeding, and elimination with sufficient space to separate areas and the ability for all animals to access those areas.		
	Regardless of size of primary enclosure, housing more than 12 adult cats in same enclosure is prohibited.		
	Regardless of size of primary enclosure, housing more than 2 litters of kittens (10 kittens in total) in same enclosure is prohibited.		
	Regardless of the size of primary enclosure, housing more than 5 adult dogs in same enclosure is prohibited.		
	Regardless of size of primary enclosure, housing more than 1 litter of puppies in same enclosure is prohibited.		
	Other than being housed with dam or queen, puppies and kittens less than 16 weeks of age are not housed in same enclosure with adults.		
	Animals housed with one or more conspecifics are separated for feeding or observed at feeding times for antagonistic interactions that pose a safety and welfare concern.		
	Housing of animals outdoors for more than 12 hours within a 24-hour period is prohibited (except for free-roaming cats under care of animal shelter).		
	Outdoor primary enclosures provide protection from elements at all times.		
	Outdoor primary enclosures provide adequate drainage to prevent accumulation of excess water in or around enclosure.		
	Outdoor primary enclosures provide moisture-proof, insulated shelter structure large enough to accommodate all animals in enclosure (unless immediate entry to an indoor portion of enclosure is accessible).		
	Outdoor primary enclosures provide security from unauthorized entry of other animals into enclosure.		
	Outdoor primary enclosures provide separate, shaded area sufficient to accommodate all animals (except when animals have immediate access to an indoor portion of enclosure).		
	Outdoor primary enclosures provide clean, dry bedding at all times and a heat source when outdoor temperature falls below 50 degrees Fahrenheit.		
	Outdoor primary enclosures provide full enclosure to prevent escape of cats from enclosure.		
	For animals in custody or possession for 14 days or longer, alternative housing is provided through enriched cages at least twice the size otherwise required for an animal's size OR foster care in home/office OR in a room OR at other suitable off-site location.		
	Other comments about Animal Housing section.		

Category	Requirement	Yes	No
Sanitation			
	Shelter uses one or more agents that has cleaning and disinfectant properties that demonstrate effectiveness against the pathogens for which animals are at risk.		
	Animals are removed from enclosures and placed in another appropriate enclosure or separated from the area being cleaned or disinfected by a functional compartment door when water, cleaning, or disinfecting agents are sprayed in or near an animal's enclosure.		
	Dedicated equipment for cleaning and disinfection is used in cat and dog isolation, holding, adoptions or other functionally separate areas within the facility.		
	Between animal use, cleaning and disinfecting of food and water bowls, litter boxes and exam tables is performed or such items are discarded and replaced with new items for each animal.		
	Cleaning and disinfecting of enclosures is performed before a new animal enters enclosure.		
	Daily cleaning and at least once weekly disinfecting of enclosures that house the same animal or animals during a long-term stay is performed.		
	Cleaning and disinfecting of enclosures occurs when it becomes heavily soiled or otherwise contaminated or new animal is added to enclosure.		
	Laundering of all animal bedding in a machine with detergent occurs when soiled or such bedding is disposed of.		
	After laundering, all animal bedding is thoroughly dried before reuse.		
	Cleaning of outdoor premises from clutter that may pose a safety concern is done at least once daily.		
	Removing fecal material from outdoor premises is performed at least once daily.		
	Appropriate use and disposal of protective garments worn during cleaning and intensive animal-handling activities is performed.		
	Shelter staff, volunteers, and visitors are instructed on hand sanitation.		
	Other comments about Sanitation section.		
Shelter Management Protocols			
	Shelter has a clear, written management structure that defines staff authority, reporting structure and responsibilities.		
	Shelter has a clear, written, management structure that is readily accessible to all staff and volunteers.		
	Staffing is sufficient to allow adequate time, per animal, for cleaning and daily feeding. See University of Florida Staffing Capacity Calculation .		
	Staffing is sufficient to allow adequate time, per animal to meet the minimum requirements for socialization and exercise of animals as described in 'Behavior' section.		
	Total number of animals housed in shelter facility or foster home does not exceed the number of housing units available at the facility.		
