

City of Hampton
Animal Control
Administrative Guidelines

Title: Deceased Animals and Cremation Preparation	Guideline Number: OP-111
References:	Date Issued: May 2006

I. Purpose

To establish a procedure for collecting and disposing of deceased domestic and wild animals found on public property.

II. Policy

Hampton Animal Control is responsible for picking up and disposing of deceased animals from public property and city streets where the flow of traffic is or could be obstructed or impeded.

III. Procedure

A. Deceased Domestic Animals

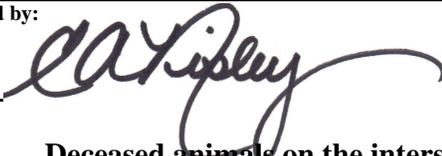
1. Officers locating a deceased domestic animal shall attempt to locate any identification on the animal (tag, microchip or tattoo). If the officer can determine the owner's name and address, he/she will attempt to contact owner to either deliver the animal or leave a notice for the owner to contact the office. The officer will then bag the animal and tag it with a property tag indicating a detailed description to include; breed, gender, color/ markings, and owner information. Collars and tags will be removed from the animal and held for a 10 day period. The body should be held a minimum of 5 days for the owner to make arrangements to pick up.
2. Officers locating deceased domestic animals with no identification should bag the animal and tag it with a property tag indicating a detailed description of the animal to include, breed, gender, coloring, markings, etc. The animal will then be held for a minimum of 3 days in case an owner is located.
3. Deceased domestic animals will be disposed of in accordance with law and at the designated location for disposal.
4. The designated location at the office is for **temporary** holding only, animals that do not require testing should be removed the following day.

B. Deceased Wildlife

1. Officers responding to deceased wildlife on public property or in city streets will bag the body and transport it to the designated location for disposal.

C. Deceased animals on private property are the property owner's responsibility. However, some extenuating circumstances may require assistance and each officer should exercise his/her judgment.

Authorized by:



Revision Date:

December 1, 2011

- D. **Deceased animals on the interstate** are handled by Virginia State Police, or VDOT.
- E. **Euthanized animals due to Parvovirus, or Rabies** should be disposed by cremation.
- F. **Cremation Preparation**
 - 1. **All cremated animals** are required to have the Hampton Roads Pet Cremation Services sticker indicating the following:
 - a) Name of the organization
 - b) Species
 - c) Weight of the animal
 - d) If we request the ashes to be returned, (which will be indicated by checking no)
 - e) There will be no case in which we will request for ashes to be returned. If an owner comes for their animal after the 5 day holding period, then they would have to arrange with cremation company.
 - 2. **The Cremation Log** must be updated as the animals are labeled with the sticker. The following information is required on the cremation log:
 - a) Date
 - b) Species
 - c) Description, if a companion animal, include if it had a collar, tag, microchip or tattoo.
 - d) Weight
 - 3. **The scale** has the capacity of 400lbs. and must be used prior to placing the deceased animal (s) in the designated area.
 - a) Prior to weighing the animal, turn the scale **ON**.
 - b) Confirm that the weighing unit is on **lb**, or pounds.
 - c) Confirm that the tare is on **Zero**.
 - d) Place the animal onto the scale for the weight.
 - e) Document the weight on the provided sticker and in the log.
 - f) The scale must be turned **OFF** after every use.
 - 4. **Calibrating** the scale. Calibration may be required when the scale is initially installed, or if the scale is moved to a substantial distance. Refer to scale instruction manual to calibrate.
 - 5. **Printing** is not available.