



HIDALGO

COUNTY

ANIMAL CONTROL CENTER

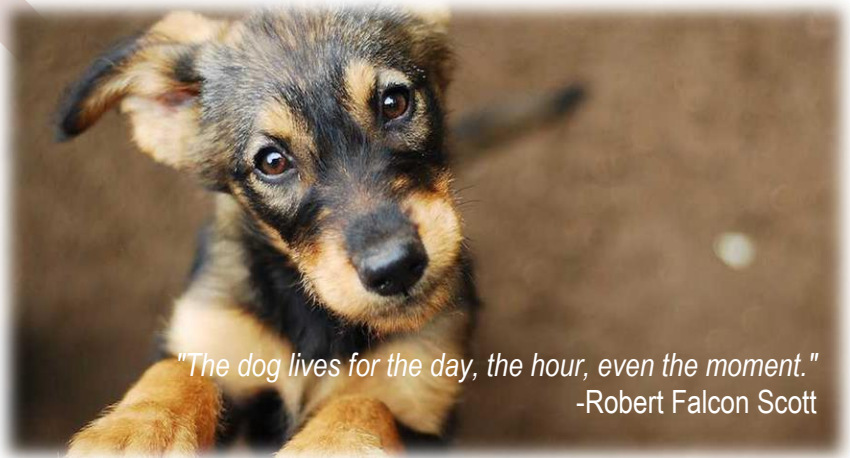
Needs Assessment & Feasibility Study

C-22-0325-08-09

Prepared By **B²Z** ENGINEERING

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"The dog lives for the day, the hour, even the moment."
-Robert Falcon Scott

EXECUTIVE SUMMARY

B2Z Engineering, LLC., (B2Z) was retained by the County of Hidalgo to perform a needs assessment and feasibility study for a Future Animal Control Center. B2Z was commissioned to meet with staff to gather their input and unify each individual's expertise in the different areas surrounding the operations as well as physical construction of said facility. B2Z addressed ideas and concerns through facilitated meetings with county staff. Operational aspects such as animal intake, processing, care, medical procedures and disposal, as well as public accessibility, safety, comfort, training and the adoption process were all taken into account.

Hidalgo County currently and has for the past 12 years, been under contractual agreement with Palm Valley Animal Shelter (PVAS), a 501 (c)3 nonprofit animal welfare organization. PVAS operates two facilities in Edinburg, TX, taking in more than 12,000 animals on behalf of 550,000 residents each year. PVAS accepts stray and surrendered animals from several surrounding municipalities and counties who have also contracted their services. PVAS is one of the largest intake facilities in Hidalgo County, and one of the largest intake facilities in the country.

In order for B2Z to provide the County with the most accurate information and assessment, B2Z was "boots on the ground" visiting local shelters and meeting with shelter directors, board of directors and key personnel to obtain an in-depth understanding of the day-to-day operations of each facility. Since every animal shelter has its own way of conducting their daily operations, we were able to gather sufficient data on their daily operations such as animal intake and processing procedures, welfare check, care, medical procedures, disposal, and adoption process in the preparation of this assessment/study.

The majority of the facilities visited by B2Z, provided historical data regarding yearly intake quantities, cost of operations, employee salaries and in some cases, commissions earned as a result of adoption services provided to the public. Additional information was gathered from industry-respected sources, such as the Humane Society of the United States publication, Guidelines for Housing Animals in Shelter Facilities and The Veterinary Medical Association's Statistics of National Pet Ownership. This information was then compared to other recently constructed facilities with similar populations to benchmark and confirm the findings.

After the B2Z needs assessment was completed and analyzed, B2Z developed a comprehensive set of conceptual site and floor plans for a new 8,000 or 16,000 square foot Animal Control Center with approximately 5,000 sf of outdoor kennels.

Design emphasizes was placed on:

- A welcoming facility to the public.
- Increase animal capacity to reach population projections of 2032.
- Provide healthier/safer environment for both staff, animals and visitors.
- Improve the overall flow of animals, staff and visitors.
- Improve work efficiency of staff.

FUNCTIONAL SPACE REQUIREMENTS

PUBLIC AREAS

The Functional Space Requirements section has been created to show how these specialty spaces work in an Animal Shelter and Adoption Center. These spaces will demonstrate that a modern-day facility is not 'just a shelter'. The spaces provide an inviting, healthy atmosphere that will attract the public to visit more often and increase the adoption rates and allow the public to become more educated about their pets. These well-lit spaces will be designed with durable finishes and equipment that will keep its animals, visitors, and users healthy.

➤ ENTRY PLAZA

The Entry Plaza is where it all begins: An open and inviting space that directs the public into the building. This large space is a multi-functional area. It can be used to hold outside adoption events, and various public happenings such as fundraiser events and "fun run" gatherings.

➤ LOBBY

The Lobby is located at the main entry and acts as the building's hub. After being greeted at the receptionist desk, you can immediately begin visually interacting with the animals. The Small Animal Viewing Rooms are inviting, being located immediately off the lobby. In fact, all the public areas, such as the Reception, Training/Meeting Room and Retail Display are easily accessed from this entry point. A kiosk could be provided to assist the public in finding their lost pets, as well as availability of adoptable animals.

➤ RECEPTION

The Reception Counter has been created to host many daily activities. Its design will facilitate these vital functions in the hub of the adoption center.

- **Greet and sign in visitors.**
- **Assist visitors with viewing animals.**
- **Adoptions**
- **Adoption counseling**
- **Maintaining Shelter Records**
- **Animal Redemption**
- **Lost Pets**
- **License issuing**
- **Microchipping**
- **Dispatching**
- **School Trips**

ADMINISTRATION

➤ PRIVATE OFFICE SPACE

Private Office Space is recommended of management level staff.

➤ OPEN OFFICE SPACE

Open Office Concept is recommended for all Animal Control Officers. This space can be located near the reception area to help assist with the public. Another option is to be located near your Sallyport to allow an area for officers to have a touch down space for data entry then quickly return to the street, if needed.

➤ **ADMIN WORK AREA**

Traditional office functions take place in this busy location. A work surface has been provided to facilitate the handling of animal shelter specific needs, such as adoption packets.

➤ **FILE ROOM**

An animal shelter produces a reasonable amount of files which need to be stored for long periods of time. This area will assist in keeping a well-organized facility for years to come.

➤ **RECEPTION DESK**

The reception desk is in the control center of the facility. This space will allow multiple staff members to work simultaneously - greeting new visitors / groups, as well as processing adoptions, adoption counseling, issuing licenses, answering phones, maintaining shelter records and dispatching.

➤ **BREAK ROOM**

Located away from animal rooms in order to provide a quiet zone, the Break Room is a refuge where workers can de-stress.

➤ **GET – TO – KNOW ROOM**

Get-To-Know Rooms allows staff to bring a dog to meet it's potential adopters. This allows for an interior play space on rainy/cold days. All finishes are durable to allow for spaces to be used to house animals throughout the day. Some research indicates smaller more intimate rooms “force” interaction and are better than large rooms or even outdoor spaces. The research indicated adoptions increased up to 40% more in small rooms. One of the more popular attractions, the Puppy Playroom has large windows that allow visitors as well as staff to view these energetic puppies playing and exercising.

➤ **ADOPTABLE / STAY (INTAKE KENNELS)**

Viewing windows to the kennel rooms make for an inviting environment. Visitors do not have to enter into the large kennel rooms that are loud and smelly at times. The current trend for dog kennels are stainless steel panels and glazed CMU walls. Staff can select gates materials of stainless-steel gills, tempered glass, or colored FRP panels. Features that can be added are resting benches too cover a trench drain to prevent dogs from having access to the drain and prevent cross contamination of wash down of any animal waste from kennel to kennel, rotating food/water bowls to allow staff to feed/water each dog without entering the kennel due to an aggressive dog, and guillotine/transfer doors to allow staff to easily move an animal out of the kennel during cleaning, as well as allowing access to fresh air at the outdoor runs.

➤ **QUARANTINE / ISOLATION KENNELS**

All kennels are designed to meet local and state health recommendations. Panels will be continuous from floor to kennel top to prevent fluids from traveling to adjacent kennels or nose-to-nose contact.

➤ **GET – TO – KNOW OUTDOOR COURTYARD**

Outdoor dog runs (shown below) are typically connected to interior kennels through a guillotine door. Proper drainage and foundation slopes will be designed for ease of cleaning and disinfecting. Canopies should be provided to shelter animals from the elements. Often, the outdoor dog runs are connected directly to a exercise yard or nearby through a gated area.