	All animals are observed daily by a manager or designee to identify each animal's needs for care, housing and service and to ensure that each animal has a plan to advance efficiently through the shelter.		
	Other comments about Shelter Management Protocols section.		
Animal Husbandry			
	Shelter provides fresh, potable water at all times (unless otherwise directed by veterinarian).		
	Shelter feeds each animal a nutritionally balanced, species-specific and life-stage-appropriate diet as indicated by the animal's age, weight, and medical health, or as directed by a veterinarian.		
	Food is provided at least once daily for adult animals.		

Category	Requirement	Yes	No
	Food is provided at least twice daily for animals less than 6 months of age.		
	Food is provided at least 3 times daily for animals less than 2 months of age.		
	Perishable animal food is refrigerated.		
	Animal food and water containers are present in sufficient number and location to safely enable each animal in the enclosure to access an adequate supply of food and water.		
	Food and water bowls can be easily sanitized.		
	Food and water bowls are cleaned and disinfected prior to use by a different animal, unless disposable bowls are used and replaced between animals.		
	Each animal is observed during or following each feeding time to ensure daily food intake, or at least once every 24 hours for animals who are continually offered food.		
	Food intake observations are recorded for each animal.		
	Humane and safe physical restraint strategies are utilized.		
	When physical restraint is utilized, it is of the least intensity and duration required to allow performance of procedure.		
	When physical restraint is utilized, strategies are utilized that protect both animal and personnel from harm.		
	Animal's fear, pain, stress and suffering are minimized when physical restraint is utilized.		
	If frightened or fractious animals cannot be restrained safely and humanely, tranquilization under order and supervision of a veterinarian is considered.		
	Use of physical force as punishment or in anger is prohibited.		
	Handling methods that minimize the chance of escape and ensure the safety of both humans and animals are utilized.		
	In the event that restraint devices and techniques are necessary for the safe handling of an animal, they are used in a manner that minimizes animal stress and risk of injury to both animals and personnel.		
	All restraint devices and equipment are maintained in good working order.		
	Use of control poles to restrain cats is prohibited.		
	Humane traps, cat boxes, nets, towels, or other equipment appropriate for handling fractious animals is utilized.		
	As needed, squeeze cages, feral cat boxes, or humane traps with dividers are used for restraining cats and administering tranquilizers prior to handling.		
	Other comments about Animal Husbandry section.		
Veterinary Care			
	Prescription medications and treatments are administered under the advisement of or in accordance with written protocols provided by a veterinarian.		
	All drugs are documented and dispensed in accordance with applicable local, state, and federal laws and regulations.		
	To determine if any physical abnormalities exist that require immediate veterinary attention, all incoming animals are assessed within 2 hours after intake by a trained animal shelter staff member.		
	Shelter has a written protocol for emergency care to ensure animals in distress, experiencing pain, or showing signs of significant illness or injury receive appropriate and timely veterinary care.		
	Shelter has ability to provide for veterinary assessment and humane care in a timely fashion through in-house facilities or at an off-site location.		
	Regardless of legal status of animal's ownership, shelter recognizes and treats acute and chronic pain appropriately.		
	To identify medical or behavioral conditions that require further evaluation and care, shelter provides a complete physical examination of all animals in its custody or possession by trained shelter staff within 24 hours of intake.		
	Animals are specifically examined for bite wounds.		

Category	Requirement	Yes	No
	Animals that have potentially been exposed to rabies are managed in accordance with applicable local and state laws (Each animal shelter shall comply with the rabies reporting requirements, prescribed in 10 NYCRR 2.14 [https://regs.health.ny.gov/regulations/regulatory-agenda]).		
	Shelter vaccinates each animal in its custody or possession with core vaccines as recommended by national standards and guidelines specific to animal shelters as approved by the American Association of Feline Practitioners (AAFP), American Animal Hospital Association (AAHA), or the Association of Shelter Veterinarians (ASV).		
	Shelter provides all dogs, cats, and ferrets in its custody or possession with a rabies vaccination prior to release in accordance with local public health laws.		
