

ANIMAL SHELTER ANNUAL REPORT INSTRUCTIONS

Michigan Department of Agriculture and Rural Development (MDARD) Animal Industry Division's (AID) Animal Shelter program has moved to electronic reporting. The first part of that process was to design a fillable form that requires you to type in the four-digit year of the statistics being reported. You will now find that form on our program website: www.michigan.gov/animalshelters. Here is an outline of key details:

- DUE at MDARD:** **March 31 (annually)**
- Submit Via Email to:** animalshelters@michigan.gov
- Shelter Information:** Complete Legal Name of Shelter; Shelter Operated by; Name of Shelter Manager; Zip; County and Email
- Year Reporting Statistics for:** Fill in the 4-digit year just completed (i.e. last year)
- IF you did NOT take in a type of Companion Animals (such as Cats or Ferret):** Use the check boxes () and skip to the next type of animal
- Shelter Intake Types:** List Animals that were in your shelter (i.e. dogs, cats, ferrets)
Fill in the number of types of animals for each line.
Total Intake numbers will be calculated automatically by the form.
- For 2016, the LIVE animals required to be reported are still *rodents* and *mammals* except livestock as defined in the Livestock Dealer Act. "Livestock" includes horses, ponies, mules, cattle, calves, swine, sheep, poultry, privately-owned cervids, ratites, aquaculture species, and goats." Do not include road kill or animals that are dead on arrival.
- Shelter Adoption Types:** Record the number of each type of animal that was **adopted** to an individual owner or organization that doesn't operate a MDARD-registered shelter and the number of those that were altered at the time of adoption or not altered at the time of adoption (went under a spay/neuter contract).
- Other Disposition Types:** Record the number of each type of animal that was sold for research (*live* animals only), was returned or reclaimed by its owner, and was transferred to another MDARD-registered shelter. Most shelters do not *sell* LIVE animals anymore. Animals *pulled* or *transferred* to rescue organizations that do not have a MDARD-registered shelter, are not to be recorded as "transferred," but as **ADOPTIONS**.
- Shelter Euthanasia Policy:** Shelters must report the number of animals they euthanize each year. Shelters wished to separate animals euthanized as part of the shelter population versus which animals were euthanized at the owner's request (i.e. a service).
- If you are reporting animals surrendered to your shelter by their owners specifically to be humanely euthanized, then you **MUST** indicate whether the total number of "owner requested" euthanized animals are included in your total number of intake/received animals for each type of animal. Select the appropriate policy regarding this issue for your shelter. Select only ONE.

Optional Comments:

This space is reserved for anything you need to clarify, or communicate regarding your statistics. Keep in mind that the information is subject to the Freedom of Information Act and the report will be posted on our web page.

Submitter's Name/Title:

The name of the person submitting the information on behalf of the shelter. In case of any questions, this is the person MDARD will contact. Completing this box is considered the signature in this electronic format. If for some reason you cannot submit your information on-line, please contact us directly at animalshelters@michigan.gov. Remember that this report is due *in* our office *by* March 31st.

Submitter's Information:

Best contact information for MDARD to reach the submitter

Failure to submit your report is a violation of MCL 287.339a of the Pet Shops, Dog Pounds and Animal Shelters Act, 1969 Public Act 287, as amended. Act 287 provides for imposition of administrative fines of not more than \$1,000.00 for each violation of the act and the rules promulgated thereunder, registration revocation after notice and an opportunity for an evidentiary hearing, and criminal prosecution as a misdemeanor.

Please refer to the footnotes at the bottom of the form to clarify the specific data you must report to us.

If you have any questions or concerns, please contact:

Pollyanne McKillop: 517- 284-5682 or
Debbie Mulvaney: 517- 284-5684 or
Email us at: animalshelters@michigan.gov