

# american PETS alive!

## Drive-Thru Microchip Toolkit

*Courtesy of Pima Animal Care Center*

Follow these six easy steps and use the resources provided by PACC to start a drive-thru clinic in your community!

1. **Pick dates and tell your community!** PACC posted about the event on facebook and distributed [a simple, new release](#) that was picked up by almost all the Tucson media stations.
2. **Use stations to systemize the process.** PACC's PARKING LOT PLAN (Pages 2-3) lists the responsibilities and supplies needed for each station. Be sure to include stocking for the next day!
  - a. Entrance-- Here staff greet cars, explain the process and hand-out registration paperwork and clipboards.
  - b. Check-in-- Staff review the form and microchip brochures with pet owners.
  - c. Holder-- Staff determines whether to hold the pet in the car or take the pet out of the car.
  - d. Chip insertion-- the animal is scanned and the chip is inserted.
  - e. Data entry-- information gathered from the forms are entered into shelter software.
3. **Include all staff.** Assign roles to departments based on the size of their teams. Use administrative staff for the administrative tasks. Have one staff member scheduled to set everything up, early and staff to break everything down. Use PACC's schedule as a reference. (Page 4-5)
4. **Track chip info.** Use a tracking sheet like the one PACC made, in addition to the registration forms, to ensure every animal is accounted for. (Pages 5-6)
5. **Stay hydrated and cool.** Set up pop-up tents or find a fully shaded area, like a carport for all stations. Keep everyone hydrated and provide staff with access to water, at all times.
6. **Expect a line of cars and wait times.** The biggest rush was in the first 30 minutes. Expect to have cars in line 15-30 minutes before you start.

## PRE - 4TH OF JULY FOURTH FREE CHIPPING

### Staff Schedule

10	ADMISSIONS	Shelter staff, supervisors, coordinator
10	CLINIC	Clinic techs, vets, supervisor, coordinator
6	BEHAVIOR	Techs, coordinator
10	ADMINISTRATIVE	Kristen, Sarah, Fig, Bennett, Snow, Josh, Michelle, Mary Ellen, Gina, Bonny, JJ
10	APS	Officers, Dispatch, Pet Support, Supervisors
6	CAT CARE	Cat techs, counselor, medical, coordinator
10	ADOPTIONS	Counselors, supervisor, coordinator
5	LICENSING	Licensing team, supervisor
5	FOSTER	4 foster coordinators, rescue

DATE	DAY	TIME	ASSIGNMENT	DEPARTMENT	WHO
6/16/2019	SUN	2:15P-5P	ENTRANCE	Admissions	
		2:45P-5:45P	CHECK IN	Administration	
		2:45P-5:45P	HOLDER	Behavior	
		2:45P-5:45P	CHIPPER	Clinic	
6/17/2019	MON	2:15P-5P	ENTRANCE	APS	
		2:45P-5:45P	CHECK IN	Cat Care	
		2:45P-5:45P	HOLDER	Adoptions	
		2:45P-5:45P	CHIPPER	Admissions	
6/18/2019	TUES	2:15P-5P	ENTRANCE	Licensing	
		2:45P-5:45P	CHECK IN	Administration	
		2:45P-5:45P	HOLDER	Clinic	
		2:45P-5:45P	CHIPPER	Foster	
6/19/2019	WED	2:15P-5P	ENTRANCE	APS	
		2:45P-5:45P	CHECK IN	Adoptions	
		2:45P-5:45P	HOLDER	Admissions	
		2:45P-5:45P	CHIPPER	Clinic	
6/20/2019	THUR	2:15P-5P	ENTRANCE	APS	
		2:45P-5:45P	CHECK IN	Administration	
		2:45P-5:45P	HOLDER	Behavior	
		2:45P-5:45P	CHIPPER	Adoptions	
6/21/2019	FRI	2:15P-5P	ENTRANCE	Cat Care	
		2:45P-5:45P	CHECK IN	Licensing	
		2:45P-5:45P	HOLDER	Admissions	
		2:45P-5:45P	CHIPPER	Clinic	
6/22/2019	SAT	2:15P-5P	ENTRANCE	Administration	
		2:45P-5:45P	CHECK IN	APS	
		2:45P-5:45P	HOLDER	Admissions	
		2:45P-5:45P	CHIPPER	Adoptions	
6/23/2019	SUN	2:15P-5P	ENTRANCE	Foster	

