

Arkansas Game and Fish Commission
Wildlife Rehabilitation Recordkeeping Instructions
2 January 2009

Arkansas Game and Fish Commission Code 15.39 requires that rehabilitators keep a daily record of animals received by them, their treatment, and disposition. The Arkansas Game and Fish Commission has provided a standard form upon which this information must be kept. These records are open to inspection by the Commission and a summary of them shall be submitted to the Commission by January 31st of each year on the Annual Report form.

Wildlife Rehabilitation Record Sheet

1. When you receive an animal record the date in the date column in this format in this manner: January 23, 2008 = 1/23/2008. Only record animals on your sheet for which you personally provided care. Animals taken in directly by an Apprentice under your supervision should be recorded on the Apprentice's record sheet. If you take an animal in and later transfer it to an Apprentice, it should be recorded on your sheet.
2. Note the county in which the animal was originally captured from the wild in the County of Origination column.
3. Record the common name of the species. Remember, the AGFC Wildlife Rehabilitation Permit does not allow the rehabilitation of migratory birds, so if you've got a bird, check the list of migratory birds on the AGFC Rehabilitation web site to see whether or not it is listed. Quail and Turkey are not migratory birds, but almost everything else is.
4. If you received multiple animals from the same incident, record how many in the Number of animals received column. If you would rather record each animal in its own row, that is fine also.
5. In the next column write whether the animals were injured, uninjured (which includes abandoned and orphaned babies and any animal with no discernable physical injury or disease), or diseased. You do not need to note the exact type of injury on this form. If the animal has a disease and later dies you are required to report it to the Commission within 48 hours. Call Blake Sasse at 877-470-3650 to report this.
6. In filling out the disposition column, keep this in mind:
 - a. Note the date the action occurred (January 23, 2008= 1/23/2008). If this row contains information on multiple animals taken in at once, note the date of disposition of each animal. For example if you got 5 opossums, and 1 died, 2 were euthanized, and 3 were released put the date and the number involved in each column in this way: for the animal that died put mm/dd/yyyy (1) in the died column, mm/dd/yyyy (2) in euthanized column, and mm/dd/yyyy (3) in the released column.
 - b. AGFC permission is required to permanently retain non-releasable animals (which must have a physical problem). Call Blake Sasse at 877-470-3650 ext. 235.

Wildlife Rehabilitation Annual Report

1. The annual report is basically a summary of all your activities over the past year. You will note that it is divided into 4 sections dealing with animals cared for in that year and a fifth section in which you will report information about all your Apprentices. All this information is available on the Wildlife Rehabilitation Record Sheets that you were using throughout the year.
2. Rehabilitators that work with bats, foxes, and skunks must take and maintain rabies vaccinations. In order to ensure that these are being kept current we ask that those working with those species report the date (month/year) of their last vaccination series or booster shot.
3. Part A deals with animals that you received in a prior report year. For example, if you received an animal in late 2007 that was held over (and reported it as "Pending" in Part B, C, or D in your 2007 report) and ended up being released in 2008, it would be put in Part A of the report you submit for 2008.
4. Part B will list the number of injured animals taken in during the past year and their disposition.
5. Part C will list the number of animals taken in during the past year that were not injured (including orphaned animals) and not diseased and their disposition.
6. Part D will list the number of diseased animals taken in during the past year and their disposition.
7. Part E lists all those with Apprentice Class Rehabilitation Permits that you are currently supervising. There is no more regulation on how many Apprentices you can have, but experience has shown that it is difficult to handle more than a few at any one time. They much each have a permit in their own name.

Arkansas Game and Fish Commission
Wildlife Rehabilitation Permit
Annual Report for January 1, 2008 to December 31, 2008

Report due January 31st

The total animals received in Parts B, C, and D should add up to your total annual intake
Do not report animals cared for by Apprentices under your supervision.

Name: Dennis Mann Permit Number: 999
Address: 1 Smith Lane, Little Rock, AR 72227
Phone numbers: (Primary) 501-999-9999 (Alternate) 501-888-8888
Email: Mann@yahoo.com
Do you wish your name to be on our public list? Yes No

Part A. ANIMALS HELD OVER. Summarize the disposition of animals received by you and your volunteers in previous years for which care was completed in the current report year (such as animals received in 2007 that were released in 2008).

| Species (Common Name) | Year Acquired | Total Number Received | Disposition (enter # of animals by species) | | | | |
|--------------------------|------------------|-----------------------------|---|----------|------------|--|-------------------------|
| | | | Released | Died | Euthanized | Transferred to another Rehabilitator | Permanently retained |
| Raccoon | 2007 | 1 | 1 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | 1 | 1 | 0 | 0 | 0 | 0 |