Adoptable animals and their potential owners can meet in two different places to confirm their compatibility. The locations have been purposefully designed to evoke a home-like atmosphere.

- **Intimate spaces are located indoors and may be used year-round for cats & dogs.**
- **The outdoor courtyard is the perfect place for assessing a dog's energy level and compatibility to family members and existing pets.**
- **Heavy duty turf allows for quick and easy disinfection and ease of maintenance.**

➤ **CAT ADOPTION ROOM**

Cats are housed in an Adoption Room which is filled with natural daylight. The spacious cages have glass fronts that allow for public viewing. The cages also include resting platforms and privacy compartments for litter/food. Placing cats in a quiet environment removes much of their stress and thus, makes them more adoptable. Another popular attraction, the Cat Playroom, utilizes large windows for ease in viewing the cats while they play. Vibrant colors and climbing surface stimulate the cats. Cats will love to lounge in the bright sunlight. These spaces can also allow 1 on 1 time to be spent with the cats to see their compatibility with the family.

➤ **CAT HOUSING**

All cat rooms for adoptions, strays, isolation and quarantine are located in a quiet zone of the shelter to allow the cats to be in a stress-free environment. Only staff will have direct access to the cats to keep them healthy and prevent injury to visitors, such as scratches and bites, as well as transferring diseases from one cat to the next.

- Spacious cages with raised ledges and separate areas for privacy of eating and litter use
- Glass fronts for public viewing
- Natural daylight in every cat room
- Piped in classical music to create 'white noise' and a peaceful environment for the animals and visitors
- Small work stations in animal rooms will allow for a healthier environment and allow staff to be more efficient



➤ **VOLUNTEER OUTREACH**

Volunteer duties include:

- Cleaning
- Feeding
- Dishes
- Laundry
- Grooming
- Walking the Animals
- Taking Photos for Adoption
- Customer Service Support
- Off-site Adoption Assistance
- Answering Phones
- Adoption Counseling

➤ **VOLUNTEER OFFICE**

Volunteers are a vital source to animal shelters, as they enable maximum productivity. Their office is near the entry of the building. This office has been designed for multiple volunteers to share. As such, lockers to secure the volunteer's personal belongings to accommodate the transient nature of their work shifts.

➤ **BACK OF HOUSE FUNCTIONS**

➤ **WORK ROOM – FOOD PREP**

The work rooms are the heart of the shelters. Food prep and bowl cleanup takes place in the work rooms. A grooming/bathing area is often designed within this room or could be an independent space. Storage area are designed to dovetail into the layout, maximizing the efficient use of the space.

➤ **LAUNDRY ROOM**

A commercial washer and dryer is highly recommended for a facility of this size, along with storage for extra linens. Oversized exterior door would be designed into the floor plan to allow for maintaining the units. **Commercial laundry equipment is built to meet the demands of heavy usage. The larger capacity of commercial equipment translates into fewer loads of laundry to be processed. Also, commercial washers have a high "G force" during the extract (spin) cycle. This removes more water that results in less time in the dryer, which saves time and energy. The larger capacity and greater efficiency helps prevent the laundry room from being an operational bottleneck. Water is often the largest expense after labor in running a laundry operation. Commercial washers use a fraction of the water used by a residential washer.**

➤ **INTAKE ROOM**

The Check-In Room has pass-thru cages that will allow Animal Control Officers to pull into the Sallyport and off-load animals. These animals can then be processed and checked in to the facility from within the same room as the pass-thru cages. The staff will need to check-in all animals efficiently which can include data entry, microchip scanning, weighing, vaccination upon intake, and photograph for record keeping.

➤ **SALLYPORT**

This is an enclosed garage-type area/Sallyport which allows Animal Control Officers to pull in and close overhead doors. Animals may then be safely removed without a chance of escaping. An enclosed Sallyport also allows for police officers to access the facility and locate an animal in a secured kennel/cage until staff is on-duty.

➤ **SPAY / NEUTER CLINIC**

A common trend for an Animal Adoption Center is to provide a Spay/Neuter Clinic. At this time of discussion with staff, the **vet clinic would be for spay/neuter of adopted pets only.**

➤ **MEDICAL ROOM**

In addition to a Spay/Neuter Clinic, a small medical room located in a quiet zone near the Sallyport is recommended. This space should include a mobile lift table, bi-level sink, safe or secured cabinet for narcotics, surgical light, as well as direct access to a walk- in freezer.

➤ **EVALUATION**

Animal Control Officers find it beneficial to have a Check-In Area near the Sallyport. This allows officers to complete data entry upon arrival, photograph, weigh, vaccinate the animal and process animal in a nearby kennel or cage.

MATERIAL AND FINISHES

NATURAL DAYLIGHT: Bringing daylight into shelters and allowing dogs and cats indoor/outdoor spaces is vital in maintaining crucial biological cycles throughout their stay. Circadian rhythm regulation is particularly important for animals who must stay longer in care. Animals which can sense the changing of time show a minimization of disruptive behaviors and tend to be happier and healthier, thus more adoptable.

FLOORING: Flooring throughout the shelter should include long-lasting flooring which has been tested to withstand scratching from claws and industrial strength cleaning. Examples include:

- Epoxy Flooring
- Vinyl Tile/Planks (in limited areas)
- Porcelain Tile
- Sealed Concrete

WALLS: Walls should be high endurance wall finished that are scrubbable and easy to keep clean. Examples include:

- Glazed CMU Block
- Epoxy Paint and Grout
- Porcelain and Ceramic Tile with Epoxy Grout
- Fiberglass Reinforced Panels

CEILINGS: Ceiling systems should include the following (often with sound attenuation above or below the ceiling):

- Gypsum Board Acoustical
- Lay-in Tile
- Wood Plank Ceilings
- Metal Acoustical Panels in Dog Rooms

COLORS: Art is often used throughout a shelter since cheerful and stylish décor is inviting and prolongs visits.

- Calming colors such as blue, purple and green are used throughout the building.
- Colors create a cheerful atmosphere and increase empathy.
- Art unites the community by using local artists when possible.

OUR RECOMMENDATIONS

- **OPTION 1**

- Hidalgo County builds an 8,000 sf fully functioning Animal Control Facility without the assistance or partnerships with surrounding cities.

- **OPTION 2**

- Hidalgo County builds a 16,000 sf fully functioning Animal Control Facility without any assistance or partnerships with surrounding cities.

The first site location is located in Hidalgo County within Precinct #1 jurisdiction and labeled as the Burner Station property. This site location allows for future facility expansion.

The second site location is located in Hidalgo County within Precinct #4 jurisdiction and labeled as Sunflower Road property. This site is highly visible to traffic and is surrounded by subdivisions. This site location allows for future facility expansion.

The third site location that was evaluated is in Hidalgo County within Precinct #1 jurisdiction and labeled as the Monte Alto property. This site location allows for future facility expansion.

Based on a needs assessment and program of spaces established by operational and industry standards, B2Z is proposing a newly constructed 8,000 square foot Animal Control Center on property that allows for future expansion, plus approximately 5,000 square feet of outdoor kennels.

OPTION 1 – 8,000 SF FACILITY

OPTION 1 – Hidalgo County builds an 8,000 sf fully functioning Animal Control Facility without the assistance or partnerships with surrounding cities.

Projected Annual Personnel Expenses:

Qty	Position	Salary	Total Cost
1	Department Manager	\$60,000	\$60,000*
4	Maintenance	\$28,000	\$112,000
7	Animal Control Officers	\$50,000	\$350,000*
1	Administrative Assistant	\$25,000	\$25,000
8	In-House ACO's	\$30,000	\$240,000
Total Projected Annual Salaries			\$787,000

Projected Annual Operating Expenses:

Description	Projected Amount
Water/Electricity/Sewage	\$25,000
Disposal	\$6,000
Repairs & Maintenance	\$3,000
Equipment & Vehicle Rental	\$3,000
Insurance	\$1,500
General Supplies (<i>est. 648 animals/mo</i>)	\$240,000
Propane/Gasoline/Diesel Fuel	\$30,000
Shelter Trainings & Certifications	\$30,000
TOTAL ANNUAL PROJECTED OPERATING EXPENSES	\$338,500

Total Projected Yearly Personnel and Operating Expenses:

\$1,125,500

**\$417,000 Current Hidalgo County Budget*

\$708,500 Increase to current Budget

Projected Construction Cost (Not including cost of land, off-site/on-site drainage and utilities)

Estimated Construction Cost: \$2,235,000

Soft Cost and Contingency: \$713,500

TOTAL PROJECT COST: \$2,948,500

OPTION 2 – 16,000 SF FACILITY

OPTION 2 – Hidalgo County builds a 16,000 sf fully functioning Animal Control Facility without any assistance or partnerships with surrounding cities.

