

**New Jersey Department of Health
Animal Population Control Program**

**INSTRUCTIONS FOR COMPLETING THE
SHELTER/POUND ANNUAL REPORT (APC-12) FORM**

Section 1: Contact Information

Please provide the name of the reporting facility and the full mailing address (including county). If the municipality where the facility is located is different from the municipality mailing address, please provide the licensing municipality as well.

Please provide the name of the facility manager, telephone number, as well as an email address through which the facility can be contacted. This email will be used to send out important information on facility regulations, disease prevention and control recommendations, etc. It will only be used by approved NJDOH staff and will not be further distributed without permission.

Please provide the name of the veterinarian in charge of disease control at the facility and a phone number through which he/she can be contacted.

Section 2: Animal Intake Information

In order for NJDOH to consistently track animal intake information and assess trends, we ask that you include in this section only live animals that entered the facility during the calendar year. Do not include animals that were brought to the facility that were dead on arrival. Cats that are commonly referred to as “feral” or free roaming should be listed under the “Cats” column for the purposes of this survey. Please note that the “Other” column category includes domestic animals only (e.g., rabbits, hamsters, gerbils, guinea pigs and other pocket pets, etc.) and not wildlife.

- a. Please record the number of animals (by species as indicated) that were surrendered by their owner in the calendar year.
- b. Please record the number of animals (by species as indicated) that were stray (a stray animal is defined any animal being picked up by an ACO/member of the public, free-roaming off the property of the owner or person keeping or harboring the animal) and impounded in the calendar year.
- c. Please record the number of animals (by species as indicated) that were received from other shelters, pounds or rescues in the calendar year.
 1. Indicate which of these animals were received from shelters, pounds or rescues that were located in New Jersey.
 2. Indicate which of these animals were received from shelters, pounds or rescues that were not located in New Jersey (i.e., out of state).
- d. Please record the number of animals (by species as indicated) that came to the shelter by other means not described above. Some examples are: animals being held for cruelty investigations, animal bite confinement, vicious dog hearings, or other legal proceedings.
- e. Please record the total number of animals (by species as indicated) brought into the shelter by adding up rows a, b, c, and d. Do not include rows c.1 or c.2 in the calculation.

Section 3: Animal Outflow Information

This section applies to any animal leaving the facility in the calendar year, regardless of intake date.

- a. Please record the number of animals (by species as indicated) that were reclaimed by their owner in the calendar year.
- b. Please record the number of animals (by species as indicated) that were adopted in the calendar year.
- c. Please record the number of animals (by species as indicated) that were euthanized in the calendar year.
- d. Please record the number of animals (by species as indicated) that were transferred out to another shelter, pound or rescue in the calendar year.
 1. Indicate which of these animals were transferred out to a shelter, pound or rescue that was located in New Jersey.
 2. Indicate which of these animals were transferred out to a shelter, pound or rescue that was not located in New Jersey.
- e. Please record the number of animals (by species as indicated) that left the shelter in the calendar year for another reason (e.g., escaped, died at the shelter, etc).
- f. Please record the total number of animals (by species as indicated) that left the facility in the calendar year by adding up rows a, b, c, d and e. Do not include rows d.1 or d.2 in the calculation.

Section 4: Animal Inventory/Facility Capacity

Please record the beginning number of animals at the shelter on the first day of the calendar year.

Please record the ending number of animals at the shelter at the close of business on the last day of the calendar year.

If the inventory has not significantly changed over the calendar year, the totals for animal intake (Section 2 line e,) and animal outflow (Section 3 line f.) should be approximately equal. If these totals do not match, taking into account changes in inventory from the beginning of the year compared to the end of the year, please go back through your animal records and make sure that all animals arriving and leaving the facility have been accurately accounted for.

Please record the overall capacity of the shelter.

Section 5: Spay/Neuter Requirements

Please check the box (Yes or No) indicating whether the facility requires adopted animals to be spayed or neuter.

If yes, please indicate by checking the box whether this requirement applies to females only, or both males and females.

If yes, please indicate whether: the animals are spayed/neuter before leaving the facility, a deposit is collected and refunded with proof of spay/neuter by the owner, or another procedure is use (please describe).

Section 6: ACO/Municipality Services

Please check the box (Yes or No) indicating if the facility provides Animal Control Officer (ACO) services (e.g., pick-up of stray animals).

Please record the municipalities and counties with which the facility has contracts, and check whether ACO and/or impounding services are provided. If ACO services are provided, please provide the name the officer(s). If needed, attach a separate sheet or make copies of the page to record more municipalities/counties.

Section 7: Report Information

Please print the name and title of the person preparing the report.

Please sign and date the report.