



**Midwest Avian
Adoption & Rescue
Services, Inc.**

**Intake
Procedures**

**P.O. Box 821, Stillwater, MN 55082 • Phone: 651-275-0568 • Fax: 651-275-0457
E-mail: birds@maars.org • Web Site: www.maars.org**

The MAARS Board of Directors is responsible for the intake process from beginning to end. This is to ensure that all necessary documents are complete and proper protocols have been followed. Eileen and Kathy need to be notified of any new birds coming into MAARS including medical and behavioral history and the date and time of surrender; appropriate veterinary care and suitable housing will then be arranged accordingly. Notification of all intakes should be made via e-mail for MAARS records.

- Contact the individual surrendering the bird and assess the urgency of the situation
- Provide educational support, options and contacts to assist with keeping the bird in the guardian's home
- If there is an emergency case:
 - 1) Contact Eileen and/or Kathy who will confer with vet(s),
 - 2) Get the bird ASAP- be sure to obtain a SIGNED Acquisition Form (use the one-page version if necessary)
 - 3) Set the bird(s) up in the Quarantine Area of The Landing or suitable Foster Home
- In a non-emergency case:
 - 1) Obtain all medical records and a completed, signed Acquisition Form
 - 2) If no medical record/history is available, request that the guardian obtain all tests (at his/her expense) required by MAARS (CBC, chemistry, Chlamydia, Pbfd, Pacheco's) and quarantine the bird(s) at his/her home until test results are available (1 week +/-)
 - 3) If the guardian refuses to comply with the above requests, arrange for the bird(s) to go into the Quarantine Area at The Landing or a suitable Foster Home
 - 4) If cage(s), toys and accessories are donated with the bird(s), request that everything be thoroughly cleaned and disinfected prior to surrender
 - 5) Arrange surrender date, time and place
 - 6) Ask for a donation to cover MAARS expenses in caring for the bird(s)
- Notify Eileen/Kathy of the new intake including date and time of arrival and provide any available history
- Notify Shift Leaders of the new intake including expected date and time of arrival
- Arrange with Shift Leaders and/or other volunteers for assistance with drop-offs, pick-ups, transportation and/or housing and Quarantine Area set-up
- All cages, carriers, toys and accessories must be washed and disinfected with Avitec upon arrival at The Landing or Foster Home
- All Acquisition Forms and related paperwork should be placed in Eileen's file at The Landing
- Interoffice paperwork (pink cards) must be completed for every new bird and filed appropriately
- Kathy/Eileen will arrange for appropriate veterinary exam/testing/treatment