### Introduction:

It is the standard operating procedure of the NC State Veterinary Hospital (VH) to provide a work environment that is supportive of staff, house officers, students and faculty. The VH understands the bond that exists between the pet and the owner and that there are certain limited circumstances when a personal pet may be brought into the VH. However, the Office of State Personnel (OSP) has certain requirements/restrictions regarding animals on state property with which the College of Veterinary Medicine and its employees, students, and visitors must comply. For more information, see OSP’s safety handbook, [http://www.oshr.nc.gov/Support/Safety/handbook/Animals%20on%20State%20Property_Final%20.pdf](http://www.oshr.nc.gov/Support/Safety/handbook/Animals%20on%20State%20Property_Final%20.pdf)

**Definition:** Personal pets are defined as dogs or cats that are owned by CVM staff, house officers, faculty or students. Although they may be considered pets, other species are not covered by this policy and are not allowed in hospital facilities.

### General Procedures:

1. All personal pets traveling through VH facilities (e.g. hallways, commons areas, etc.) must be on a leash (maximum length 6 feet) or in a travel kennel. The owner/caregiver must clean any urine or feces produced by the pet while in the VH.

2. All VH staff, house officers, faculty and students presenting their pets for medical care must make appointments, sign in, and wait in the designated admissions area for a hospital staff member to greet them and transport the patient to the kennel or stall area.

3. Owners/caregivers accept full responsibility and assume full liability for their personal pet’s actions while in the VH. All care of personal pets is the sole responsibility of the owner/caregiver. Staff or students must not be assigned the responsibility of taking care of personal pets, unless they are admitted patients.

Failure on the part of the VH pet owner to follow the procedures outlined in this SOP will result in their pets being prohibited from being brought into the facility other than as a patient. They may submit a formal request for reinstatement to the Operations Manager of the Health and Wellness Center for consideration.

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**Randall B. Terry Jr. Companion Animal Medical Center (TC):**

Approved: 5/9/2001
1) Personal pets are not permitted to enter for any reason other than presenting for a medical appointment with a TC service. They are not permitted to visit during business hours, after business hours, at lunch, etc.

2) The TC cannot accommodate short term housing of animals for reasons other than medical treatment due to the limited cage availability and infectious disease control.

Veterinary Health and Wellness Center (HWC):

1) Arrangements can be made for short term housing of animals for reasons other than medical treatment in the HWC.

2) The following are acceptable reasons for boarding your pet in the HWC:
   a) Pets coming to the VH for a service appointment
   b) Emergent circumstances in your home, i.e. exterminators, contractors, etc.
   c) Medical conditions or a convalescing pet that requires observation, medication, or treatments at intervals more frequent than every 8 hours
   d) Work schedule that exceeds 10 hours in one shift (does not include commuting time)
   e) On call schedules that back up to a regular schedule exceeding 10hrs in one shift, or need to be called in and staying for an undetermined amount of time
   f) Dogs or cats that are being used for authorized research or teaching purposes elsewhere in the College of Veterinary Medicine; animals being used for authorized research or teaching must be included in a protocol that has been approved by the Institutional Animal Care and Use Committee.

3) Pet requirements for short term housing in the HWC.
   a) Every pet must be currently vaccinated: Dogs (DHPP, Bordetella, Rabies), Cats (FVRCP, Rabies). Each pet must have a medical record on file, at the VH, verifying vaccination history. This can be accomplished by contacting the HWC client service desk (36999). The General Practice vaccination standards are listed below. (Please note: for Bordetella the recommendation is to receive the initial vaccination at 8-12 weeks of age; however, pets are not permitted to board in the HWC unless they have received the vaccination)

      | DHPP (dogs) | Bordetella (dogs) | Rabies (dogs/cats) | FVRCP (cats) |
      |-----------------|-----------------|-------------------|---------------|
      | Initially at 8 weeks | Initially at 8-12 wks | Initially at 12-16 weeks | Initially at 8 weeks |
      | Every 3 wks until 16 wks | Every 12 months thereafter | Booster at 1 year | Every 3-4 wks until 16 wks |
      | At 1 year | | Every 1-3 years vaccine dependant | At 1 year |
      | Every 3 yrs thereafter | | | Every 3 years thereafter |

   b) If your pet is receiving its first round of any of these vaccinations please bring your pet into the VH at the time of service and remove them from the facility immediately following the service.

   c) Pets must also be clean, at least 8 weeks of age, free of internal or external parasites, quiet and well behaved. Personal pets failing to exhibit these qualities or are otherwise a nuisance (vocalizing, lunging at patients or staff walking by) will be prohibited from entering or remaining in the HWC.

   d) Pets suspect of an infectious disease or exhibiting signs of an infectious disease are not permitted to board in the HWC. If your pet has a service appointment at the VH, please make
arrangements with the attending service, so that the pet is brought into the complex at the time of service and removed from the facility immediately following the service. If your pet fits any of the below criteria, please consult with the General Practice service prior to bringing your pet into the facility.

a. Sneezing or coughing in the past 2 weeks
b. Vomiting or diarrhea in the past 2 weeks
c. Been adopted from, or housed at, an animal shelter in the past 21 days

Due to the significant infectious disease situation posed by bringing an animal with an infectious disease into the general population, individuals that do not follow this aspect of this SOP will have their Personal Pet privileges suspended at the time of the incident. They may submit a formal request for reinstatement to the Associate Dean and Director of Medical Services for consideration.

4) Short term housing procedures

a) Enter the facility through a designated personnel entrance (Animal Scan or through the dog walk area) during HWC business hours (7:30am – 5:30pm). Do not use the HWC client / main entrance unless you have an appointment that day or it is out of HWC business hours.
b) Sign in using the Personal Pet Sign In sheet, indicating your name and your pets location. This sheet is located in the kitchen area near the Blood Bank cat rooms.
c) Place a blue identification card on your pet’s cage/run. These cards are issued by the HWC Client Service representatives (36999), upon verification of vaccination history.
d) Insure your pet has necessary provisions for the day/night.
e) Green pads, bowls, and towels are provided by the HWC. Please use one green pad, towel, and bowl per pet.
f) The owner is responsible for exercising and providing a clean environment for the pet throughout their stay, including removal of feces / urine. At the end of the stay, please remove everything from the cage / run, such as feces, trash, towels, green pads, etc. Then, place the blue card in the cage door. The HWC staff will disinfect the facilities.

5) Pet placement

B ward = cats only
C ward = unrestricted
D ward = No personal pet boarding unless scheduled to see an HWC service
Runs = unrestricted except one or two runs for Blood Bank and Rehabilitation appointments

6) While it is discouraged to have personal pets housed in the HWC after hours due to lack of any oversight, it will be approved on an individual basis and will be at the owner’s liability, not that of the HWC staff. All the same procedures of acceptable reason, sign in, responsibility of care and identification must be followed for after hours and weekend short term housing. The owners will be asked to complete the Personal Pet, After Hours Housing Registration/Waiver Form (Exhibit A), and turn into the HWC Client Service desk.

Equine and Farm Animal Veterinary Center (EFAVC)

Personal pets are NOT allowed in the EFAVC except in the breezeway while being transported to or from the HWC or TC. If a VH staff, faculty or student in the EFAVC wishes to board their pet in the HWC, they must follow the above procedures.