

Breakfast Procedures

Donations

All of the kibble and wet food W.O.L.F. feeds is donated to the Sanctuary from various sources and must be accounted for as in-kind donations. Therefore, all bags of kibble and cans of food must be counted and recorded.

Sorting and Storing

Kibble

Dry dog food comes in a variety of conditions and must be sorted through before being stored for later use. The kibble is kept stored in the connex on the shelves or in totes.

1. If instructed by staff, count the number of bags received and record the total estimated weight of the donation.
 - a. Most bags have a weight listed somewhere on the front. Make a “guesstimate” for partial bags.
2. Separate in-date from out-of-date bags.
 - a. Set out-of-date bags to the side and ask staff what should be done with them.
3. Use a sharpie to write the expiration month and year in large numbers on the bottom of the in-date bags.
4. Separate open or broken bags from intact bags.
 - a. Make sure all open or broken bags are taped shut.
5. Place broken bags into the plastic totes on the pallets below the shelves and make sure the lids are tightly secured.
6. Intact bags are stacked on the shelves above the totes by expiration date, with the bags closest to the connex doors being those that will expire first.
 - a. Make sure the handwritten expiration date is clearly visible on each bag.
7. Make sure the connex door is shut completely when finished.
 - a. **NEVER leave the connex doors open unless** you are present and working inside. Stepping away for even a couple minutes will invite mice and other rodents inside.

USDA Standard § 3.1(b)

“... areas used for storing animal food ... must be kept free of any accumulation of trash, waste material, junk, weeds, and other discarded material.”

USDA Standard § 3.1(e)

“Supplies of food ... must be stored in a manner that protects the supplies from spoilage, contamination and vermin infestation. The supplies must be stored off the floor and away from the walls, to allow cleaning underneath and around the supplies ... all food must be stored in a manner that prevents contamination and deterioration of nutritive value. **All open supplies of food ... must be kept in leakproof containers with tightly fitting lids** ... Only food ... that is currently being used may be kept in the animal areas...”

Canned Dog and Cat Food

Canned dog and cat food comes in a variety of conditions and must be sorted through before being stored for later use. The canned food is kept stored on the shelves in the utility room in the basement of the cabin.

1. If instructed by staff, count the number cans received and record the total.
2. Separate the cans into the following categories:
 - a. Ground/Pate Cat Food
 - b. Gravy Cat Food
 - c. Ground/Pate Dog Food
 - d. Gravy Dog Food
3. Place the cans on the shelves in this order: top shelf--ground cat food; second shelf--gravy cat food; third shelf--ground dog food; fourth shelf--gravy dog food.
4. If you encounter any cans where the seal is broken, throw them away.
5. Set any prescription foods off to the side and inform staff so they can sort through it.

Feeding

Making Breakfast Bowls

The wolves are fed kibble every morning. Each animal has a specific diet that must be followed when feeding. There is a sheet that details the amounts and any special instructions for each wolf hanging on the wall near the stainless-steel table in the utility room as a reference. There is also a white board that may have additional feeding instructions on the wall above the reference sheet.

1. Collect the correct number of bowls from the water shed and bring them to the utility room.
2. Referencing the ***Animal Diet Sheet***, place the correct amount of kibble into a bowl and write the animal's name on the rim with a Dry or Wet Erase marker.
 - a. **Follow the Animal Diet Sheet carefully!** Some animals may have specific diets, need medications or additional supplements that need to be added with breakfast.
3. Unless otherwise instructed, add one large spoonful of wet dog or cat food to the bowl and mix thoroughly. It is important to distribute the wet food throughout the kibble to encourage the animals to eat the kibble and not just pick out the wet food.
 - a. Gravy cat or dog food is usually preferred for this.
4. In the ***Animal Feeding Record Book***, find the page with that animal's name on it and start a new entry on the next fully clear row. See example below.
 - a. Record the date the bowl is to be fed out in the "Date" column.

USDA Standard § 3.9(a)

"... must be fed at least once each day, except as otherwise might be required to provide adequate veterinary care. The food must be uncontaminated, wholesome, palatable and of sufficient quantity and nutritive value to maintain the normal condition and weight of the animal. The diet must be appropriate for the individual animal's age and condition."