	Shelter is in compliance with Title 4, Article 21 of public health law (https://www.nysenate.gov/legislation/laws/PBH/A21T4).		
	All animals in shelter's custody or possession are treated for hookworms and roundworms prior to release and/or placement in foster care.		
	When a physical or behavioral abnormality is identified at the time of intake or at any time during any animal's shelter stay, staff members follow written medical protocols to determine if and when any animal in its custody needs to be examined by a veterinarian.		
	For animals in foster care, foster care providers follow written medical protocols to determine whether the animal needs to be examined by a veterinarian.		
	Animals in custody or possession of the shelter for more than 30 days are examined and weighed at least monthly by a trained staff member.		
	Animals in foster care are examined and weighed at least once every 6 months by a trained staff member.		
	Apparently healthy animals who remain in custody or possession of the shelter are examined by a veterinarian at least every 6 months, or more frequently if problems are identified.		
	Regular grooming is provided to prevent discomfort or injury to each animal in shelter's custody or possession.		
	Within 48 hours of intake or identification of condition, matted, soiled, or otherwise unkempt animals are provided with timely grooming to alleviate discomfort and prevent injury.		
	Severe matting that prevents normal movement, animal's ability to eat, drink, urinate, or defecate, or that compromises tissue health is treated as a medical emergency requiring immediate care.		
	Dogs and cats are spayed or neutered prior to adoption (to a person).		
	Prior to performing spay/neuter at shelter, all animals are examined by a veterinarian within 24 hours of surgery and anesthesia (Such examination may be performed under sedation or anesthesia if examination is not possible while animal is awake).		
	For spay/neuter, balanced anesthetic protocols that include sedation, the provision of pre- and post-operative analgesia, stress reduction, muscle relaxation and controlled, reversible loss of consciousness is utilized for all animals.		
	While spay/neuter is being performed, operating area is dedicated to surgery and contains the necessary equipment for anesthesia and patient monitoring.		
	For spay/neuter, aseptic surgical technique is utilized with separate sterile instruments used for each animal.		
	All instruments and equipment are maintained in proper working condition.		
	A permanent tattoo is placed on the ventral abdomen of shelter-owned cats and dogs at time of spay or neuter.		
	Shelter provides adoptive owners with instructions in both written and verbal forms for 10-day post-operative care of recently spayed or neutered animals.		
	Written protocols are followed to handle post-operative emergencies related to spay/neuter.		
	Other comments about Veterinary Care section.		
Behavior			

Category	Requirement	Yes	No
	By way of written questionnaire, personal interview or other means, shelter collects behavioral history for each animal in its custody or possession at time of intake.		
	Routine care and handling of animals, including the timing of feeding and sanitation procedures is performed on a regular daily schedule.		
	At least 20 minutes of positive social interactions with people (in addition to time spent providing feeding, cleaning, and basic husbandry) is provided by shelter on a daily basis for animals in shelter (This does not apply to animals who are so poorly socialized to humans that such contact would be unpleasant, stressful or pose a safety risk to other animals or humans).		
	Daily handling and positive exposure to people and other animals is provided for any dog or cat less than 4 months of age. (This is to include petting animal, walking, reward based training or interactive play with toys. Time spent providing basic husbandry and animal care is not to be used to offset social interaction time requirements).		
	When handling animals who are less than 4 months of age, appropriate precautions are taken to limit spread of infectious disease.		
	Shelter provides all cats housed in a cage, kennel, or room that provides less than 18 square feet of floor space per cat for 14 days or longer at least 15 minutes per day, at least 5 days per week, outside of primary enclosure to exercise and explore.		
	Shelter provides all dogs residing in shelter for 14 days or longer time outside of primary enclosure to exercise and explore for at least 20 minutes per day, 5 days per week.		
	If opportunity for exercise and exploration is not possible due to any animal's health, behavior, or legal restriction, condition and reason are documented in animal's medical record.		
	For any animal in custody or possession showing persistent hiding, hostile interactions with other animals, reduced activity, depression or social withdrawal, barrier frustration or aggression, self-injurious behavior, repetitive non-goal-oriented movement, or stereotypic behaviors, shelter implements additional measures for enrichment and stress reduction.		
