

Checklists for Animal Transport Planning

Animal transport is, at its most basic level, a supply and demand equation. However, there is much more to consider when establishing a successful program that benefits communities, adopters, overcrowded source shelters, destination shelters and most important of all, companion animals.

Inside you'll find:

- Checklists covering four key areas:
 - Your organization's motivations for transport
 - Impact on/capacity of your agency
 - Impact on/capacity of your community
 - Partnership capacity between Source & Destination agencies
- A sample Memorandum of Understanding
- A glossary of terms

This checklist is an adjunct to and based on best practices outlined by The Society of Animal Welfare Administrators (SAWA) and the corresponding 7-part webinar series on ASPCApro.org

Courtesy of Society of Animal Welfare Administrators SaWa



There are a number of key considerations when determining whether your agency is ready to participate in transport and in what capacity. Any individual or agency participating in the transport of companion animals, in any capacity, should be in compliance with SAWA's Transport Best Practices.

Checklists of Key Questions

- 1. Have you and relevant decision-makers addressed these questions on your motivations for transport:
- Do you have a community imbalance with low demand resulting in increased euthanasia?
- Do you have a community imbalance with high demand and too few animals?
- Does high adoption demand give you capacity to help animals from other agencies or regions?
- Do you want variety in your adoption center?
- Are you reliant on income from adoptable animals?
- Are you motivated to be a primary resource for people to acquire a pet?

Notes:



- Have you and relevant decision-makers addressed these questions on impact and capacity of your organization:
- Do you have the capacity for required medical care to prepare an animal for transport or to care for an animal upon receipt?
- Do you have the space to appropriately house animals awaiting transport or the space to appropriately house a high volume of animals upon receipt of transport?
- Do you have staffing capacity to prepare for sending or receiving a varied volume of animals in addition to the required maintenance of those in your ongoing care?
- If you transport animals in does it divert resources away from addressing the needs of more difficult to place animals, limiting or ending their options for placement?
- Are there source or destination agencies you can work with in your direct community before expanding beyond that reach?
- Does your community have the capacity to provide placement for the animals you transport in?
- Are you able to maintain a desirable set of animals for placement in your community if you are transporting out?
- If you are a Destination agency are you ready to partner with and support the Source agencies beyond taking their dogs or cats?
- If you are a Source agency are you ready to pursue changes that address the population imbalances in your community as a long term solution?

Notes:	



- **3.** Have you and relevant decision-makers addressed these questions on impact and capacity of your community:
- If you transport animals in how does it impact the total volume of animals available in your community?
- Are you working collaboratively in your community to best meet the direct needs before transporting from outside?
- When using transport as a means of reducing euthanasia are you pursuing other avenues in the community to address this issue?
- **4.** Have you and relevant decision-makers addressed these questions on partnership capacity:
- Are you prepared to invest in your own community to end the population imbalance longterm?
- Are you prepared to invest in achieving best practice standards for transport for both the Source and Destination agency?
- Are you prepared to share resources to ensure a balanced and equitable collaboration that saves animal lives?

Laws vary from state to state and country to country, and sample policies are intended to be guidelines only. Please consult with an attorney or licensing authority before adopting or implementing any policy or practice to avoid conflict with state or federal statutes that may apply to your organization.

Notes:



Sample Animal Transport Memorandum of Understanding

This animal	transport Memorandum	of Understanding (MOU) is entered into as of this
day	and year	(effective date) and is made by and between
a		, organization having an address of
		(Source Agency)
and		,
a		organization having an address of
		, (Destination Agency).

WHEREAS, Source Agency confirms its intent to transfer certain animals to the Destination Agency and confirms it is the rightful owner of any animals that may be transferred and that such animals have surpassed any applicable state or municipality required stray hold period; and

WHEREAS, Destination Agency has the desire, as well as the available space and sufficient resources, to take ownership and possession of the animals with the intent of finding permanent placement for the animals; and

WHEREAS, Destination and Source Agencies shall mutually arrange for the safe and humane transport of the animals ("Transport") through its own means or through the assistance of a reputable third party carrier; and

WHEREAS, Source Agency shall transfer, and Destination shall accept, all rights, ownership, control and responsibility of the animals in accordance with the terms of this Agreement.

NOW THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration the receipt of which is acknowledged, the Agencies hereby agree as follows:

AGREEMENT

Confirmation of the Viability of a Transport Program

Both Agencies have reviewed and confirmed the following:

- a. Each Agency's motivation for participating in animal transport
- b. The impact on and capacity of each Agency to engage in animal transport
- c. The impact on and capacity of each Agency's community if that Agency participates in animal transport
- d. A high likelihood of improving the outcome for animals if a transport program is implemented
- e. A strong commitment to transparent collaboration



Sample Animal Transport Memorandum of Understanding

(continued)

Key Transport Program Elements

The transport program operates within these parameters:

- a. Public health and safety will be the primary concerns.
- **b.** Agencies will be registered 501-C-3 or municipal organizations.
- c. Agencies and all their representatives will abide by all local, state and federal regulations.
- d. Humane standards of care will be afforded to every animal being transported.
- **e.** Animal Transport Best Practices (Exhibit A) as outlined by the Society of Animal Welfare Administrators (SAWA) will be utilized to establish and improve the program.

Term

This MOU shall be effective as of the effective date written above and binding upon the parties until the notice of termination is provided by either party of this MOU. A 30-day notice of termination is desired but not required.

IN WITNESS WHEREOF, the parties have, by their authorized agents, signed and delivered this agreement as of the effective date set forth above.

SOURCE AGENCY	DESTINATION AGENCY
Signature:	Signature:
Print Name:	Print Name:
Title:	Title:



Companion Animal Transport Program Best Practices Glossary

Here are common phrases you'll come across in both the SAWA Best Practice document for Companion Animal Transport Programs and corresponding 7-part webinar series on ASPCApro.

- **Adoptable:** Animals meeting the criteria identified and set forth by an individual group as being safe, healthy, and responsible candidates to be rehomed in their community through their adoption program. For purposes relating to transport, adoptable is defined by the Destination agency.
- **Aggregator:** Unaffiliated third party providing the service of transportation between Source and Destination agencies. Provides care and complies with best practices for animals during transport; does not provide services for transport candidates prior to transport or after arrival at the Destination agency.
- **Behavior Assessment:** A method of information gathering regarding an animal's behavior that can be utilized as part of the decision-making process to determine adoption candidacy. A variety of formal assessments are available to be used.
- **Destination Agency:** Agency that receives animals transported from a Source agency. Transferred animals supplement adoption program population and do not infringe upon the resources and placement opportunities available to local community of animals.
- Memorandum of Understanding (MOU): A written agreement between two agencies to establish and define expectations as said agencies embark on a partnership. MOUs are established out of mutual respect to help groups adhere to commitments to one another throughout their professional relationship.
- **Population Imbalance** (also referred to as Community Imbalance): There is a greater number of animals surrendered to a local shelter(s) than there are individuals adopting animals in a community. Or, there are a greater number of individuals wanting to adopt than there are animals available for placement through the shelter(s) in a community.
- Resources: Availability and access to a pool of services and assets that contribute to the network providing care to animals in an agency's charge, including but not limited to financial support, staff availability, volunteer programs, veterinary services, behavioral expertise and housing accommodations.
- **Source Agency:** The agency from which transport animals originate. A Source agency is in need of transport opportunities for animals to provide immediate relief due to population imbalance and/or inadequate resources to address the medical or behavioral conditions of transport candidates.
- **Transport:** The physical act of relocating animals from a Source agency to a Destination agency.

Courtesy of Society of Animal Welfare Administrators