- 88 Canine Kennels
- 52 Feline Kennels
- 36 Canine Quarantine Kennels
- 10 Feline Quarantine Kennels
- 30 Outdoor Kennels
- Exam Room (8 small/8 large)

At a 5-day hold, Hidalgo County will have the capacity to accept 1,296 animals per month.

Projected Annual Personnel Expenses:

Qty	Position	Salary	Total Cost
1	Department Manager	\$60,000	\$60,000*
5	Maintenance	\$28,000	\$140,000
7+3	Animal Control Officers	\$50,000	\$500,000*
2	Administrative Assistants	\$25,000	\$50,000
1	Veterinarian	\$120,000	\$120,000
1	Veterinary Technicians	\$35,000	\$35,000
12	In-House ACO's	\$30,000	\$360,000
	Total Projected Annual Salaries		\$1,265,000

Projected Annual Operating Expenses:

Description	Projected Amount
Water/Electricity/Sewage	\$50,000
Disposal	\$12,000
Repairs & Maintenance	\$6,000
Equipment & Vehicle Rental	\$6,000
Insurance	\$3,000
General Supplies (<i>est. 1,296 animals/mo</i>)	\$483,600
Propane/Gasoline/Diesel Fuel	\$60,000
Shelter Trainings & Certifications	\$60,000
TOTAL ANNUAL PROJECTED OPERATING EXPENSES	\$680,600

Total Projected Yearly Personnel and Operating Expenses:

\$1,945,600

**\$417,000 Current Hidalgo County Budget
\$1,528,600 Increase to current Budget*

Projected Construction Cost (Not including cost of land, off-site/on-site drainage and utilities)

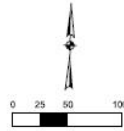
Estimated Construction Cost: \$4,035,000

Soft Cost and Contingency: \$1,478,500

TOTAL PROJECT COST: \$5,513,500

BURNER STATION LOCATION

EXISTING SITE - LOCATION



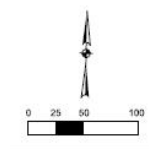
ANIMAL SHELTER LOCATION PROJECT

BURNER STATION LOCATION



CONCEPTUAL SITE PLAN – BURNER STATION LOCATION

CONCEPTUAL SITE PLAN - LOCATION



ANIMAL SHELTER LOCATION PROJECT

BURNER STATION LOCATION

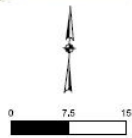


CONCEPTUAL ENLARGED SITE PLAN – 8,000 SQ FT. BURNER STATION LOCATION

CONCEPTUAL ENLARGED SITE PLAN - LOCATION



8,000 Sq. Ft.



