Trapping Log and Tracking

These instructions and procedures are very important for us to keep track of the cats we trap and ensure that we return them to the location they were trapped. *Please follow these instructions to the letter, and if you aren’t sure, ask your trapping team leader.* It can get hectic out in the field, and each trapping pair should have someone assigned to filling out the trapping log and making sure all the trap signs and cards are filled out.

Dropping a Trap

* Ziploc bag is zip-tied to the cage handles
* Line the bottom with newspapers or puppy pads
* Bait the trap
* Neon-green trap sign enclosed, folded in half
* Trapping log—record every trap number and location where a trap is left before you leave that site.

Picking a Trap Up

* When we check the traps in the morning, the traps will either be empty, or have an animal inside.
* **If empty**—record E on the trapping log under the “Empty (E) or Cat Description” column
* **If a non**-**cat animal is inside**—release it, and record it on the trapping log as E (empty)
* **If a cat is inside**:
* Look inside to see if the cat is ear-tipped or notched. If the cat is ear-tipped or notched, it has already been spayed/neutered. Release the cat from the trap.
* If the cat is not ear-tipped, and **before you pick up the trap and load it into the van**, record on the Trapping Log a description of the cat under the “Empty (E) or Cat Description Column”
* Additionally, if the cat is not ear-tipped, write the following information on an index card, and put the index card into the Ziploc bag attached to the trap:
* Address the cat was trapped
* Trap number
* Cat description
* Your initials
* On the top right corner of the card, indicate your team (A, B, or C)
* If you notice the cat has symptoms of upper respiratory infection (URI), such as runny nose, watery eyes, ear/nose discharge, write **URI** in large letters on the top left corner of the card.
* When all this is done, load the trap with the cat in it into the van

Taking the Cat Into the Temporary Shelter

* Every cat has to be logged in by the Shelter Lead before it can enter the shelter—*please do not take the traps into the shelter until you meet with the Shelter Lead and she has them logged in*
* The Shelter Lead will look to see if a cat has URI on its card—if so, it will be sheltered in the isolation area in the shelter.

Releasing a Cat—this is a critical point, and it is essential that you have a person tasked with recordkeeping and ensuring the cat is released at the correct location, and that all the cats trapped from a particular location are actually returned. This person is the Return Master.

* When picking up cats from the shelter on Sunday morning, meet with the Shelter Lead before removing any cat—she will need to log the cat out before it can be removed.
* Refer to Trapping Logs (Thursday and Friday) to make sure you know exactly how many and which cats are being released at a particular address. Group all those cats together in the van for release
* When releasing a cat or cats at a site, the Return Master will verify the number of cats and trap numbers of the cats to be released. No cat should be released until the Return Master gives the ok.
* Record on the Trapping Log the release date and the initials of the person who released the cat.