	When additional measures for enrichment and stress reduction are implemented for an animal, such measures are documented in animal's medical record.		
	Use of aversive methods in animal training or behavioral modification is prohibited except in reward-based method situations, where skilled application of the least aversive method that is expected to succeed may be appropriate.		
	When shelter performs a systematic behavioral evaluation on animals prior to rehoming or other placement, staff performing such evaluations has received adequate training in performance and interpretation of the behavioral evaluation(s).		
	When shelter performs a systematic behavioral evaluation on animals prior to rehoming or other placement, documentation of results of every behavior evaluation performed is added to animal's record.		
	Shelter fully discloses all available information regarding the behavior of any animal in its custody or possession prior to animal's transfer to an individual or another organization (Such information shall include, but not be limited to prior history, observed behaviors in the shelter, and results of any systematic behavioral evaluations performed).		
	Animals that are observed to be experiencing mental suffering or behavioral deterioration are assessed and appropriately treated.		
	Other comments about Behavior section.		
Transportation			
	Vehicles and operators, employed by or otherwise serving as an agent of shelter to transport animals, adhere to all applicable federal, state, and local laws.		
	Animals are never transported unconfined or tethered in back of an open pick-up or flatbed truck.		

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	Animals are safely and securely confined in an enclosure such as a crate, carrier, or cage within the vehicle. (Foster care providers serving as an agent of shelter may be authorized to provide secure alternatives to enclosures for transport of large dogs).		
	Transport vehicle has adequate space, comfortable environmental conditions and good air quality.		
	Animal compartment of transport vehicle provides fresh air, free of vehicle exhaust fumes.		
	Transport vehicles, including cargo spaces, are heated and cooled as necessary to provide for normal thermoregulation of animals being transported.		
	Each transport vehicle has a thermometer placed in the animal compartment.		
	Ambient temperature in cargo space is maintained between 60 - 85 degrees Fahrenheit (unless the health of the animal necessitates an ambient temperature that exceeds or is less than such parameters).		
	Operator of vehicle monitors cargo area temperatures at least every 4 hours to ensure appropriate temperatures are maintained.		
Transportation: Responsibilities of Animal Shelter of Origin			
	Animal shelter of origin reasonably ensures that destination shelter has ability to meet requirements of destination shelter prior to transporting any animal.		
	A written contract or memorandum of understanding (MOU) for each animal transfer of 1 or more animals is utilized between animal shelter of origin, any intermediate animal shelter, destination animal shelter and any transporting agent not directly employed by such shelters.		
	The written contract or MOU includes responsibilities of each party.		
	The written contract or MOU is revised or updated as needed.		
	A contact person is designated for each animal shelter and any intermediate transfer points.		
	For dogs or cats imported into state, animal shelter of origin ensures that each dog or cat to be transported aged 3 months of age or older has been vaccinated against rabies not more than 12 months prior to the date of transport when using a 1-year vaccine, or not more than 36 months prior to the date of transport when using a 3-year vaccine, as evidenced by a valid certificate of immunization signed by a veterinarian (The immunization requirement does not apply if a veterinarian certifies in writing that because of old age or other reason, the life of the dog would be endangered by the administration of the rabies vaccine).		
	Prior to departing from animal shelter of origin, for dogs 4 weeks of age or older, shelter administers a modified live product for Distemper virus, Adenovirus, and Parvovirus.		
	Prior to departing from animal shelter of origin, for dogs 4 weeks of age or older, shelter administers an intranasal or oral avirulent culture Bordetella bronchiseptica vaccination.		
	Prior to departing from animal shelter of origin, for cats 4 weeks of age or older, shelter administers a modified live product for Feline Viral Rhinotracheitis, Feline Calicivirus, and Feline Panleukopenia.		
	Animal shelter of origin treats each animal for internal and external parasites as appropriate for age, species, and medical condition of animal.		
	Each dog and cat are examined by the shelter of origin for any medical or behavioral concerns within 24 hours prior to initiation of transport.		