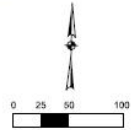
ANIMAL SHELTER LOCATION PROJECT

BURNER STATION LOCATION

CONCEPTUAL SITE PLAN – 16,000 SQ. FT. BURNER STATION LOCATION

CONCEPTUAL SITE PLAN - LOCATION

16K SQ.FT. LAYOUT



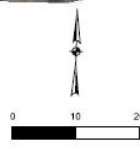
ANIMAL SHELTER LOCATION PROJECT

BURNER STATION LOCATION



CONCEPTUAL ENLARGED SITE PLAN – 16,000 SQ FT. BURNER STATION LOCATION

CONCEPTUAL ENLARGED SITE PLAN - LOCATION 16K SQ.FT. LAYOUT



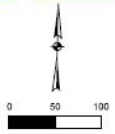
ANIMAL SHELTER LOCATION PROJECT

BURNER STATION LOCATION



SUNFLOWER LOCATION

EXISTING SITE - LOCATION



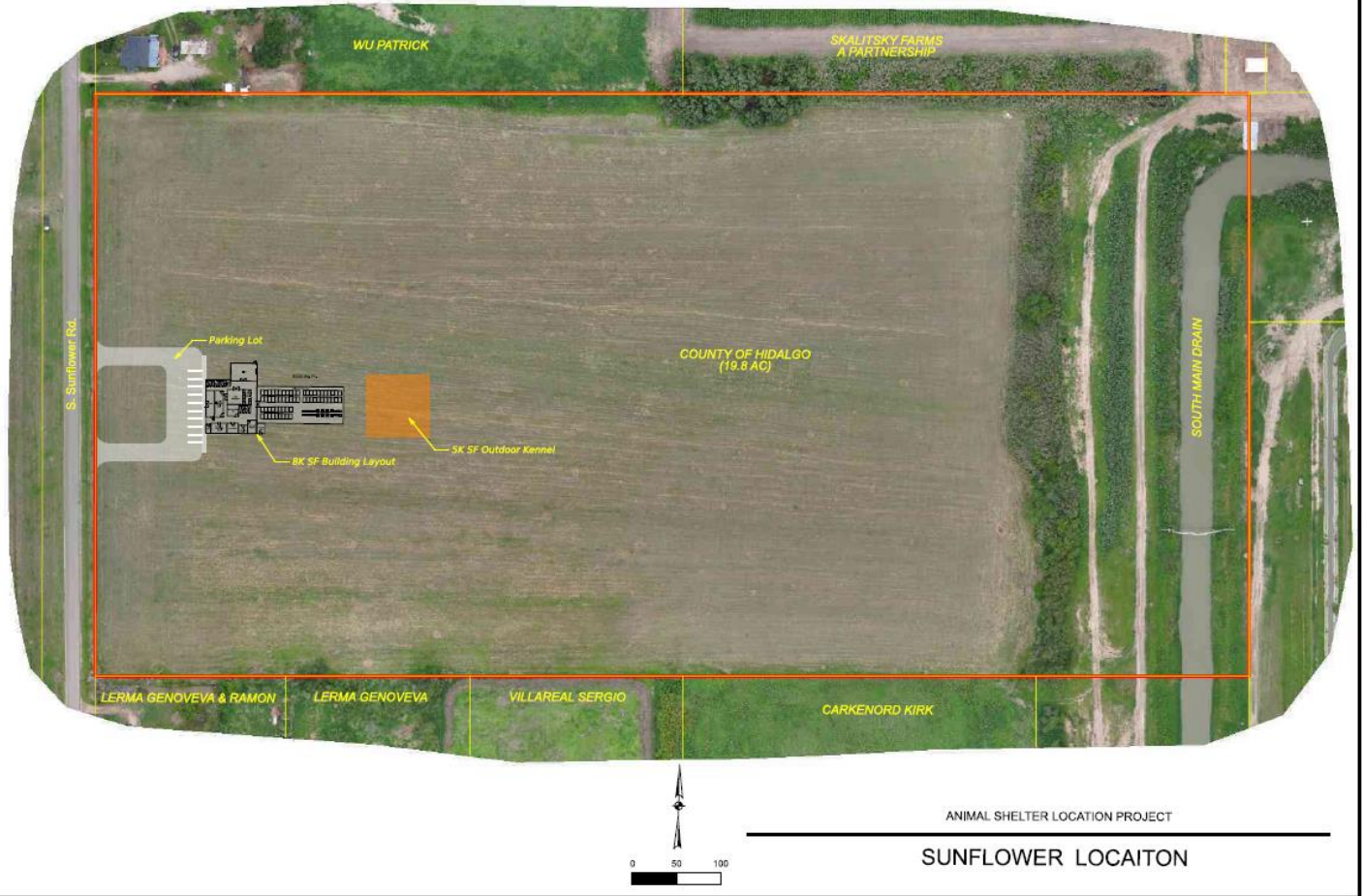
ANIMAL SHELTER LOCATION PROJECT

SUNFLOWER LOCATION



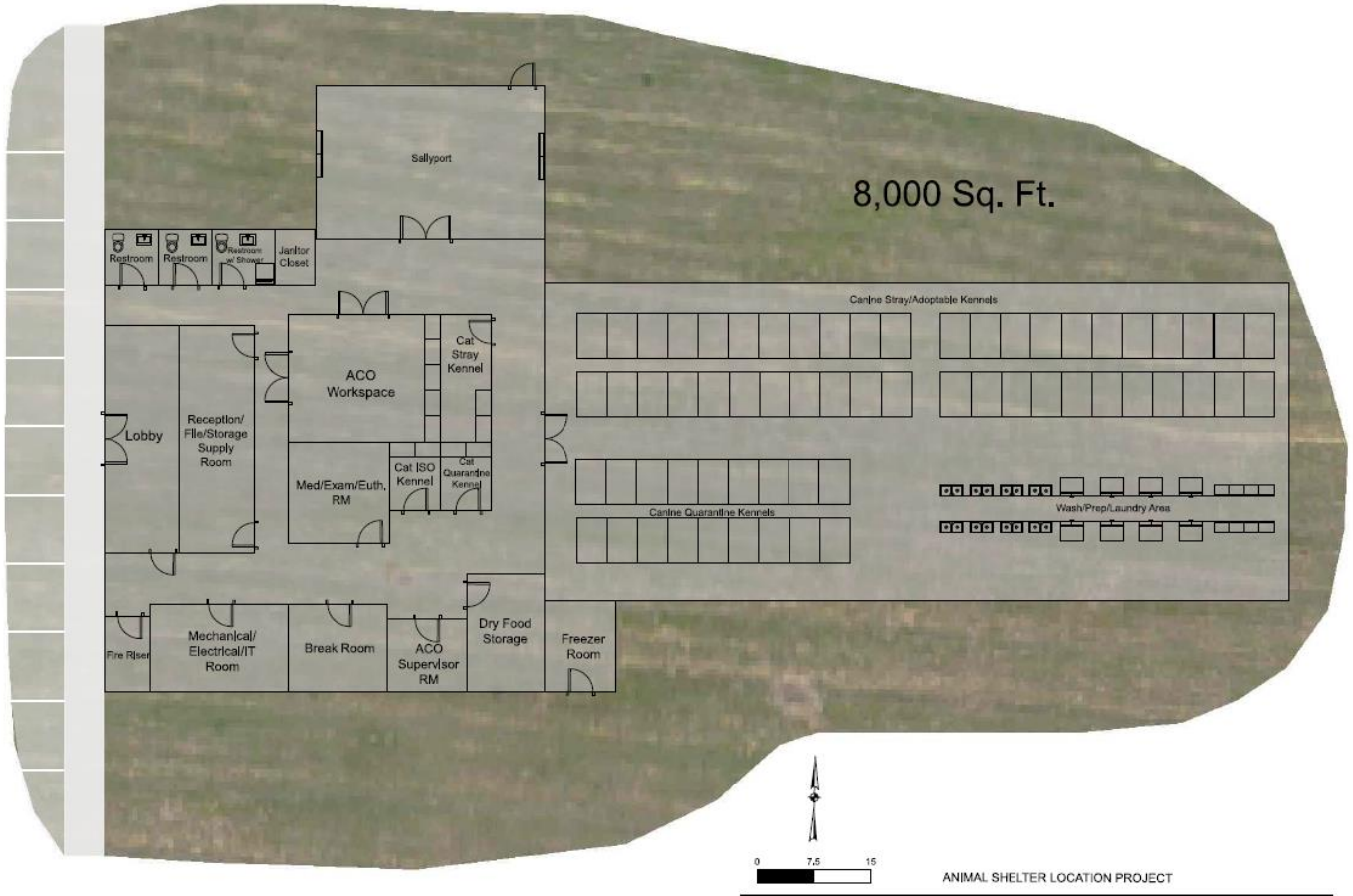
CONCEPTUAL SITE PLAN – SUNFLOWER LOCATION

