



Admissions Tagger & Transporter

The Admissions Tagger tags the traps and transports cats to holding areas.

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.
- **Do not stack traps on top of each other.**
- **Be sure cats are covered and cannot see out of the trap.**

Admissions Tagger and Transporter Instructions

Be sure the cats stay covered except when needing access to the trap.

1. **Locate the pair of adhesive Paw & Trap Tags** that correlate with each cat's registration number assigned by the Check-In Recorder.
2. Write the pick-up time from the claim check on the Trap Tag.
3. **Adhere the Trap Tag 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.
 - Place a piece of blue tape on the trap prior to placing the trap tag if needed. The blue tape allows for easier removal of the white trap tags.
4. **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.
5. **Check to assure each cat arrives in an appropriate individual trap that is secure and safe.** Discourage caregivers from using traps that are too small, as they are inhumane.
 - **Remove any tarps or other coverings that have been attached to the trap**
 - **If safe, remove zip ties.**
 - **If zip ties are keeping trap closed add a note to the top of the trap to indicate that there are zip ties that will need to be cut and replaced.**
6. Admissions may allow multiple cats in one trap to be admitted.
 - Place one Paw Tag on the trap and in small writing describe the cats that are inside.
 - Affix the remaining Paw Tags for the other cats onto other individual traps. In small writing, describe each cat on each trap's blue tape.
 - Send all traps to the Anesthesia Station and notify Anesthesia of the situation.

7. **Place the traps on a transport cart** when 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 in order of cat number.
8. **Transport cats** to the holding areas. Do not knock the cart on the walls and doors of the facility:
 - Fill each holding room (in numerical order) prior to moving to the next room.
 1. Holding rooms will be labeled 1-5.
 - Do not place traps in top row of cages.
 - Do not open traps.

Leave the carts in place for the Discharge Transporters after all the cats have been transferred from the Admissions Station to the appropriate clinic stations.

Station Closing and Cleanup

When admissions is concluded:

- Inventory the remaining supplies.
- Clean the area and dispose of all trash.
- Wash all tables.