

Admissions Transporter

The Admissions Transporter transfers the cats from the Admissions Station to the Anesthesia Station waiting area, or to isolation, if they are infectious and also delivers cats who only need booster vaccinations to the Veterinary Examination Station. **A rabies vaccine is not required for this station.**

Safety First

- ✓ **Anyone handling traps with conscious cats must wear leather gloves.**

Station Alert

- **Do not stack traps on top of each other.**
- **Be sure cats are covered and cannot see.**
- **Assure any Gender ID, URI or Food tags stay in place and are visible on the outside of the trap cover.** The red Medical Alert tag does not need to be visible.

Admissions Transporter Instructions

1. **If not already done during setup, cover the discharge area floor with plastic sheeting.** Tape the corners.
2. **Create and post numeric signs in the recovery hall** where the cats arriving from recovery will be grouped by the last 2 digits of their ID number.
3. **Place the cats in their traps on a transport cart** when the Admissions Tagger signals they are ready to leave the Admissions Station.
 - Do not stack traps on top of each other.
 - Be sure cats are covered and cannot see out.
 - If easier, carry the traps by hand.
 - Transport cats with earlier discharge times before those with later times.
 - Transport vaccination-only cats promptly by hand, rather than waiting for a cart.
4. **If present, assure any Gender ID, URI, or Food tags** stay in place and are visible on the outside of the trap cover. The red Medical Alert tag does not need to be visible.
5. **Transport cats scheduled for surgery** to the [Anesthesia Station](#) waiting area. Do not knock the cart on the walls and doors of the facility.
 - Assure that cats are presented to the Anesthesia Station in the order of earliest discharge time.
 - Stage the cats in the waiting area in groups by discharge time.
 - Overflow cats can be placed in the side hallway in groups in order of earliest discharge time.
6. **Transport cats with possible URI** (upper respiratory infection) or other infectious conditions to the space designated for isolation. This includes cats that appear healthy but arrive with infectious cats.
7. **Transport cats scheduled only for vaccine boosters** directly to the [Veterinary Examination Station](#).
 - The cats will be discharged immediately after being vaccinated.
 - Transport the cats and the original Rabies Certificates back from the Clinic Records Station to the “Express Lane” Admissions Station after they have been vaccinated.
8. **Leave the carts in place** for the [Discharge Transporters](#) after all the cats have been transferred from the Admissions Station to the appropriate clinic station.

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.