CONCEPTUAL SITE PLAN - LOCATION



CONCEPTUAL ENLARGED SITE PLAN – 8,000 SQ. FT. SUNFLOWER LOCATION

CONCEPTUAL ENLARGED SITE PLAN - LOCATION



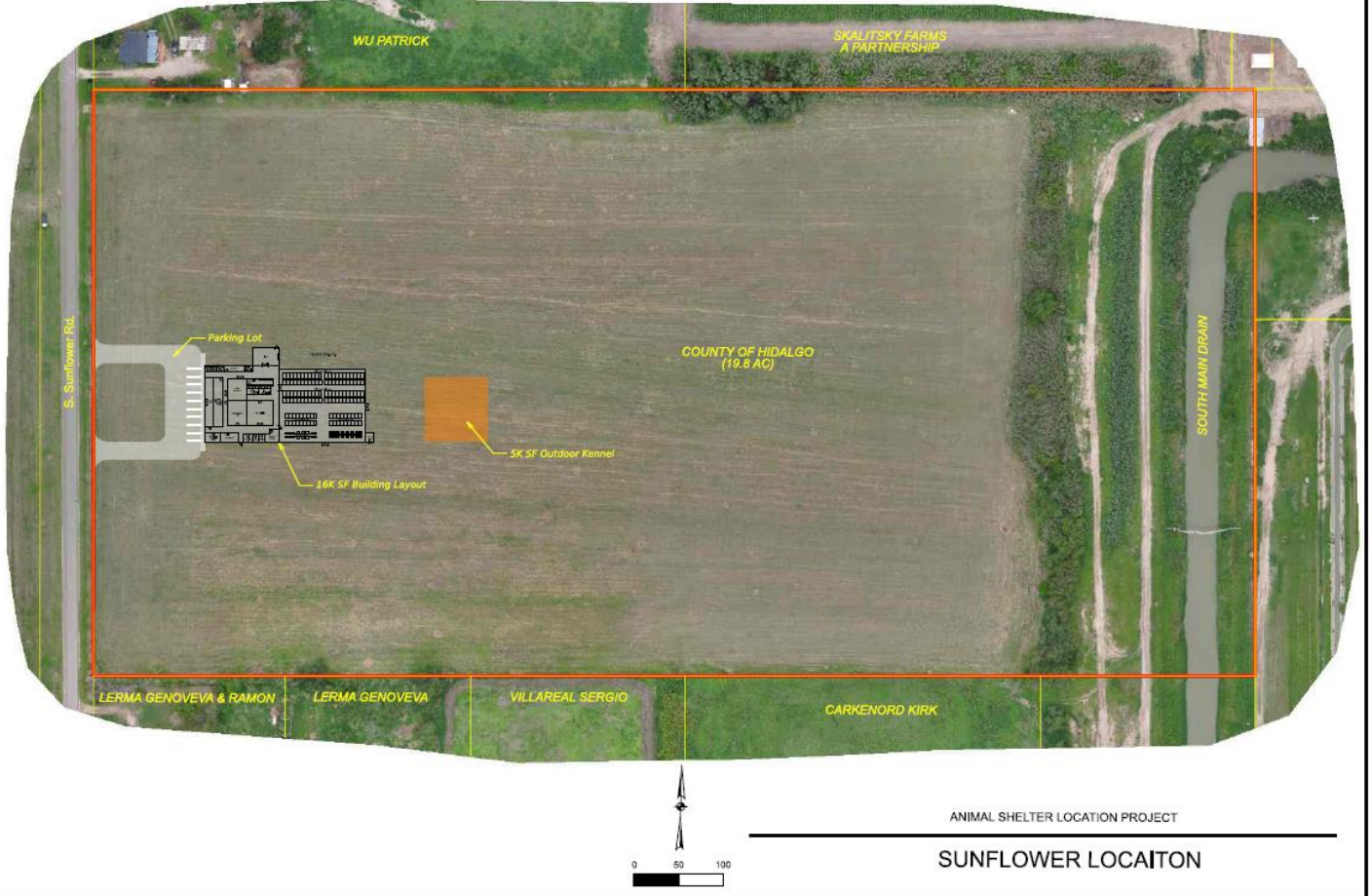
ANIMAL SHELTER LOCATION PROJECT
SUNFLOWER LOCATION



CONCEPTUAL SITE PLAN – 16,000 SQ FT. SUNFLOWER LOCATION

CONCEPTUAL SITE PLAN - LOCATION

16K SQ.FT. LAYOUT

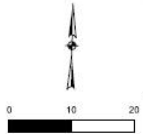
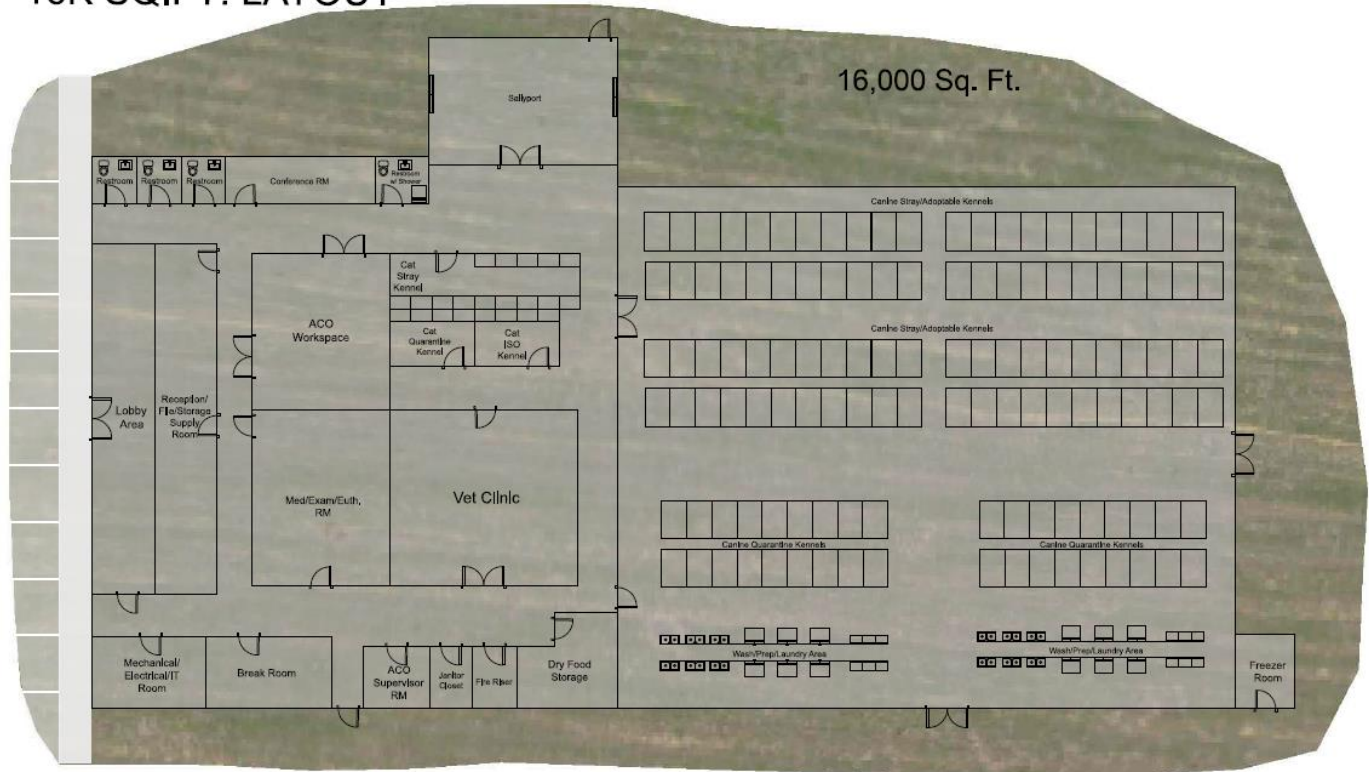


ANIMAL SHELTER LOCATION PROJECT

SUNFLOWER LOCATION

CONCEPTUAL ENLARGED SITE PLAN – 16,000 SQ FT. SUNFLOWER LOCATION

CONCEPTUAL ENLARGED SITE PLAN - LOCATION 16K SQ.FT. LAYOUT



ANIMAL SHELTER LOCATION PROJECT

SUNFLOWER LOCATION

PALM VALLEY ANIMAL SHELTER – TRENTON LOCATION

B2Z met with the PVAS Shelter Director, Board of Directors and toured their facility located at 2501 W. Trenton Rd., Edinburg, TX. This facility consists of several buildings throughout a 5-acre tract of land.



Reception Area



Indoor Kennel Area



Cat Holding Area



Outdoor Kennel Area



ACO Vehicle Wash Station



Laundry Area



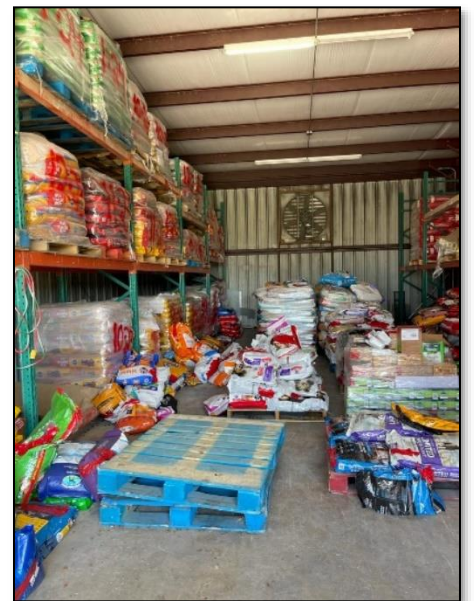
Adoptable Cat Room



Wash Station



Food Storage



Food Storage

CITY OF WESLACO ANIMAL CARE SERVICES

B2Z met with the City of Weslaco Shelter Director and toured their facility located at 1912 Joe Stephens Ave., Weslaco TX. This shelter services several surrounding cities, Peñitas, Pharr, San Juan, Alamo, Donna, Edcouch, Elsa, La Villa, Mercedes and Willacy County.



Owner Claim Kennels



Dog Kennels



Dog Kennel Entrance



ACO City Vehicle

CITY OF MISSION ANIMAL SHELTER

B2Z met with City of Mission Animal Shelter Director and toured their facility located at 227 Abelino Farias St., Mission, TX. Note: This Shelter is now under the direction of the Rio Grande Valley Humane Society.



Outdoor Kennels



Storage Warehouse



Euthanasian Area



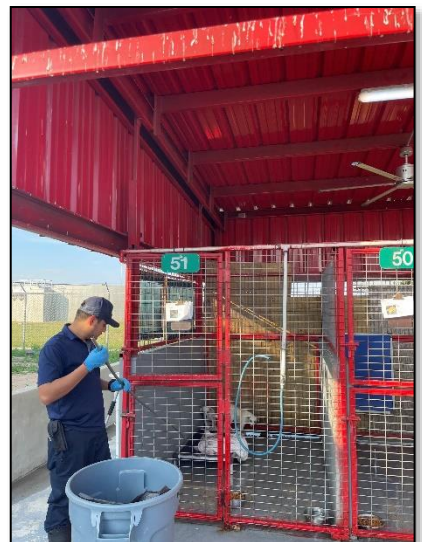
Reception Area



Heater Storage Area



Conference Room

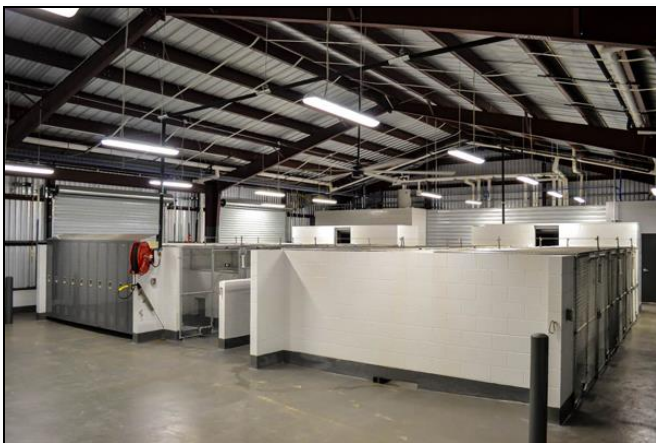


COUNTY ANIMAL SHELTER

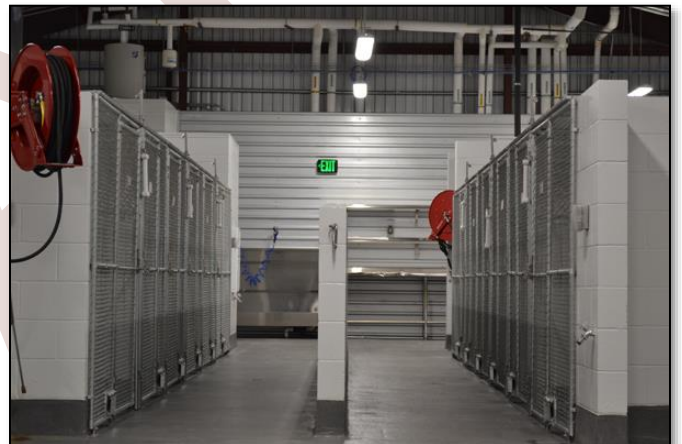
B2Z Engineering met with Cameron County Animal Shelter Director and toured their facility located at 26981 FM 510 in San Benito, TX.



