

Admissions Tagger

The Admissions Tagger tags traps for gender, isolation or medical alerts. **A rabies vaccine is not required for this station.**

Special Handling

- All traps should remain covered except when needing access to the traps.

Station Alert

- **Double-check** to verify that the F# ID number and Paw & Trap Tag numbers match those assigned by the Check-In Recorder in the Caregiver Registration Log.
- **Notify the Admissions team leader, if multiple cats arrive in a single trap**, or if another type of carrier is used. **Cats may not be transferred** into other traps on University property.

Admissions Tagger Instructions

1. **Be sure the cats stay covered** except when needing access to the trap.
2. **Locate the pair of adhesive Paw & Trap Tags** that correlate with the each cat's registration number assigned by the Check-In Recorder.
3. **Adhere one of the pair of Paw & Trap Tags directly to the blue tape** on the bite plate of the trap the cat arrived in. If necessary, first remove any residual tag from a previous clinic.
4. **Write the pickup time on the Trap Tag** in large numbers using a Sharpie pen. This assures the cats will have surgery in the correct order. The discharge/pickup time is recorded on the Caregiver Registration Log.
5. **Attach the second Paw & Trap Tag** to the trap with masking tape. Do not peel away the backing. This tag will be placed around the cat's front leg after the cat has been anesthetized.
6. **Check to assure each cat arrives in an appropriate individual trap.**
 - Verify each trap is properly closed.
 - Secure unsafe traps with zip ties.
 - Label traps deemed unsafe, and notify the caregiver not to use it in the future.
 - Discourage caregivers from using traps that are too small, as they are inhumane.
7. **While the trap is uncovered**, assess for the following and inform the Check-In Recorder:
 - Trap number or personal trap
 - Cat coat color
 - Cat is at least 3 months/3 pounds
 - Does not have a tipped ear
 - Does not have signs of URI
8. **Attach information tags**
 - **If a pink or blue Gender ID tag, orange "URI" tag, or green "Food" tag has been issued**, affix the tag with the clips provided to the trap cover near the handle, so the tags are readily visible without removing the cover.
 - **Verify that any medical condition or possible complication** reported by the caregiver to the Check-in Recorder is noted on the red "Medical Alert" Tag with masking tape and a Sharpie pen. Attach the red "Medical Alert" Tag to the handle of the trap with a rubber band.
9. **Isolate cats that have been tagged with URI** or other possibly infectious conditions until a space has been designated for isolation holding. These cats are scheduled for the last surgery slots. Isolate all cats from the same colony as any infectious cat, even if they appear healthy.
10. **Place checked in cats behind the Admissions Station for the Admissions Transporter.** Assure that the transporters take the cats in order of their discharge time.
11. **Set aside cats presented for vaccine boosters only.** Notify an Admissions Transporter to bring them directly to the [Veterinary Examination](#) right away while the caregiver waits.

Station Closing and Cleanup

When admissions are concluded:

- inventory the remaining supplies
- repack the supply kit
- return the kit, station instructions, and any remaining items to storage
- clean the area
- dispose of all trash
- wash all tables
- sweep or vacuum
- mop the floors.