	Animal shelter of origin records all medical and behavioral observations and communicates these to any intermediate animal shelter, the destination animal shelter and any transporting agent not directly employed by such shelters.		
	A health record accompanies each animal to be transported.		

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	A health certificate, completed and signed by a veterinarian, accompanies each animal transported into NY State.		
	Each animal is individually identified with a collar, tag, tattoo, microchip or combination of such identifiers.		
	Each animal has at least one form of visual identification (Example: Collar, tag, tattoo).		
Transportation: Responsibilities During Transport			
	Each animal is provided with absorbent bedding.		
	No animal being transported is sedated or tranquilized (unless recommended by a veterinarian and veterinary guidance is provided for such animal's care during transport).		
	For cats and dogs, transport to intermediate animal shelter or destination animal shelter, does not exceed 14 hours confined to transport vehicle (including load time).		
	For transports that exceed 14-hours, they include an overnight stop at an intermediary location, where dogs and cats are allowed opportunity to exercise and eliminate outside of the transport vehicle.		
	Transporting animal shelter or its agent observes each animal being transported at least every 4 hours.		
	During every 4-hour observation of animals, animals are watered and fed.		
	During every 4-hour observation of animals, transport area is cleaned as appropriate.		
	Each dog is provided with the opportunity to exercise and eliminate at least once every 12 hours while confined to the transport vehicle (including load time).		
	Each dog that is less than 12 weeks of age is removed from their enclosure and allowed to exercise and eliminate at least every 2 hours.		
	Regardless of whether heating, ventilation and air conditioning (HVAC) is provided in vehicle, dogs and cats are not left unattended in transport vehicle for more than 1 hour.		
	Transporting animal shelter or its agent provides each animal being transported with wholesome and palatable food (except when there are instructions from a veterinarian to withhold food for medical reasons).		
	Food provided to animals is free from contamination and is of nutritional value sufficient to maintain each animal in good health.		
	During transport, food is provided at least every 12 hours for adult animals.		
	During transport, food is provided at least every 8 hours for animals less than 6 months of age.		
	During transport, food is provided at least every 6 hours for animals less than 4 months of age.		
	If water cannot be provided at all times, transporting animal shelter or its agent provides clean, fresh water to each animal being transported at least every 4 hours during required observation stops.		
	Water is supplied in a sanitary manner sufficient for animals' needs (except where there are instructions from a veterinarian to withhold water for medical reasons).		
	Animal enclosures in transport vehicles are suitable to allow animal to stand, sit erect, turn around while standing, and to lie in a natural position.		
	If more than one animal occupies any enclosure during transport, enclosure provides adequate space for each animal to lie down comfortably at the same time without lying on top of each other.		
	Housing of unfamiliar animals in same enclosure is prohibited.		
	Stacking of crates, carriers or cages in transport vehicle in a manner that increases animal stress or discomfort, compromises ventilation, allows waste material to pass between cages, interferes with care and observation, or hinders emergency removal is prohibited.		

Category	Requirement	Yes	No
	All animal enclosures and compartments are free of sharp edges or other hazardous materials.		
	Floor of any enclosure prevents injury, discomfort, and leakage of fluids into other enclosures.		
	Animal shelter or its agent ensures that each animal transported is safely and securely confined within each enclosure and that enclosure doors are secured to prevent accidental opening.		
	Animal shelter or its agent secures each primary enclosure to prevent movement within transport vehicle.		
	Each dog or cat less than 8 weeks of age is transported in an enclosure with their mother, with adequate space to allow the mother to lie down on her side with legs extended to facilitate nursing (Unless such dog or cat is orphaned, a veterinarian directs otherwise, the transport period does not exceed 1 hour, or transport with the mother is deemed to pose a significant safety risk).		
	In event that dog or cat less than 8 weeks of age is not transported with its mother, the animal shelter or its agent ensures an adequate environment and temperature for the offspring.		
	If transporting animal shelter or its agent transports animals with known or suspected infectious diseases that could be spread during transport, affected animals are located in a compartment separate from healthy animals.		
	Transporting animal shelter or its agent cleans animal enclosures and replaces litter as often as necessary to prevent soiling any animal being transported.		