Side Entrance



Dog Kennels



Dog Kennels



Euthanasia / Medical Room



Wash Prep Area



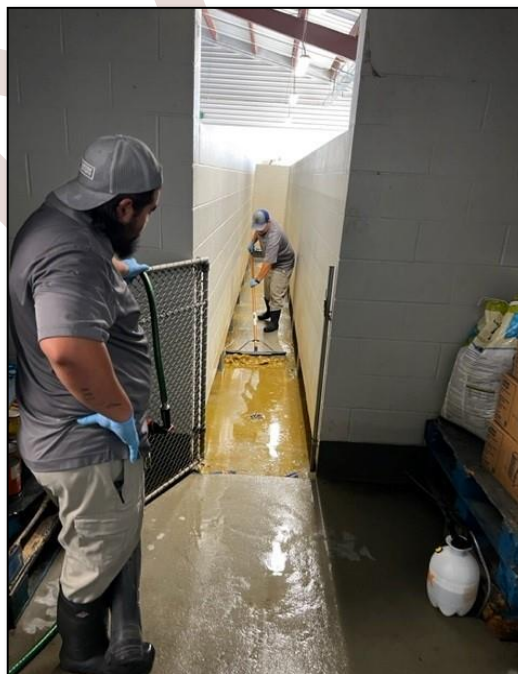
Wash Station / Laundry



Cat Kennels



Quarantine Kennels



Waste Removal

HSUS GUIDELINES

Your local animal shelter is the nucleus of your community's animal care and control program. The shelter should be maintained and operated so that it is attractive and convenient to the community. Most importantly, it should be a place of safety and comfort for the animals. If you are building a new facility, these considerations should be included in your plan. In addition to the guidelines that follow, information on shelter design and construction is available from The HSUS. It includes guidelines for evaluating the facility needs of your community, sample floor plans, and a list of architects who specialize in shelter design and have worked on a wide range of animal shelter projects around the country. The HSUS recommends the standards outlined below for any animal shelter, regardless of its' size, years in operation, or budget.

1. Planning your Facility

A. Housing

1. Stress reduction and disease control are your goals when determining how to separate animals.
2. Separate animals as follows:
 - a. Dogs from Cats
 - b. Sick or injured animals from healthy animals.
 - c. Puppies and kittens from adult animals (unless they are nursing)
 - d. Males and females (especially those in season)
 - e. Aggressive animals from all others
 - f. Nursing mothers and their young from all others
3. Animals who are stressed or recuperating from injuries or illness must have a quiet place to rest during their recovery period. If kept awake, stressed, or forced to be on guard because of close proximity to barking dogs, their recovery period may be lengthened or otherwise compromised.

B. Floors

1. Floors should slope toward drains to prevent the accumulation of water in the runs.
2. Floors should be made of sealed concrete (making it nonporous) or some other nonporous material that can be disinfected.

C. Walls

1. Walls between kennels should be at least 4 feet high and should prevent water and waste materials from flowing from kennel to kennel.
2. For walls between kennels, use one of the following materials:
 - a. Cinder block sealed and painted with epoxy to make it non-porous.

- b. Metal embedded in a concrete base.
 - c. A fiberglass kennel unit, including floor, sides and gate.
 - d. Tile or glass block
3. Chain-link fencing or wire mesh should extend at least 2 feet above kennel walls. Runs should be covered with fence fabric or wire mesh to contain dogs who might jump or climb fences or who are in season, are aggressive, or are quarantined.

D. Drainage

1. The shelter must have drainage and plumbing adequate to handle the heavy load of daily cleaning.
2. Drainage for each run should prevent cross-contamination of other runs by urine or feces.

E. Heating and Cooling

1. Heating elements embedded in kennel floors are ideal. The temperature at floor level of infant, sick, or injured animals should be at least 75°F; for healthy adult animals 65°-70°F.
2. Heating, cooling and humidity-control systems should be used for the comfort of animals, the staff, and the visiting public.
3. A means of circulating the air must be in operation in all kennel areas. Ideally, the air in the building should be exchanged with outside air eight to twelve times per hour.

F. Security

1. Install a security system to protect the building. Some examples are perimeter fencing, an alarm system, or at a minimum, deadbolt locks for all outside runs in combination with outside lighting.
2. Secure all controlled drugs in a manner that, at a minimum, meets both federal and state laws and regulations.
3. Install a fire—alarm system and institute an emergency plan to prepare your staff for a potential evacuation of animals from the shelter.

G. Dogs

1. Dogs confined in either cages or kennels should have room to move about normally.
2. Stainless-steel or custom-made individual cages for indoor holding should follow these minimum size guidelines:
 - a. Large dogs (more than 50 pounds): at least 4 feet by 6 feet, or 24 sq feet
 - b. Medium-sized dogs (36-50 pounds); at least 4 feet by 5 feet, or 20 sq feet
 - c. Small dogs (10-35 pounds); at least 3 feet by 4 feet, or 12 sq feet

3. Dogs confined in cages should be exercised in runs at least 4 feet by 10 feet twice daily or walked on a leash for at least 20 minutes twice daily.
4. Kennels with runs, whether fully enclosed or indoor/outdoor, should follow these minimum size guidelines:
 - a. Kennels: 4 feet by 6 feet
 - b. Runs: 4 feet by 8 feet
5. Ideally, each dog should have his or her own kennel. Animals who share kennels must be evaluated for compatibility and monitored closely. Each should have ample room to stand, lie down, turn around, and sit normally. This requires a minimum area of 4 feet by 4 feet for each dog. A shared 5-foot by 10-foot kennel should hold no more than two large, two medium or three small dogs.
6. Enclosures should be equipped as follows:
 - a. Potable water must be available at all times. Water containers should be cleaned and disinfected regularly (and always before a new animal is put into the cage or run).
 - b. If self-breeders are used, they should be cleaned daily and disinfected regularly (particularly before a new animal is put into the cage or run). In addition, they must be mounted so that dogs cannot urinate or defecate in them. Food should be clean and dry at all times.
 - c. If kennel floors are not heated, provide resting boards or beds. Even with heated floors, beds should be provided for nursing mothers, injured animals, sick animals, and animals being held for an unusually long time (for example, in cruelty cases). Cardboard boxes and other enclosures or platforms that can be disposed of, changed, or easily disinfected may be used, and blankets or towels that can be disinfected may be used or bedding.

H. Cats

1. Individual cages should be made of stainless steel, fiberglass, or other impervious material and should follow these guidelines:
 - a. Provide an area of at least 9 sq feet (usually a 3ft x 3ft) for each cat.
 - b. Supply each cage with a cat litter pan.
 - c. Ensure that each cat has constant access to water and dry food.
 - d. House no more than one cat in a cage, except for nursing mother, young litter of kittens, or pairs of adult cats who have

been admitted to the shelter from the same household.

2. If colony cages are used to house cats, follow the guidelines listed below:
 - a. Cats whose vaccination history is unknown should be evaluated for health and behavior, vaccinated, and isolated for at least 24 hours for observation before being placed in cat-colony cage rooms.
 - b. Separate unsterilized males from females
 - c. Separate nursing mothers from all others
 - d. Separate young kittens from adult cats (except for their mothers)
 - e. House no more than fifteen adult cats or twenty kittens in a 10-by-15-foot room
 - f. Include one 12-inch by 18-inch cat litter pan for every three cats or five kittens.
 - g. Have water and dry food available at all times (when giving fresh food, use one dish per cat).
 - h. Equip colony rooms with shelves or resting boxes; provide cages with open doors for animals who prefer to be isolated.

I. Human Traffic Control

1. Provide adequate space for staff to work comfortably and for equipment and records to be stored properly.
2. Make the receiving area large enough for the public to bring, reclaim, or adopt animals comfortably and to keep the animals separated from one another. Ideally, incoming animals should be received in an area separate from the adoption area. The traffic flow pattern should be designed so that animals can be moved quickly, safely and easily from place to another.
3. Keep newly arrived animals in the receiving room separate from the rest of the shelter population until they have been evaluated for health and temperament. To maintain high standards of safety for the staff and public and to decrease the possibility of the spread of disease, newly arrived animals should be routed to the appropriate holding area as soon as possible; move dangerous dogs to an area away from public access, sick animals to an isolation area, and injured animals to a veterinarian.
4. The euthanasia room and dead-animal storage area should be easily accessible from the kennel area; however, this area should be away from public view. Animal control vehicles should have access to the

back of the kennel area for bringing in animals and removing dead animals.

5. The facility should be accessible to disabled persons. The HSUS recommends that all shelters comply with the federal Americans with Disabilities Act (ADA), regardless of whether they are mandated to do so under the law.

