Checklist for facilitating the use of the MSWR

This checklist is intended to be used in conjunction with the Minimum Standards for Wildlife Rehabilitation (MSWR) to help wildlife care-givers ensure that wildlife receives appropriate housing and medical treatment, and to protect both wildlife and humans from disease and contamination. The items italicized are intended to help state and federal agency personnel inspecting facilities.

**Background**

Organization/Rehabilitator: ________________________ Date: ________________

Fed Rehabilitation Permit # ______________________ Exp. Date ____________

State Rehabilitation Permit # ______________________ Exp. Date ____________

Fed Special Purpose Possession/Education Permit # ______________________ Exp. Date ____________

State Education Permit# ______________________ Exp. Date ____________

Species rehabilitated: birds mammals reptiles amphibians

Name of Permit holder: ______________________

Number of paid staff: ____________ # volunteers on site: ______________________

Number of individuals rehabilitating off-site under authorization of above permits ____________

Names: ______________________ Addresses: ______________________

(Use additional sheet if necessary)

Are Outreach/Education programs conducted on-site? Y/N off-site? Y/N

Is veterinary care available on-site? Y/N off-site? Y/N

Name of vet(s) ______________________ Phone # ______________________

________________________________ Phone # ______________________

Do you network or cooperate with other permitted rehabilitators? Y/N

In what capacity do you network with other rehabilitators? (i.e., flight cages, etc.)

(Use additional sheet if necessary)

Who are the rehabilitators you network with? (Use additional sheet if necessary)

________________________________

________________________________

Have you given written permission to federal and/or state agencies allowing them to refer public calls concerning sick or injured animals to you? Y/N
Y  N  (Please check the appropriate box for each item in the Checklist)

TELEPHONE SERVICES

For those providing help, assistance, and directions to the public, are protocols established to provide assistance in the following areas:

☐ ☐  Humanely preventing or reducing wildlife problems, conflict situations, and injury; provide advice if species not accepted?
☐ ☐  Determining if animals in fact need to be rescued?
☐ ☐  Providing strategies and techniques to give opportunities for mother animals to retrieve temporarily displaced young or to re-nest?
☐ ☐  Suggesting safe capture, restraint and transport techniques to minimize risk of injury to animals and to humans?

RECEPTION OR INTAKE AREA

☐ ☐  Is the reception area neat and presentable?
☐ ☐  Are there established procedures for receiving animals?
☐ ☐  Is educational material available for the public?
☐ ☐  Is natural history material available for responding to inquiries?
☐ ☐  Are brochures for the center/organization available?

TRAINING & EDUCATION

Are there written policies and/or procedures for staff and volunteers regarding:

☐ ☐  Zoonotic diseases and proper animal handling protocols?
☐ ☐  The use of safety equipment (goggles, gloves, nets, etc.)
☐ ☐  The use of disposable gloves and masks?
☐ ☐  Are they readily available for use?
☐ ☐  The first aid kit; and is a kit available?
☐ ☐  Insurance for staff and/or volunteers?
☐ ☐  Does the organization have operational policies available to staff members and volunteers (e.g., operations manual, rules derived from Board decisions, or training materials)?
☐ ☐  Is continuing education available to staff/permittees?
☐ ☐  Publications, conferences, networking opportunities
☐ ☐  Method to update staff and volunteers of new procedures in the field
☐ ☐  Does the permittee and/or others in the organization attend continuing education classes or conferences on wildlife rehabilitation?
☐ ☐  Is there a resource library?
☐ ☐  Is there a program for acquisition of pertinent publications on rehabilitation?
☐ ☐  Is material available on providing humane solutions to human/wildlife conflicts?
☐ ☐  Are publications available which describe each species and its natural history?
☐ ☐  Is information available to educate the public on wildlife issues?

Y  N  (Please check the appropriate box for each item in the Checklist)

SAFETY
Is there a fire alarm?

Is there a fire extinguisher(s)?

Are eating, drinking, smoking, etc., restricted to designated areas?

Is there a first-aid kit available for staff/volunteers?

Are material data safety sheets (MSDSs) readily available/easily accessible for those chemicals used at the facility (disinfectants, cleansers, certain drugs, etc.)?

Are capture and handling equipment easily accessible and in good working order?

Are capture, handling, and restraint procedures safe for animals and humans?

Are the people handling wildlife trained in safe handling techniques?

RECORDS

Is there a medical record for each animal?

Are records organized and maintained with appropriate information (i.e., can the progress of the animal be followed by reviewing the record)?

Is there a system to identify each animal to its record and is there a record keeping daily log system? (leg tags, ear tags, cage numbers, etc.)

Is a computerized database maintained?

Are copies of annual reports readily available?

INTAKE/EXAM AREA

Is the area clean?

Is the area quiet?

Is the area set up so animals can be examined safely, securely, and out of public view?

Are first-aid supplies available?

Are the appropriate sized scales available?

Are animals awaiting exam/treatment provided a warm, quiet and dark place?

Are facilities arranged or organized to minimize stress on the animals?

Is the appropriate equipment available (incubators, exam light, stethoscope, etc.)?

Are the sound and activity levels minimized to reduce stress on the animal?

SURGERY

Available at veterinary clinic/hospital?

Available on-site? If yes:

Is the area aseptic?

Is there resuscitative equipment available?

Is there a pre-surgical prep area?

Is the surgical equipment in good working order?

Is the anesthetic equipment maintained?

If gas anesthesia is used, is the area well ventilated?

