

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 |
| <i>Licensing information not recorded for all redeemed dogs</i> | |
| 14. Dogs transferred for purposes of adoption in compliance with Article 7 | Yes |
| <i>Reviewed transfer regulations</i> | |
| 15. Redemption period is observed before adoption, euthanasia or transfer | Yes |
| 16. Owners of identified dogs are properly notified | Yes |
| <i>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.</i> | |
| <i>Owner notification for identified dogs seized in all other contracted towns is handled by their appointed DCOs.</i> | |
| 17. Redeemed dogs are licensed before release | No |
| <i>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.</i> | |
| 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:
TITLE: **Shelter Manager/Office Manag**

**Alysia Maynard/Bonnie
Peryer**

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