J. Caring for the Animals

A. Diet and Feeding

All shelter animals, regardless of their term of residence, should receive a good-quality, balanced diet that is appropriate for their life stage. Select a food produced by a company that guarantees complete and balanced nutrition. To meet animals' needs, the HSUS recommends the following:

1. The shelter should have a sufficient number of adequately sized stainless-steel food and water bowls to accommodate all animals. Feed puppies and kittens who are six to twelve weeks of age three times a day. Feed puppies/kittens who are twelve months of age twice a day, and adults at least once a day.
2. Dry food can be made palatable to the greatest number of dogs as follows: Mix one-half of wet food with one pound of dry dog food for each adult dog, add enough warm water to mix well, mix and feed. If animals are fed between 1 p.m. and 3 p.m., their stools can be removed before closing and the dogs will be in clean runs overnight. Dry puppy food must be moistened for young pups.
3. Dry puppy chow and adult dog food may be left in self-feeders.
4. Feed dogs and puppies enough food to meet their nutritional needs (based on such factors as body weight and label instructions). Check food bowls after approximately 20 minutes. If an animal has eaten all her food, place an additional small amount of food in the run or cage.
5. Feed cats and kittens dry or canned cat food. Do not feed dog food to cats (or vice versa)
6. Generic pet foods are not recommended. Often, the nutrients in generic pet foods are not readily available for digestion and absorption by an animal. Recent tests have shown

that puppies and kittens that were fed generic pet foods had a greater incidence of illness, improper growth, and other physical abnormalities and required one-and-one-third times as much food per pound of weight gained. Use only products that are made by major national pet-food companies and are 100 percent nutritionally complete.

7. Store all food in air-tight plastic containers to prevent spoilage and to avoid attracting rodents and insects.

B. Disease Control

Follow these guidelines to minimize disease:

1. Evaluate all animals shortly after they come into the shelter and observe them during their entire stay. Here are some common signs of illness in dogs and cats that may warrant veterinary care:
 - a. Eyes are watery, appear swollen, or show discharge.
 - b. Ears appear red or inflamed, show discharge or have a foul odor.
 - c. Nose shows discharge (mucous, blood, or pus), or is crusty, congested or blocked.
 - d. Gums are swollen or inflamed, teeth are loose or brown, or mouth has a foul odor.
 - e. Animal is sneezing, coughing, or wheezing.
 - f. Animal has fleas or ticks, skin shows swelling or lesions, animal limps, or animal is thin or obese.
 - g. Animal has wound or abscesses, or body temperature is abnormal.

Have trained and experienced staff member, a veterinary technician, or a veterinarian available to check animals and to provide care. Instruct every staff member to note and record all symptoms of possible illness and to bring them to a supervisor's attention.

C. Cleaning

1. All kennels, cages and runs must be cleaned daily with hot water and a broad-spectrum disinfectant proven to be effective against various bacteria and viruses common in a shelter environment (including distemper and parvovirus). Each enclosure should be cleaned, scrubbed and disinfected BEFORE a new animal enters. As an alternative, chlorine bleach (mixed with water in a 1:32 dilution) can be used.

2. Mix disinfectants according to specific manufacturer instructions. After application, allow the disinfectant to remain in contact with the surface for the length of time recommended by the manufacturer before rinsing.
3. Do not expose animals to water or disinfectant. During cleaning, place all animals in separate holding areas or in carriers; animals should never be left in cage or kennel. Make sure enclosures are completely dry before animals are returned to them.
4. Clean the kennels and cages from floor to ceiling and scrub cage doors and similar surfaces manually. It is false economy – and a potential source of infection – to clean the walls of a run only to the height of the dog inhabiting the run. If any one section of shelter is left unsanitized, disease can be easily transmitted.
5. The recommended daily cleaning outline is as follows:
 - a. Remove the animal from the run or cage and place him in a separate holding area or carrier, then remove bedding, toys and all food and water containers.
 - b. Remove all solid waste such as feces and hair. Do not hose solid waste into the drainage system; rinse away only urine with water.
 - c. Wash enclosures using a high-pressure sprayer, steam-cleaning machine, or long-handled, stiff-bristled scrub brush.
 - d. Using a scrub brush and a solution of detergent/disinfectant, scrub all surfaces within the enclosure including the floor, sides, resting board, top, and gate, according to specific manufacturer instructions.
 - e. Allow the solution to stand for at least 20 minutes (or the length of time recommended by the manufacturer).
 - f. Thoroughly rinse all surfaces with a steady stream of water (preferably hot).
 - g. Dry the run or cage as completely as possible using a squeegee or rag. If possible, ventilate the area prior to returning animals to it.
 - h. Clean and disinfect beds, toys, food dishes, and water bowls.
 - i. Clean and disinfect cat litter boxes.
 - j. Clean and disinfect the holding area or carrier after each animal has been removed.
 - k. Clean and disinfect the euthanasia room.
 - l. Clean and disinfect other areas used by animals.
 - m. Clean all areas used by the staff and public. Because bacteria can accumulate and lead to disease and odor problems, be sure to regularly clean and disinfect other areas, including the aisles, walls, and ceilings.

D. Euthanasia of Surplus Animals

The HSUS is committed to recommending only those methods of euthanasia that are painless and rapid and to the fullest extent possible that minimize fear and apprehension in the animal.

1. Euthanasia should be performed by the best-qualified and most-compassionate staff members, because no method is any better than the people who administer it. The facility should do the following:
 - a. Provide training for staff and regularly review and evaluate staff proficiency and attitude; and
 - b. Demonstrate awareness of the extreme stress of the task on those who perform it and make provisions to decrease this stress by all possible means.
2. Euthanasia guidelines are as follows:
 - a. The HSUS recommends the injection of sodium pentobarbital, prepared specifically for use as a euthanasia product, as the preferred agent for the euthanasia of companion animals. This method, when properly performed, has been found to be the most humane, safest, least stressful, and most professional choice by the HSUS, American Humane Association, National Animal Control Association, and American Veterinary Medical Association. The use of sodium pentobarbital is carefully controlled by federal and state laws and regulations.

- b. Carbon monoxide (CO), when in the form of compressed cylinder gas and delivered in a properly manufactured and equipped chamber is a conditionally acceptable method of euthanasia for some animals. It is unacceptable to use CO for the euthanasia of dogs and cats who are under four months of age, or who are old, sick or injured.
 - c. Carbon dioxide (CO) is not acceptable for routine use in animal care and control facilities for euthanasia. However, a commercially manufactured chamber using compressed CO₂ may be acceptable for certain wildlife species.
 - d. The methods that The HSUS considers inhumane, disapproves of, and campaigns against include decompression, nitrous oxide, drowning, decapitation, cervical dislocation, pithing, exsanguination, electrocution, gunshot (excluding properly performed field euthanasia), air embolism, nitrogen flushing, strychnine, chloralhydrate, caffeine, nicotine, magnesium sulphate, potassium chloride, succinylcholine chloride (Sucostrin, U-Tha-Sol, Anectine, Quelicin Chloride, Scoline Chloride), and any combination of pentobarbital with a neuromuscular blocking agent.
3. Animals should be checked carefully.
- a. Animals who have been euthanized should be checked to make certain that their vital signs – breathing, heartbeat, and eye reflex – have stopped or that rigor mortis has set in.
 - b. Dead animals may be disposed of by incineration, burial in a landfill, or another method approved by the community.

III. Record Keeping and Motor Vehicles

A. Record Keeping

1. Paperwork should be prepared for every animal that enters the shelter. Paperwork should include the animal's description and any available information about his background. The records also should include notes on any veterinary or other special care the animal has

received and a record of the animal's final disposition.

2. Each record should be numbered and filed so that shelter staff can easily retrieve the information and easily identify animals for adoption, reclamation, or euthanasia.
3. A cage card should accompany each animal throughout her stay at the shelter. The cage card should include the animal's record number, description, and other relevant information such as behavioral characteristics, and observations about health and temperament. Each animal should wear a collar or a collar-tag combination which include the record number.
4. All animals should be counted at the start and at the end of each day, with the numbers recorded by species in a permanent journal. Each day, these totals should be balanced against the card records. A daily log should be kept to record animals received, adopted, euthanized, or returned to owner. In the records, animals should be classified according to species, sex and age. (For example, separate adults from those under four months of age.)
5. Receipts for all fees (such as donations, impoundment fees, and adoption fees) should be kept by number and recorded daily, to be balanced against weekly bank deposits. (An inexpensive cash register that can be locked is a good investment.) Daily balances (including incoming and outgoing transactions) should be maintained.

