February 19, 2015

Registered Michigan Animal Shelters

Re: Animal Shelter Annual Report

Dear Shelter Manager:

It is that time of year again! Time to submit your Animal Shelter Annual Report to the Michigan Department of Agriculture and Rural Development (MDARD) Animal Industry Division (AID). As a reminder, the Pet Shops, Dog Pounds, and Animal Shelters Act, Act 287, P.A. 1969 as amended, requires that animal shelters maintain written records on their shelter animals and provide certain statistics to MDARD annually by March 31st.

Specifically, MCL 287.339.9a requires that all “shelters maintain written records on the total number of dogs, cats, and ferrets under 6 months of age, the total number of dogs, cats, and ferrets 6 months of age and older, and all other animals received, returned to owners, adopted to new owners, sold, or transferred with or without remuneration to any person, the number of adopted dogs, cats, and ferrets that were altered, the number of adopted dogs, cats, and ferrets that were not altered, and the number of dogs, cats, and ferrets euthanized annually, and shall annually provide a copy of these statistics to the department, by March 31 of the year following the year which the statistics were compiled.”

Enclosed you will find a hard copy example of the preferred version of the Animal Shelter Annual Report form (form AI-034, rev.02/15), which will be uploaded to our website: www.michigan.gov/animalshelters. The internet version of this form will finally allow us to directly import and compile your submitted data as well as provide more search functions for the individual reports posted to our website.

You will find footnotes at the bottom of the report form to clarify specific data to report to us and information that is not pertinent to the reporting requirements. These are the very areas where we are finding incorrect and/or missing information:

**Type of Companion Animal**

- Per MCL 287.331(d), the LIVE, animals to be reported are: *rodents* and *mammals* except livestock as defined in 1937 PA 284, MCL 287.121 to 287.131. “Livestock” includes horses, ponies, mules, cattle, calves, swine, sheep, poultry, privately-owned cervids, ratites, aquaculture species, and goats.
- Do not include road kill or animals that are dead on arrival.
In the matter of Animal Shelter Annual Reports

Shelter Animal Adoptions
- Per MCL 287.331(a), “Adoption” means a transfer of ownership, with or without remuneration, of a dog, cat, or ferret from an animal control shelter or animal protection shelter to an individual for the purpose of being a companion animal for that individual.
- You may choose in the comments section to further elaborate on the success of the spay/neuter contracts, for example: To date, we have received proof of spay/neuter for 129 of the 140 intact dogs adopted out last year.

Shelter Animals Sold for Research
- Per MCL 287.339a, only the number of LIVE animals that the shelter SELLS get reported in this category. Be advised that most shelters do not sell live animals.
- For example, LIVE animals sold for Research would go in this area. Do NOT include dead animals/animal carcasses that are sold for research or road kill.

Transferred Shelter Animals
- Per MCL 287.338a(7), shelter animals may be transferred to other REGISTERED SHELTERS, law enforcement agencies, and certain service dog organizations. All other transactions are ADOPTIONS, and must have a spay/neuter contract if the animal is intact at the time of adoption.
- In other words, a rescue that does not have a shelter registration cannot “pull” animals from a registered shelter if “pull” means they do not have to fill out a spay/neuter contract including the required deposit for intact animals.

Owner-requested Euthanasia
- Per MCL 287.339a shelters must report the number of animals by category they euthanize each year.
- It is acknowledged that a number of shelters wished to have an OPTION to separate animals euthanized as part of the shelter population versus which animals were euthanized at the owner’s request (i.e. a service).
- If you are reporting both shelter animals and owner requested animals that were euthanized, then you MUST indicate whether the total number of “owner requested” euthanized animals are also included in your total number of intake/received animals for each type of animal.

If for some reason you cannot submit your information on-line, please contact us directly at animalshelters@michigan.gov. Remember that this report is due in our office by March 31st. You are also welcome to send updates to your shelter information such as veterinarian(s) changes and updates to contact information for your shelter staff throughout the year via this email address. If you have further questions or concerns, please contact me at (517) 284-5682 or my assistant, Ms. Andrea Martinez at (517) 284-5673.

Sincerely,

Pollyanne McKillop
Animal Shelter Regulatory Program Manager
Animal Industry Division

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