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. You will now find the current version of Form AI-034 on our program web page. Once you have keyed your information into the form, save a copy of the completed report, and email the completed report as an Adobe pdf file to the contact information listed below. Note that the form adds up certain data for you. Key information:

Where and When to Submit Your Report

Due to MDARD by: **March 31 (annually)**
Email report to: animalshelters@michigan.gov

Information Requested on the Animal Shelter Annual Report Form

Shelter Information:

Legal Name of Shelter
- Facility name ***as registered*** with MDARD

Shelter Operated by
- Legal entity that operates the animal shelter (i.e., city, county, nonprofit organization)

Name of shelter manager
- Person responsible for daily shelter operations

Year Reporting Statistics for:

The four-digit year of the ***statistics*** that are being reported (i.e., 2021)

Type of Companion Animals:

If you do ***not*** house dogs, cats, or ferrets, simply check the coordinating box by clicking on it. This eliminates the need for keying in zeroes in each of the fields.

Examples of other types of companion animals commonly reported:
● Rabbits ● Guinea Pigs ● Reptiles ● Pet Birds

Shelter Intakes:

Fill in the number of animals for each type of animal and age group (dogs, cats, ferrets ***only).*** Form will total intake numbers for you.
- Do ***not*** include roadkill or animals that are dead on arrival.
- Do ***not*** include owned animals brought to the shelter for services such as vaccines or spay/neuter services.

Shelter Adoptions:

Fill in the total number of dogs, cats, or ferrets that were adopted for each alteration status (altered or not altered/intact) to:
- An individual person, i.e. a pet owner
- An animal rescue organization that does ***not*** operate a MDARD-registered shelter. These organizations include foster-only rescues, and all out-of-state rescues and shelters.

Fill in the total number of other animals (if applicable) as you did for dogs, cats, or ferrets. A break-out by alteration status is not needed for other animals such as rabbits, guinea pigs, etc.

Other Dispositions:

Record the number of each type of animal that was:

- **Returned to** or reclaimed by its **Owner**
- **Sold for Research** (***live*** animals only)
- **Transferred** to another ***MDARD-registered*** shelter, law enforcement agency, or service animal agency. Review the current list of registered shelters for registration verification.

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Euthanasia:

Shelters must report the number of shelter animals they euthanize each year. Shelters may wish to separate animals euthanized as part of the shelter population versus animals which were brought to the shelter by their owners specifically for euthanasia (i.e. a service).

Shelter Euthanasia Policy:

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 box with the appropriate policy for your shelter. Select only ***ONE.***

Optional Comments:

This space is reserved for anything you wish to clarify or communicate to MDARD or the public regarding your statistics.

Submitter's Name, Title, and Information:

Enter your information as you are submitting the report on behalf of the shelter. If MDARD has questions regarding your report, a representative will reach out to you using the contact information you have provided.

Additional Information and Reminders

- Please refer to the footnotes at the bottom of the form for additional reporting clarifications.
- All reported information is subject to the Freedom of Information Act. The completed report will be posted on the MDARD Animal Shelters page.

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.

If you have any questions or concerns, please contact:

Pollyanne McKillop: 517- 284-5682 or
Kate Turner: 517- 284-5684 or
Shelter Program Email: animalshelters@michigan.gov