		2:45P-5:45P	CHECK IN	Administration
		2:45P-5:45P	HOLDER	Behavior
		2:45P-5:45P	CHIPPER	Clinic
6/24/2019	MON	2:15P-5P	ENTRANCE	APS
		2:45P-5:45P	CHECK IN	Cat Care
		2:45P-5:45P	HOLDER	Adoptions
		2:45P-5:45P	CHIPPER	Admissions
6/25/2019	TUES	2:15P-5P	ENTRANCE	Licensing
		2:45P-5:45P	CHECK IN	Administration
		2:45P-5:45P	HOLDER	Behavior
		2:45P-5:45P	CHIPPER	Clinic
6/26/2019	WED	2:15P-5P	ENTRANCE	APS
		2:45P-5:45P	CHECK IN	Foster
		2:45P-5:45P	HOLDER	Admissions
		2:45P-5:45P	CHIPPER	Adoptions
6/27/2019	THUR	2:15P-5P	ENTRANCE	Cat Care
		2:45P-5:45P	CHECK IN	Administration
		2:45P-5:45P	HOLDER	Behavior
		2:45P-5:45P	CHIPPER	Clinic
6/28/2019	FRI	2:15P-5P	ENTRANCE	APS
		2:45P-5:45P	CHECK IN	Cat Care
		2:45P-5:45P	HOLDER	Adoptions
		2:45P-5:45P	CHIPPER	Admissions
6/29/2019	SAT	2:15P-5P	ENTRANCE	Licensing
		2:45P-5:45P	CHECK IN	Administration
		2:45P-5:45P	HOLDER	Clinic
		2:45P-5:45P	CHIPPER	APS
6/30/2019	SUN	2:15P-5P	ENTRANCE	Foster
		2:45P-5:45P	CHECK IN	Adoptions
		2:45P-5:45P	HOLDER	Admissions
		2:45P-5:45P	CHIPPER	Clinic
7/1/2019	MON	2:15P-5P	ENTRANCE	Licensing
		2:45P-5:45P	CHECK IN	Administration
		2:45P-5:45P	HOLDER	APS
		2:45P-5:45P	CHIPPER	Adoptions
7/2/2019	TUES	2:15P-5P	ENTRANCE	Administration
		2:45P-5:45P	CHECK IN	Clinic
		2:45P-5:45P	HOLDER	Behavior
		2:45P-5:45P	CHIPPER	Admissions
7/3/2019	WED	2:15P-5P	ENTRANCE	APS
		2:45P-5:45P	CHECK IN	Cat Care
		2:45P-5:45P	HOLDER	Adoptions
		2:45P-5:45P	CHIPPER	Foster

## MICROCHIP STATIONS

### SUPPLIES

#### 1 – Entrance (Staff or Vol)

Clipboards  
Pens  
Table  
Forms

#### 2 – Check In (Staff or Vol)

Pens  
Chip brochures

#### 3 – Holder

Chips  
Form holder/box  
Table

#### 4 – Chip Insertion

Sharps container  
Scanner

#### 5 - Entry

If there is one extra person – Assist with check in or holding

If there are two extra – one holder and one insertion

## TASK

Hand out forms to folks as they enter  
Monitor traffic pattern  
Ensure enough forms for next day

Review form – is it complete? Can you read it?  
Write information on tracking sheet  
Write number from tracking sheet on the top of the form  
Hand form back to pet owner  
Provide them chip brochure to review  
Put clipboards, pens, etc. away  
Ensure enough chips for next day

Collect form  
Place sticker on form  
Muzzle wrap or head hold animal (cats should be taken into trailer)  
Stack forms neatly  
Turn forms into entry person

Scan animal while holder is reviewing form  
if chip present, mark on form and write on handout for A/O to take with them  
Place microchip sticker on form and on chip brochure  
Insert microchip  
Scan animal to verify chip is placed and matches sticker  
Hand envelope with tag and extra stickers to pet owner  
Handle sharps waste

Enter all forms into Chameleon  
Follow up on any illegible or incomplete forms

# PACC Drive-Thru Microchip Tracking Sheet

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## **REGISTERING YOUR PET'S NEW MICROCHIP**



- Pima Animal Care will register your pet's new microchip in our database as well as with Smart Tag. Registration is free for the life of your pet. [www.IDtag.com](http://www.IDtag.com)
- You should also register your pet's chip with Found Animals. This is an additional national database accessed by veterinarians and shelters throughout the country and is free to update!  
[www.foundanimals.org/microchip-registry](http://www.foundanimals.org/microchip-registry)
- Remember to update your phone number and address with us so that if your pet ever ends up here, we can get him or her back to you! 520-724-5969  
[licensing.pacc@pima.gov](mailto:licensing.pacc@pima.gov)



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[www.foundanimals.org/microchip-registry](http://www.foundanimals.org/microchip-registry)
- Remember to update your phone number and address with us so that if your pet ever ends up here, we can get him or her back to you! 520-724-5969  
[licensing.pacc@pima.gov](mailto:licensing.pacc@pima.gov)



# PACC MICROCHIP- CLINIC – REGISTRATION INFORMATION

PIMA ANIMAL CARE CENTER 4000 N SILVERBELL RD, TUCSON AZ, 85719

520-724-5900

OWNER NAME: \_\_\_\_\_ PET NAME: \_\_\_\_\_

CIRCLE ONE: MALE FEMALE

CIRCLE ONE: NEUTERED/SPAYED INTACT

CIRCLE ONE: DOG CAT

AGE: \_\_\_\_\_

BREED: \_\_\_\_\_

COLOR: \_\_\_\_\_

UNIQUE MARKINGS? \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: 1) \_\_\_\_\_ 2) \_\_\_\_\_

EMAIL: \_\_\_\_\_

BACKUP CONTACT NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

Your contact information will be submitted to Smart Tag to register your pet's microchip. By signing, you agree that you recognize the risks associated with participation in this event and specifically agree to indemnify and hold harmless Pima County, Arizona, its officers, agents, employees, boards, and commissions, and any other persons acting for its benefit for any injury and damage arising from or in any way associated with participation in this event.

By signing this form you are agreeing to take full responsibility for any expenses incurred.

OWNER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_