	If any animal must be removed from an enclosure to facilitate cleaning, transporting animal shelter or its agent employs safeguards to ensure animal safety and prevent escape.		
	Transport vehicle operators and individuals who assist in transport of animals have training in animal health, animal care, and safety issues to recognize and respond to animal needs during transport.		
	Transport vehicle operators avoid unnecessary sudden acceleration, deceleration, excessive lateral movement, noise and vibration.		
	Transport vehicle operators and individuals who assist in transport of animals observe dogs and cats for any medical or behavioral concerns during each stop and respond appropriately to any concerns identified.		
	Transport vehicle operators and individuals who assist in transport of animals clean and disinfect each enclosure after use in transporting an animal and before transporting different animals in the same enclosure.		
Transportation: Requirements of Destination Animal Shelters			
	Destination animal shelter provides adequately trained personnel ready to receive and medically evaluate each animal received from any transporting animal shelter or its agent upon arrival.		
	Destination animal shelter provides a physical examination of each animal received from transporting animal shelter with corresponding documentation performed by trained personnel within 4 hours of arrival.		
	Destination animal shelter provides veterinary care for each animal received from transporting animal shelter requiring such care.		
	Destination animal shelter provides adequate housing for arriving animals prepared in advance of arrival, including housing in a quarantine area if needed, based on assessment of health status, animal source, and risk of infectious, contagious, parasitic or communicable disease.		
	Destination animal shelter provides adequate housing for arriving animals prepared in advance of arrival, including isolation areas for animals with known or suspected contagious diseases.		

Category	Requirement	Yes	No
	No animal shelter or its agents transport any dog or cat less than 1 year of age whose point of origin is any breeder licensed by the United States department of agriculture (pursuant to the provisions of U.S.P.L. 89-544 as of August 24, 1966, or any subsequent corresponding sections of the federal Animal Welfare Act).		
	Other comments about Transportation section.		
Foster Care Provider Requirements			
	Foster care providers sign a written agreement with shelter stating that person may operate as a foster care provider under responsibility of shelter.		
	Written foster care agreements are renewed at least once every 2 years.		
	Copies of the written foster care agreement are kept by both the animal shelter and foster care provider.		
	Shelter ensures that foster care providers are able to responsibly harbor and provide necessary sustenance for any animal placed in their care in a manner that promotes the good health, safety and welfare of such animals.		
	Shelter refrains from entering into a foster agreement with any person who has been previously convicted of a violation of any provision of Article 26 of this chapter (https://www.nysenate.gov/legislation/laws/AGM/A26) pertaining to humane treatment of animals, cruelty to animals, endangering the life or health of an animal, or violation of any federal, state, or local law pertaining to the care, treatment, sale, possession, or handling of animals or any regulation or rule relating to the endangerment of the life or health of an animal.		
	Foster care providers keep a copy of the current record of each animal harbored under agreement with shelter, at the physical premises where fostered animals are harbored (Shelter may exclude name and address of organization or individual from whom animal was obtained and animal's intake date to shelter in copy of animal's record that is provided to foster care provider).		
	Animals who are in foster care and affected by an infectious or contagious disease are handled in a manner that prevents the spread of disease.		
	Other comments about Foster Care Provider Requirements section.		
Special Provisions			
	Dogs and cats who are imported into NY State for purposes of sale, resale or adoption are held by the consignee for a period of at least 48 hours.		
	Dogs or cats who are imported into NY State are vaccinated in accordance with Section 2141 of public health law (https://www.nysenate.gov/legislation/laws/PBH/A21T4) and part 65 of commissioner's rules and regulations.		
	If, during the 48-hour holding period for any dog or cat imported into the state for sale, resale or adoption exhibits signs of infectious, contagious, parasitic or communicable disease, including but not limited to coughing, sneezing, vomiting, diarrhea or bloody stool, such dog or cat is isolated and immediately examined by a veterinarian.		
	Dogs or cats that have been exposed to a sick, recently imported dog or cat must be quarantined, if necessary, under the direction of a veterinarian and held until veterinarian declares them to be free of disease.		