

**[ BAI Administrative Circular No. 05, s. 2015,  
March 31, 2015 ]**

**POLICIES AND GUIDELINES IN THE ESTABLISHMENT AND  
MAINTENANCE OF ANIMAL SHELTERS**

*Adopted: 31 March 2015*

*Date Filed: 29 April 2015*

WHEREAS, Republic Act 8485 as amended by Republic Act 10631 otherwise known as the *Animal Welfare Act of 1998*, particularly Section 1 thereof provides for the protection and promotion of the welfare of all animals in the country by supervising and regulating the establishment and operation of all facilities utilized for breeding, maintaining, keeping, treating or training of all animals, either as objects of trade or as household pets.

WHEREAS, Section 2 of R.A. 9482 "Anti-Rabies Act of 2007" declares the policy of the state to protect and promote the right to health of the people through a system of control, prevention of the spread, and eventual eradication of human animal rabies, providing for the need for Responsible Pet Ownership.

WHEREAS, the Committee on Animal Welfare is mandated to specifically come up with various policies and guidelines, to include shelters for dogs and cats, to provide guidance to local government units in the performance of their mandate provided for under Rule 7 (2.1) of Section 7 (2) of the implementing rules and regulations of Republic Act No. 9482.

**NOW, THEREFORE, I, PROCESO J. ALCALA** , Secretary of the Department of Agriculture, considering the above cited, do hereby issue this Circular to prescribe, promulgate and enforce reasonable regulations for the collection of animals, the use and operation of animal shelters.

**Section 1. SCOPE AND APPLICATION**

This Circular shall be applicable to private and public animal facilities operating as an animal shelter.

**Section 2. BASIC CONSIDERATIONS**

The establishment and operation of an animal shelter shall take into consideration the following factors: a. Establishment of shelter policies on Neuter, Rehoming and Euthanasia; b. Shelter design based on the animal to be catered and need of animals in the community.

1. Size vis-à-vis the type animals to be catered

2. Animal space based on size and number of animals
  - 2.1 Individual or single
  - 2.2 Group or Multiple
3. Provision of Reception Receiving Area
4. Admin Office
5. Rest/housing and kitchen for Staff
6. Euthanasia and Treatment Area
7. Surgery Room
8. Quarantine Area
9. Food Preparation Area
10. Wash Area
11. Socialization Area
12. Carcass/ Storage facility

The following Basic Freedom of Animals adopted by the Committee on Animal Welfare through the Animal Welfare Division shall be observed:

- Freedom from thirst, hunger and malnutrition;
- Freedom from physical discomfort and pain;
- Freedom from injury and disease;
- Freedom to conform to essential behavior patterns; and
- Freedom from fear and distress.

### **Section 3. DEFINITION OF TERMS**

As used in this Circular, the following words, terms and phrases shall be construed to mean:

- 3.1 *Animals* as used in this administrative circular refer to dogs and cats.
- 3.2 *Animal Shelter* refers to a kennel facility that rehabilitates and rehomes, identified and neuter animals.
- 3.3 *Euthanasia* refers to the process of humane destruction of animal accomplished by a method that produces rapid unconsciousness and subsequent death without evidence of pain and distress
- 3.4 *Identification* refers to indelible permanent mark.
- 3.5 *Indoor Pen* refers to a completely enclosed area inside a pound/shelter building to be used for shelter by a sheltered animal.
- 3.6 *Indoor Run* refers to an area inside a completely enclosed pound/shelter to be used for shelter and exercise by the animals.
- 3.7 *Outdoor Run* refers to an area adjacent to a shelter building to be used for exercise by the animals.
- 3.8 *Renovate* refers to the change of size, construction or composition of pens, runs, fences, floors, heating system, water supply system, waste disposal system, or any other physical component of existing shelter building which are governed by these regulations.
- 3.9 *Sanitary* refers to the health, with special reference to cleanliness and freedom from infective and deleterious influences.
- 3.10 *Stray/roaming animal* refers to any animal leaving its owner's place or premise and no longer under the effective control of the owner.

## **Section 4.0 ESTABLISHMENT OF A SHELTER**

### **4.1 Determining Site**

Site for the installation/construction of a shelter shall be in coordination with the local Planning and Development Office.

### **4.2 Facility Design**

The designs of shelters shall provide an environment conducive to maintaining animal health. Facilities shall be appropriate to species, the number of animals receiving care and the expected length of stay in order to ensure physical and psychological well-being of the animals, and shall conform with the following requirements:

#### **4.2.1 Space Allocation Requirement**

##### **4.2.1.1 Administration Office**

There shall be an office allocated for the shelter manager, visitors, registration of incoming and outgoing animals.