PART B. INJURED ANIMALS RECEIVED THIS REPORT YEAR. Summarize the disposition of injured animals received by you in the last year (such as animals received and released in 2008). Total number received should match the total of all numbers in Disposition row for each species.

| Species (Common Name) | Total Number Received | Disposition (enter # of animals by species) | | | | | |
|--------------------------|-----------------------------|---|----------|------------|--|-------------------------|----------|
| | | Released | Died | Euthanized | Transferred to another Rehabilitator | Permanently Retained | Pending |
| Squirrel | 3 | 1 | 2 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | 3 | 1 | 2 | 0 | 0 | 0 | 0 |

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PART C. ANIMALS RECEIVED WITHOUT INJURY OR DISEASE THIS REPORT YEAR. Summarize the disposition of animals with no physical injury or disease (including abandoned or orphaned babies) received by you in the last year. Total number received should match the total of all numbers in Disposition row for each species.

| Species (Common Name) | Total Number Received | Disposition (enter # of animals by species) | | | | | |
|--------------------------|-----------------------------|---|----------|------------|--|-------------------------|----------|
| | | Released | Died | Euthanized | Transferred to another Rehabilitator | Permanently Retained | Pending |
| Raccoon | 2 | 0 | 1 | 1 | 0 | 0 | 0 |
| Opossum | 3 | 0 | 0 | 0 | 3 | 0 | 0 |
| Red Fox | 1 | 1 | 0 | 0 | 0 | 0 | 0 |
| Squirrel | 3 | 3 | 0 | 0 | 0 | 0 | 0 |
| Deer | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | 10 | 3 | 1 | 1 | 3 | 0 | 1 |

PART D. DISEASED ANIMALS RECEIVED THIS REPORT YEAR. Summarize the disposition of diseased animals received by you in the last year. Total number received should match the total of all numbers in Disposition row for each species.

| Species (Common Name) | Total Number Received | Disposition (enter # of animals by species) | | | | | |
|--------------------------|-----------------------------|---|----------|------------|--|-------------------------|----------|
| | | Released | Died | Euthanized | Transferred to another Rehabilitator | Permanently Retained | Pending |
| None | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | |
| | | | | | | | |
| Total | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

PART E. Apprentices providing off-site care under your direction. They must have an AGFC Apprentice Class Wildlife Rehabilitation Permit in their own name.

| Apprentice Name | Address (Street Address, City, State, ZIP) | Phone Number (home) | Email |
|-----------------|---|------------------------|------------------|
| Robin Brown | 27 Rodney Lane, Little Rock, AR 72205 | 501-989-9999 | Brown@google.com |
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ARKANSAS GAME AND FISH COMMISSION WILDLIFE REHABILITATION DAILY RECORD SHEET

Name of Rehabilitator: _____ **AGFC Rehabilitation Permit #:** _____

Rehabilitators must keep track of all animals received by them on this form on a daily basis. This form should be retained for 5 years and it may be inspected by Commission staff. A summary of this information for each year must be submitted to the Commission on the Annual Report Form by January 31st.

| Date (mm/dd/yyyy) Received by Rehabilitator | County of Origination | Species | Number of animals received | Specify whether Injured, Uninjured (includes orphaned or abandoned), or Diseased (Call 877-470-3650 ext 235 if dies of disease) | Disposition (fill in date action occurred for each animal) (mm/dd/yyyy) | | | | |
|---|--------------------------|----------|----------------------------------|---|--|---------------|------------|---|--|
| | | | | | Released | Died | Euthanized | Transferred (Rehabilitator Name & Permit #) | Permanently Retained (Call 877-470- 3650 ext 235) |
| 12/15/07 | Pulaski | Raccoon | 1 | Uninjured | 3/3/08 | | | | |
| 5/1/08 | Pulaski | Squirrel | 2 | Injured | 6/15/08 (1) | 5/1/08 (1) | | | |
| 7/8/08 | Pulaski | Raccoon | 1 | Uninjured | | | 7/9/08 | | |
| 8/16/08 | Faulkner | Opossum | 3 | Uninjured | | | | 8/20/08 (3) Jane Smith #55 | |
| 9/22/08 | Lonoke | Red Fox | 1 | Uninjured | 11/4/08 | | | | |
| 10/1/08 | Jefferson | Squirrel | 3 | Uninjured | 12/20/0 8 (3) | | | | |
| 10/3/08 | Pulaski | Raccoon | 1 | Uninjured | | 10/5/08 | | | |
| 11/30/08 | Pulaski | Deer | 1 | Uninjured | | | | | Pending as of 12/31/08 |
| 12/27/08 | Pulaski | Squirrel | 1 | Injured | | 12/28/0 8 | | | |

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