- b. In the row labeled “Kibble,” record each type of kibble and wet food (if any) in the bowl in the “Food Provided” column.
 - c. Record the total amount of kibble in the “Quantity Offered” column.
5. Repeat until each animal has a bowl, making sure to follow any special instructions either on the sheet, white board or as mentioned by staff.
6. Stack the bowls in the order you intend to feed, either all in one stack or in groups based on the animals’ locations on the property.

Feeding Log - XYZ

Date	Food Provided	Quantity		Feeding Notes
		Offered	Remaining	
1/1/21 Kibble	Regular w/ CF	1 cup		
Meat	Beef, liver, bones	2.5 lbs		Maybe freezer burned
1/2/21 Kibble	Regular w/ DF	1 cup		
Meat	Chicken, steak	2.5 lbs		

Feeding the Wolves

During feeding time, the animals get very excited so feedings should be accomplished as quickly as possible to prevent the animals from getting into fights or conflicts.

- ***Don’t feed if there is someone inside the habitat.*** This is a safety concern.
- ***Whenever possible, feed all animals in a habitat at the same time.*** This keeps them from competing for food as well as making sure each animal gets to eat.
- ***Make sure the correct animal gets the correct bowl.***
- ***Keep your fingers away from hungry jaws!*** When sliding the bowl into the feeder, use the handle to lift the back gate and hold the bowl at the edge.
- ***Observe each individual eating without disrupting their willingness to eat.*** Some animals are shyer than others and if you stand close by to watch, they will not come down to eat and their companion may eat both meals.
- ***In the Animal Feeding Record Book, find the page for the animal you just fed*** and identify the kibble record corresponding to the date you are feeding (example below).
 - Record approximately how much they leave behind (if anything) in the corresponding row of the “Quantity Remaining” column.
 - If there is anything unique or unusual about the animals eating, write a short note in the “Feeding Notes” column. If an animal eats extra food from the other bowl, indicate the amount in the Feeding Notes column.
- ***Do not feed “Staff Only” animals.*** Call over the radio to let staff know they are ready to be feed and leave the bowls outside of the fence
- ***If there are medications in a bowl,*** make sure to inform staff either in-person or over the radio, if the correct animal received the medications.
- ***Make sure to check that animals have gotten meds ahead of time if needed.***

Feeding Log - XYZ

		Quantity		Feeding Notes
Date	Food Provided	Offered	Remaining	
1/1/21 Kibble	Regular w/ CF	1 cup	0	
Meat	Beef, liver, bones	2.5 lbs	0.5 lbs	Didn't eat the liver
1/2/21 Kibble	Regular w/ DF	1 cup	0.25 cup	Left behind - ZXY ate
Meat	Chicken, steak	2.5 lbs	0?	Walked off with - buried?

Collecting Bowls

Bowls should be collected within a few hours after being passed out to help manage pests (i.e. bugs, rodents, birds, etc.). Bowls should be stacked either in front of or inside the watershed for cleaning. Make sure to inform staff of any animals who did not eat or ate only some of their food.

Animal Feeding Record Instructions

In an effort to better understand what the animals are eating and help us better monitor them for potential health issues, we track what and how much each animal eats. Below are the instructions and examples of how to record kibble feedings in the log book.

Making Bowls

1. In the ***Animal Feeding Record Book***, find the page with that animal's name on it and start a new entry on the next fully clear row. See example below.
 - a. Record the date the bowl is to be fed out in the "Date" column.
 - b. In the row labeled "Kibble," record each type of kibble and wet food (if any) in the bowl in the "Food Provided" column.
 - c. Record the total amount of kibble in the "Quantity Offered" column.

Feeding Bowls

1. Make sure each animal gets the correct bowl.
 - a. The animal's name should be written on the lip of the bowl.
 - b. For animals that are shy, know which feeder (if any) each animal prefers to go to and place the bowls appropriately.
2. Observe each individual eating without disrupting their willingness to eat.
 - a. Some animals are shier than others and if you stand close by to watch them, they will not come down to eat and the other wolf dog may eat both meals.
3. In the ***Animal Feeding Record Book***, find the page for the animal you just fed and identify the kibble record corresponding to the date you are feeding.
4. Record approximately how much they leave behind (if anything) in the corresponding row of the "Quantity Remaining" column.
5. If there is anything unique or unusual about the animals eating, write a short note in the "Feeding Notes" column. If an animal eats extra food from the other bowl, indicate the amount in the Feeding Notes column.
6. ***If there are medications in a bowl***, make sure to inform staff either in-person or over the radio, if the correct animal received the medications.

Feeding Log - XYZ

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