Y N (Please check the appropriate box for each item in the Checklist)

RADIOLOGY SERVICES

Available at veterinary clinic/hospital?

Available on-site? If yes:
Does each individual taking radiographs have a dosimetry badge to monitor exposure?

Is the radiation equipment inspected annually (or per state requirements)?

**PHARMACY/MEDICATIONS**

- Are needed medications on hand? Are other medications available by prescription or through sponsoring organizations?
- If controlled drugs (schedules II, III, IV) are kept on site, are they in a locked, secure location?
- Is there a log for controlled drugs?
- Are antibiotics, parasiticides, vaccines, etc., available either on-site or on a prescription basis?
- Are appropriate formularies or protocols available to provide drug dosages?

**PATHOLOGY SERVICES**

*Can pathology services be provided to wildlife when necessary? (on- or off-site):*

- Hematology (PCV, Diff., Hb, WBC, Clot Time, ESR, Serum Chemistries)?
- Parasitology?
- Microbiology?
- Necropsy Services? If done on-site:
  - Are necropsies conducted in a well-ventilated area?
  - Are appropriate gloves and masks available?

**HOUSEKEEPING & MAINTENANCE**

*Is there a reasonable schedule for:*

- Daily cleaning?
- Weekly cleaning?
- Seasonal cleaning?
- Is there a standard procedure and schedule for cleaning and disinfecting cages, feeding utensils, syringes, food storage containers, and food, water, and bathing bowls?
- Are cleaning and disinfecting supplies available and stored properly?
- Is human protective gear (gloves, masks, goggles) available?
- Are instructions on the proper use of disinfectants displayed?
- Is there a designated area for storage, cleaning and disinfecting of dirty items?
- Is there a continuing program for repair and upkeep of the facility?

Y  N  (Please check the appropriate box for each item in the Checklist)

**FACILITIES FOR INTENSIVE NURSING CARE**

- Available at veterinary clinic/hospital? If off-site, are animals housed away from domestic/other unsuitable animals?
Available on-site?

**CAGING:** List number, size, and type of cages available on site (use additional sheet if necessary).

**INDOOR CAGING**
- ☐ ☐ Do the cages meet minimum sizes for the species handled?
- ☐ ☐ Are they constructed so that they can be cleaned and disinfected, with appropriate flooring (e.g., stainless steel, fiberglass, sealed wood, coated port-a-pets)?
- ☐ ☐ Can different species be adequately separated (e.g., predator/prey species)?
- ☐ ☐ Are the cages cleaned regularly (as appropriate for the species and cage type)?
- ☐ ☐ Is the area adequately ventilated in an appropriate manner?
- ☐ ☐ Is adequate lighting provided (full-spectrum light at the appropriate hours)?
- ☐ ☐ Do cages provide visual barriers or hiding areas for the animal?
- ☐ ☐ Are food and water presented in an appropriate manner for each species?
- ☐ ☐ Are isolation facilities available (on-site, at a veterinary clinic, elsewhere)?
- ☐ ☐ Is the area away from the main flow of human activity?
- ☐ ☐ Are facilities secure to protect wildlife from undue disturbance or harm from humans, wild animals, domestic animals and/or pets?

**OUTDOOR CAGING**
- ☐ ☐ Do the cages meet minimum sizes for the species being handled?
- ☐ ☐ Are they cleaned and disinfected easily and constructed with appropriate flooring for species housed?
- ☐ ☐ Is there a regular cleaning schedule?
- ☐ ☐ Are they safe to the handlers and animals being held (e.g., no loose or sharp wires or nails, double doors, prevent escapes, etc.)?
- ☐ ☐ Are they secure to protect wildlife from undue disturbance or harm from humans, wild animals, domestic animals and/or pets?
- ☐ ☐ Do the cages provide protection from the elements (wind, rain, snow, excess heat)?
- ☐ ☐ Are they appropriately distanced from cages of incompatible species or individuals?
- ☐ ☐ Do they provide visual barriers (shade cloth, hide boxes, etc.) to minimize stress?
- ☐ ☐ Do they have a double-entry system?
- ☐ ☐ Do they provide appropriate ventilation, sun, and shade?
- ☐ ☐ Do all cages have the appropriate perches?

**FOOD PREPARATION & STORAGE**
- ☐ ☐ Is there a separate storage area for animal food (separate from human food and separate from carcasses)?
- ☐ ☐ Is food labeled and in vermin-proof containers, and are feeding schedules posted with amount, time, and animal identification?
- ☐ ☐ Is the area clean, orderly?
Are adequate foodstuffs and supplies available?
Are perishable foodstuffs dated (open formula)?

RELEASE
Are written release criteria and protocols available?
Do animals receive a pre-release examination?
Are soft-release techniques used?
Are hard-release techniques used?
Is live-prey testing done prior to release?
If yes, are written policies/procedures available to staff and volunteers?
Are foster species used, appropriate permit number ________________?
If yes, which species?_______________________________________________
Are animals marked in any way (banded, tagged, etc.)?
Is post-release monitoring conducted?
Are there pre-release flight conditioning policies and procedures or equipment? (e.g., flight cages, creancing, cooperative work with a falconer)
Are guidelines for suitable release sites available?
Do you work with wildlife agency personnel on site selection?

EUTHANASIA
Is there a written policy on who makes the decision?
Is there a list of methods of euthanasia used?
Are there written protocols guiding which animals should be euthanized?

CARCASS AND WASTE DISPOSAL
Are there appropriate storage for carcasses and a schedule for disposal of carcasses?
Are dead animals disposed of in accordance with applicable ordinances or regulations?