NEW YORK STATE DEPARTMENT OF AGRICULTURE AND MARKETS
DIVISION OF ANIMAL INDUSTRY
10B AIRLINE DRIVE, ALBANY, NY 12235

MUNICIPAL SHELTER INSPECTION REPORT - DL-90

Rating: **Unsatisfactory30** Purpose: **Inspection**

DATE/TOA: **9/18/14 11:15 am**

POTSDAM HS
17 MADRID AVENUE
POTSDAM NY 13676

Inspector #: **65**

These are the findings of an inspection of your facility on the date(s) indicated above:

1. Shelter is structurally sound	Yes
2. Housing area and equipment is sanitized regularly	Yes
3. Repairs are done when necessary	Yes
4. Dogs are handled safely	Yes
5. Adequate space is available for all dogs	Yes
6. Light is sufficient for observation	Yes
7. Ventilation is adequate	Yes
8. Drainage is adequate	Yes
9. Temperature extremes are avoided	Yes
10. Clean food and water is available and in ample amount	Yes
11. Veterinary care is provided when necessary	Yes
12. Dogs are euthanized humanely, by authorized personnel	Yes
13. Complete intake and disposition records are maintained for all seized dogs	No

Licensing information not recorded for all redeemed dogs

14. Dogs transferred for purposes of adoption in compliance with Article 7	Yes

Reviewed transfer regulations

15. Redemption period is observed before adoption, euthanasia or transfer	Yes
16. Owners of identified dogs are properly notified	Yes

Owners of identified dogs seized in Town of Potsdam are notified by Potsdam Humane Society DCOs, James & Rebecca McConkey, and/or by other humane society staff.
Owner notification for identified dogs seized in all other contracted towns is handled by their appointed DCOs.

17. Redeemed dogs are licensed before release	No

Majority of redeemed dogs were licensed before release from shelter, but at least 5 were found to have been released without being licensed. Advised that license numbers & town where issued must be included in records for all redeemed dogs. Shelter staff to notify appropriate DCOs of dogs found to have released without licenses for follow-up.

18. Proper impoundment fees paid before dogs are released	Yes
19. Written contract or lease with municipality	Yes

Town - City - Village Information for Inspection:

TCV CODE	TCV NAME
4001	Town of Brasher
4004	Town of Clifton
4005	Town of Colton
4013	Town of Hermon
4014	Town of Hopkinton
4016	Town of Lisbon
4022	Town of Norfolk
4024	Town of Parishville
4028	Town of Potsdam
4031	Town of Stockholm
4015	Town of Lawrence

REMARKS:

REPRESENTATIVE PRESENT FOR INSPECTION: **Alysia Maynard/Bonnie Peryer**
TITLE: **Shelter Manager/Office Manag**

REVIEWED BY: **Inspector #: 50**
REVIEWED DATE: **09/19/2014**