B. Motor Vehicles

1. Each shelter should have an adequate number of vehicles for picking up animals, depending on the size of the community.
2. The vehicle(s) should provide the animals with safety, security, protection from the elements, adequate ventilation, and temperature control. Each animal must have a separate enclosure. Special enclosures should be available for sick or injured animals; these animals require special care and handling as well. These should be a separate compartment for dead animals if a separate vehicle is not available.
3. The vehicles serve as the agency's "field representation" and therefore should be a) clean and well-marked with the agency's name and phone number; b) operated safely at all times; and c) driven courteously.
4. Vehicles should be designed to make it as easy and humane as possible for animals to be loaded and unloaded.
5. Vehicles should be equipped with at least the following animal rescue equipment: dog and cat

control poles; a net; leashes; a ladder; wire or fiberglass cages; portable cat carriers; a halter; head-and-tie ropes and slings for livestock; a stretcher; a tool kit; an axe; a shovel; a hammer; a crowbar; a flashlight; dog and cat food; muzzles; humane dog and cat traps; and first aid kits for both people and animals.

6. Vehicle drivers should be trained and prepared to give emergency care to injured or ill animals. Euthanasia not be administered in the field unless an animal is suffering to such a degree that she is in need of immediate relief by euthanasia. In these cases, the vehicle driver should call a veterinarian to the scene when necessary. The HSUS considers killing by gunshot to be inhumane, except when it is performed properly as a method of field euthanasia in an emergency situation where safe, humane transport of the animal is not possible. A complete report to document the need for euthanasia should be prepared. As part of their job training, drivers should be guided by shelter policies, including guidelines from a veterinarian on how to make field euthanasia decisions.

The Humane Society of the United States (HSUS) was founded in 1954 to promote the humane treatment of animals and to foster respect, understanding, and compassion for all creatures. Today its message of care and protection embraces not only the animal kingdom but also Earth and its environment. To achieve its goals, The HSUS works through legal, educational, legislative, and investigative means. The HSUS's efforts in the United States are facilitated by its nine regional offices; its worldwide outreach is supported by its global humane family of organization.

The HSUS is not an umbrella organization for local humane societies, animal shelters, or other animal care and control agencies, nor does it have any legal or contractual relationships with such organizations. The HSUS publishes guidelines and recommendations for these organizations. For more information on shelter policies and procedures, please contact The HSUS's Animal Sheltering Issues staff.

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TEXAS ADMINISTRATIVE CODE

TITLE 25 Health Services

PART 1 Department of State Health Services

CHAPTER 169 Zoonosis Control

SUBCHAPTER A Rabies Control and Eradication

RULE 169.26 Facilities for the Quarantining or Impounding of Animals

A. Generally

1. Structural Strength

Housing facilities shall be structurally sound and shall be maintained in good repair in order to protect the animals from injury, to contain them, and to prevent transmission of diseases.

2. Water and Electrical Power

Reliable and adequate electrical power, if required to comply with other provisions of this subchapter, and adequate fresh, clean water shall be available.

3. Storage

Supplies of food and bedding shall be stored in facilities which adequately protect such supplies against infestation or contamination by vermin. Refrigeration shall be provided for supplies of perishable food. Non-perishable foods, such as dry food, do not require refrigeration. Open bags of non-perishable dry food should be sealed or stored in sealed cans, and unopened bags should be stacked on pallets or shelves with at least 12 inches of clearance between the floor and the first level to enable effective inspection and cleaning practices.

4. Waste Disposal

Provision shall be made for the removal and disposal of animal and food wastes, bedding, dead animals, and debris. Disposal facilities shall be so provided and operated as to minimize vermin infestations, odors, and disease hazards. A suitable method shall be provided to rapidly and safely remove water and other liquid waste from housing facilities. Housing facilities should be designed to have animal excreta removed through sanitary sewers, septic systems, or garbage. All closed drainage systems should be equipped with traps, vents, and acceptable drain covers to exclude rodents and prevent any backup of sewer gas and odors into the facility.

5. Washrooms and Sinks

Facilities for personal hygiene, such as washrooms, basins, or sinks, shall be provided for employees.

6. Management

The manager of a facility should be either an individual who has satisfactorily completed an appropriate training course or a veterinarian.

7. Records

Records shall be kept on each animal processed through the housing facility. At a minimum, the records shall document the animal's description, impoundment date, disposition date, and method of disposition. Records shall be available for inspection by the department.

8. Heating

Adequate shelter shall be provided to protect animals from any form of cold or inclement weather and direct effects of wind, rain, or snow. Auxiliary heat or clean, dry bedding material shall be provided any time the ambient temperature falls below 50 degrees Fahrenheit (10 degrees Celsius) when animals are present. If supplemental bedding material is used during cold weather, quantities should be adequate to prevent hypothermia as temperatures drop.

9. Cooling and Ventilation

Adequate shelter shall be provided to protect animals from any form of overheating and direct rays of the sun. Facilities shall be provided with fresh air either by means of windows, doors, vents, fans, or air conditioning and shall be ventilated so as to minimize drafts, odors, and moisture condensation. Auxiliary ventilation, such as fans or air conditioning, shall be provided in indoor facilities when the ambient temperature is 85 degrees Fahrenheit (29.5 degrees Celsius) or higher when animals are present.

10. Lighting

Housing facilities shall have ample light of sufficient intensity to permit routine inspection and cleaning. Primary enclosures shall be situated to protect the animals from excessive illumination.

11. Construction

Housing facilities must be constructed in such a manner that they will protect the animal and not create a health risk or public nuisance. The building surfaces shall be constructed and maintained so that they are impervious to moisture and may be readily sanitized. Floors shall be made of durable, nonabsorbent material.

12. Primary Enclosures

Primary enclosures shall:

- a) Be structurally sound and maintained in good repair;
- b) Provide convenient access to clean food and water;
- c) Enable the animal to remain dry and clean;

- d) Be constructed and maintained so that the surfaces are impervious to moisture and may be readily sanitized;
- e) Be constructed so as to protect the animal's feet and legs from injury; and
- f) Provide sufficient space to allow each animal to turn around fully, stand, sit, and lie in a comfortable position.

B. Feeding

1. All food shall be free from contamination, wholesome, palatable, and of sufficient quality and nutritive value to meet the normal daily requirements for the condition, size, and age of the animal.
2. Dogs and cats shall be fed at least once a day, except as directed by a veterinarian.
3. Domestic ferrets shall have continuous access to food.
4. All other animals shall be fed appropriately as described on the packaging of a commercial, species-specific food, except as directed by a veterinarian.
5. Food receptacles shall be accessible to all animals and shall be located so as to minimize contamination by excreta. Food receptacles shall be durable and kept clean and sanitary. Disposable food receptacles may be used but must be discarded after each feeding or, for domestic ferrets, after 24 hours of use. Self feeders may be used for feeding dry foods to animals acclimated to their use.

C. Watering

If fresh, clean water is not accessible to all animals at all times, it shall be offered to them at least twice daily for periods of not less than one hour, except as directed by a veterinarian. Drinking bottles may be used for animals acclimated to their use. Domestic ferrets shall have fresh, clean water accessible at all times, provided in drinking bottles of appropriate size to maintain a fresh supply. Water receptacles shall be kept clean and sanitary.

D. Sanitation

1. Cleaning of primary enclosures. Excreta shall be removed from primary enclosures as often as necessary to prevent contamination of the inhabitants, but not less than daily.
2. Sanitation of primary enclosures. Cages, rooms, and pens shall be maintained in a sanitary condition.
3. Building and premises. Building and premises shall be kept clean.

E. Pest Control

A regular program for the control of insects, ectoparasites, and other pests shall be established and maintained. The facility shall be free of visible signs of rodents and keep other vermin infestations to a minimum at all times. Each pesticide must be used in accordance with its manufacturer's label instructions.

F. Outdoor Facilities

Outdoor facilities are acceptable under this section provided those facilities meet all the requirements of this section.

- G.** This section applies to all animal shelters located in counties with a population of 75,000 or greater as required by the Texas Health and Safety Code, Chapter 823, and to all quarantine or impoundment facilities regardless of county population.

Source Note: The provisions of this §169.26 adopted to be effective April 1, 1980, 5 TexReg 812; amended to be effective February 22, 1993, 18 TexReg 845; amended to be effective February 21, 1996, 21 TexReg 963; amended to be effective August 21, 1996, 21 TexReg 7660; amended to be effective July 12, 1998, 23 TexReg 7224; amended to be effective February 18, 2003, 28 TexReg 1389; amended to be effective July 21, 2004, 29 TexReg 6936; amended to be effective December 20, 2007, 32 TexReg 9341; amended to be effective March 31, 2013, 38 TexReg 1994

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