

CPAA SPAY/NEUTER VAN USAGE PROCEDURES AND REQUIREMENTS

1. The CPAA spay/neuter van (“van”) shall only be available for use by a CPAA member group.
2. CPAA reserves the right to refuse to rent the van to any CPAA member group.
3. Any CPAA member group desiring to rent the van for **spay/neuter surgeries** must request to reserve the van with Michele Avery at cpaamichele@yahoo.com or 717-576-0899 and obtain her approval, in writing, via email, for the rental.
4. Any CPAA member group desiring to rent the van for **vaccination/microchip clinics** must contact Pat Dravk at pdravk@yahoo.com or 717- 938-1191 and obtain her approval, in writing, via email, for the rental.
5. Once the van is reserved for a particular date, the group renting the van shall confirm that the van will be used on that date by emailing Pat Dravk at pdravk@yahoo.com two weeks prior to the clinic date.
6. Unless specific exceptions are approved by the CPAA Board, the van shall be parked at all times at the residence of Pat Dravk, 321 Dorwart Circle, Eppers, PA 17319. Such exceptions will be considered on a case-by-case basis.
7. When the van is picked up, the member group renting the van shall confirm the odometer reading noted on the mileage log kept on the counter behind the passenger seat.
8. Any CPAA member group renting the van shall return it to Pat Dravk’s residence within 24 hours of the rental date.
9. Any CPAA member group renting the van for spay/neuter surgeries or vaccination/microchip clinics shall pay to CPAA a \$100 rental fee per use of the van. The rental fee shall be sent to CPAA, 1802 Silver Pine Circle, Mechanicsburg, PA 17050, or may be given to Pat Dravk at the time the van is picked up.
10. CPAA may waive the \$100 van rental fee if a CPAA member group uses the van for more than one spay/neuter clinic per month. In the event that the rental fee is waived, the group renting the van shall pay 50 cents per mile, the mileage use being determined at the time the van is returned to Pat Dravk’s residence. Odometer readings shall be recorded in the mileage log before the van departs and upon its return to Pat Dravk’s residence.

11. Any CPAA member group renting the van for spay/neuter surgeries may use the equipment and supplies on the van, including the sterilized spay/packs.
12. Any CPAA member group renting the van for spay/neuter surgeries or vaccination/ microchip clinics may NOT use CPAA's supply of Frontline or Revolution.
13. Any CPAA member group renting the van for spay/neuter surgeries must obtain their own vet and vet technician to perform and assist with the surgeries.
14. Should the vet obtained by the member group require materials that are not provided in the CPAA van, the CPAA member group renting the van is responsible for providing the vet with any special materials that he or she requests.
15. Any CPAA member group renting the van for spay/neuter surgeries must provide their own anesthesia for the surgeries. Normally, the vet retained to perform the surgeries can bring the anesthesia, and the CPAA member group renting the van will be responsible for reimbursing the vet for the anesthesia used.
16. Any CPAA member group renting the van for vaccination clinics may purchase the vaccines (Rabies, Distemper, and Bordetella) and syringes from CPAA at CPAA's cost. Or, the CPAA member group may provide its own vaccines and syringes.
17. Any CPAA member group renting the van for a vaccine clinic that uses CPAA tags and/or microchips shall send a log of vaccines and microchips or copies of all vaccine and microchip paperwork to Pat Dravk at pdravk@yahoo.com or 321 Dorwart Circle, Etners, PA 17319 within one week of the vaccine clinic. This is because if a pet is lost, or vaccine records are needed, CPAA will be the group contacted when CPAA tags and microchips are used.
18. Any CPAA member group renting the van for vaccination and microchip clinics may purchase microchips from CPAA at CPAA's cost, or it may provide its own microchips.
19. Any CPAA member group renting the van for either spay/neuter surgeries or vaccination clinics shall return the van to Pat Dravk's residence in the same clean condition in which the van was received. Specifically, all hair/fur shall be vacuumed from the floor and other surfaces, the vacuum emptied and hair removed from the vacuum vents, all countertops shall be cleaned, and blood and urine shall be removed from all surfaces. Disinfecting is part of cleaning. Bleach or the green liquid in spray bottles under the sink must be used to clean the counters and a bleach solution shall be used to clean the floor. If the van is

not cleaned and disinfected, the possibility exists that disease can be transferred to animals. Tools for cleaning the floors and paper towels are in the closet near the front of the van. After use, items used shall be returned to their proper places. Any member group returning the van in an unclean condition will be charged \$100 for the proper cleaning of the van. Further use of the van will be suspended until the \$100 fee is paid to CPAA.

20. In addition to cleaning the van, all bottles shall be topped off after use.
21. Any CPAA member group renting the van for spay/neuter surgeries shall rinse all blood from the instruments used in the spay packs with Chlorhexidine solution, dry the instruments, and leave them on counter near the sink area. CPAA will be responsible for sterilizing the spay packs.
22. Any CPAA member group renting the van for spay/neuter surgeries shall call Michele Avery at 717-576-0899 or email her at cpaamichele@yahoo.com to notify her of any item that was completely used up or any item that was used that is low in stock or supply, including, but not limited to, the oxygen tank.
23. Any CPAA member group renting the van shall call Pat Dravk at 717-938-1191 or email her at pdravk@yahoo.com to notify her of any items that are broken or not working. CPAA reserves the right to charge the CPAA member group renting the van an additional fee should it be determined that the member group is responsible for breakage or damage to the van or equipment thereon.
24. Any CPAA member group renting the van more than once per month for spay/neuter surgeries shall provide supplies from time to time throughout the year for the van, such as paper towels, Clorox wipes, alcohol, and hydrogen peroxide.
25. By signing and dating below, the CPAA member group renting the van agrees to abide by these procedures and requirements, and to provide copies of them to their volunteers assisting with the clinics.
26. The CPAA member group shall provide a .pdf copy of this signed and dated document to Zella Anderson at zscooter@verizon.net or mail a hard copy to CPAA, 1802 Silver Pine Circle, Mechanicsburg, PA 17050.
27. These van usage procedures have been approved and adopted by the CPAA Board of Directors, as set forth below, and shall remain in effect until superseded by revised procedures.

Approved and Adopted by
The CPAA Board of Directors

Signed:

Zella Anderson _____/s/_____

Mary Jo McClain _____/s/_____

Kelly McGinley _____/s/_____

Joseph DiMemmo _____/s/_____

Pat Dravk _____/s/_____

Michele Avery _____/s/_____

Tracy Spangler _____/s/_____

Sonya Mink _____/s/_____

Donna Finn _____/s/_____

Alice Song _____/s/_____

Dated: March 17, 2010

CPAA Member Group Representative Date