##### **4.2.1.2 Employees' Quarters**

There shall be an area allocated for the employees' quarters with a restroom, kitchen, bathroom

##### **4.2.1.3 Animal Areas**

There shall be separate enclosures housing cats and dogs. Ideally, animals shall be kept in large communal enclosures if the animals are compatible, provided they are not under quarantine, are not sick and are already neutered or placed in individual cages.

##### **4.2.1.4 Quarantine Area**

All shelters shall have a designated Quarantine Area where newly rescued and admitted animals will be immediately placed upon arrival and kept for a minimum of fourteen days (14), or longer if prescribed by the Shelter Veterinarian (a veterinarian). The Quarantine Area shall be situated where there will be the least amount of foot traffic to avoid the spreading of communicable diseases.

No contact between animals in quarantine or between quarantined animals and other animals at the shelter shall be allowed. Waste coming from each quarantined animal shall not be accessible to other animals, shall not come into contact with human foot traffic and shall lead straight into the drain.

Disinfecting footbath or spray bottle containing broad-spectrum disinfectant shall be made available.

#### **4.2.1.5 Treatment Area/Euthanasia Area**

It shall have a Treatment Area for shelter animals - away from the animals' living areas and quarantine areas where sick or injured animals can be treated or where animals can be euthanized.

The treatment area shall have a water source and an examination table.

#### **4.2.1.6 Surgery Room**

There shall be a room specific for performing surgeries.

#### **4.2.2 Provision of Shelter Pens and Runs**

4.2.2.1 Common areas for animals in shelters shall be areas where only (1) neutered, (2) healthy and 3) rabies-vaccinated animals are kept.

4.2.2.2 Indoor and Outdoor runs shall measure not less than 1.83m (6 ft) wide, 3.05m (10 ft) long with fencing not less than 1.52m (5 ft) high.

4.2.2.3 Adjacent individual roofed pens shall measure at least 0.91m x 1.22m (3x4 feet) to accommodate one native/aspin-sized dog (or a dog under 13kgs)

4.2.2.4 Roofed pens for multiple animals shall measure at least 2.74m x 1.22m (9x4 feet) roofed pens which is good for a maximum of five (5) native-sized dogs (or dogs under 13 kgs) or 3 to 4 cats.

#### **4.2.3 Floors and base of runs**

All shelters shall have smooth concrete floors, runs and troughs.

Floors of roofed pens shall be sloped toward a drainage system which has been made inaccessible to dogs and cats by either covering or placement exterior to the run fencing.

#### **4.2.4 Exemptions from Dog Runs**

Shelters for dogs rescued from dog fights shall be exempted from having a dog run. A prescribed rehabilitation program shall be provided.

#### **4.2.5 Humidity and Ventilation**

The indoor portion of the shelter where animals are housed shall be ventilated in such a manner as to provide fresh air to maintain health and comfort of the animals.

#### **4.2.6 Water Supply**

All shelter shall be supplied with a sufficient amount of running water for the purpose of maintaining proper sanitary conditions.

The shelter shall also provide a sufficient and permanent supply of potable water for the animals.

#### **4.2.7 Lighting**

Electrical lighting shall be provided in all shelters.

#### **4.2.8 Drainage System**

The shelter shall have an open drainage at a width of 0.60m and a depth of 0.50m and floors shall slope towards a drain that is outside the animal living areas. A drain opening of not less than 20cm diameter is recommended and it shall be covered by a strainer grid. The provision of mains sewers, a septic tank is essential and built in accordance with the building code.

### **Section 5.0 ANIMAL CARE AND FACILITY MAINTENANCE**

#### **5.1 Nutrition and Dietary Needs of Animals**

The right amount and kinds of food appropriate to the species shall be given to the animals in the facility. Animals in shelters shall be fed at least twice a day.

Water shall be made available at all times.

#### **5.2 Feeding**

The feeding regime shall be set out clearly. Feeding times shall be regular and adhered to, and concise written instructions shall be available for staff reference. Keep a wipeable white/black board in the food preparation area, showing the dietary requirements of each animal.

The principles below shall be complied with when feeding:

- a. ensure a balanced diet
- b. fresh clean water shall be available at all times
- c. do not organize exercise sessions for the animals immediately after eating
- d. avoid sudden changes in diet
- e. do not overfeed.
- f. there shall be 1:1 for food bowls

The food preparation area shall be kept clean and orderly. Utensils shall be practical and readily at hand. Keep the food preparation to a minimum and allot time socializing with the animals.

#### **5.3 Storage of food**

Animal food in original packaging shall be stored at least 0.30 meters above the floor on clean racks, dollies or other clean surfaces, in such a manner as to protect from water and other contamination. Unsealed bags of animal food shall be stored in covered metal or covered heavy duty plastic containers at least 0.30 meters above