Meat Procedures

Receiving Donations

All of the meat W.O.L.F. feeds is donated to the Sanctuary from various sources and must be accounted for as in-kind donations; therefore, ***ALL MEAT*** must be weighed, recorded and sorted.

1. For ease of weighing, all meat should be placed into a box or tote.
2. Place boxes/totes onto the large floor scale. Boxes can be stacked on the scale as long as they are from the same vendor.
3. Record the weight on the clipboard hanging on the wall near the scale. Include the date and the organization or individual donating the meat (Individuals may be recorded simply as "donor").
4. Repeat until all the newly arrived meat has been accounted for.
5. Put the boxes/totes into the chest freezers, writing the <u>date the meat was received</u> on each lid with a dry erase marker.
6. Make sure the lids to the chest freezers can be closed completely.

> **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..."

Processing Meat

Sorting Meats

Not all meat that W.O.L.F. receives can be fed out so it must be sorted through first. We occasionally find non-meat items in the mix; ***these should never be fed out to the animals.*** Occasionally we will get bones, hides or whole prey animals (e.g., mice, rabbits, chickens, fish, etc.). These are generally fed out as enrichment items.

Always Yes	Small Quantities	Always No
Poultry (Chicken, Duck, Turkey, etc.)	Fish	Pork
Beef/Bison (Ground must be ≥ 80% lean)	Lean Bacon	Shell Fish (Shrimp, Lobster, Crab, etc.)
Lamb	Hot Dogs (non-pork)	Seasoned/marinated meat
Game Meat (Elk, Deer, Antelope, etc.)	Unseasoned Lunch Meats	Fat
Uncooked Bones		Loose chicken skins
Organ Meats (Heart, Liver, Tongue)		Any meat that is rank smelling, moldy or severely freezer burned

Disposing of Unwanted Meats

If the meat is in good condition but not acceptable for feeding, set it off to the side and ask staff if it should be saved or thrown away. If it is to be saved, put the meat in good condition cardboard boxes and place it off to the side (or if instructed, back into the freezer).

Any meat that is to be thrown away should be put into trash bags and placed in the trash shed. *REMEMBER*:

- Keep the trash bags to 25 lbs. or less.
- ALWAYS tie the trash bags closed before putting them in totes!
- Double bag if there is a hole or tear in the trash bag.
- Put the bags into TRASH TOTES and make sure the lids are on tight.

Thawing Meat

The meat should not be left at room temperature for longer than a few hours. Frozen meat that is left out to thaw should be placed either in the chest freezers or in coolers.

Preparing Meat

Meat should be cut up into chunks small enough to fit into the loaf pans or bowls without overfilling. Below are the rules for meat processing:

- ***Trim off excess fat and/or skin***. Don't spend hours on this! Meat does not need to be fat- or skin-free, but loose skin and large areas of fat should be removed whenever possible.
- ***Look for paper, string or plastic***. Many types of meat have additional non-edible components besides the outer packaging that must be removed before it can be fed, e.g., pop-up timers, giblet bags, twine, wax paper, plastic ties, etc.
- ***Use a cutting board***. Do NOT use knives, saws or hatchets on the stainless-steel countertops or tote lids! If you are trying to work out of the boxes or totes do so carefully so you do not crack, break or otherwise damage the containers.
- ***Do not use the hatchets as an anger management tool!*** If you need to use one to break through bones, do so carefully as you can damage the cutting boards.
- ***Throw away meat scraps and packaging.***
- In general, whole animals (e.g., rabbits, geese, etc.) or carcasses are either fed out whole or in larger chunks as enrichment. If present, ask staff if these items should be cut up for feeding on a case-by-case basis.

> **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."

Making Loaves

Ideally meats are prepared into two pound "loaves" as meat becomes available, and stored in the upright freezer in the meat shed to make daily feedings easier. Loaves should be made up of only acceptable meats and with as much variety as can be achieved depending on the meat available. There are many methods for accomplishing this but the one detailed below is generally the most efficient.

1. Pull the thawed (or thawing) meat out of the chest freezer and organize it into separate totes:
   a. Poultry
   b. Red Meat/Bones
   c. Ground Meat/Misc.
2. Unpack the meat and remove excess fat or skin (see Preparing Meat above).
3. Cut meat into chunks that will fit into the loaf pans.
4. Set multiple clean loaf pans out on the counter.
5. Take some meat from each tote and place it into each pan.
   a. You may be asked to prepare loaf pans for some animals that have specific/restricted diets. Loaf pans for these animals should be labeled on the side of the pan with the name of the animal(s) they are for.
6. When the pans are almost full, weigh them on the bench scale.
   a. Make sure the scale has been zeroed ("tared") to the weight of an empty loaf pan so you get accurate weight readings.
7. If they are under or overweight add or subtract what you need to get them to the correct weight.
8. If they weigh between 2-2.5 pounds, put on the lid and stack in the upright freezer on the shelves. If there is no room, extra loaves should be stacked in one of the two chest freezers.
   a. Do not to overstuff the pans! The lids should fit securely and lay fairly flat.
9. On the side of the loaf pan, write types of meat (e.g., beef, chicken, bones, etc.) in each pan using a **_DRY or WET ERASE MARKER_**.
   a. Do **NOT** use permanent marker or write on the loaf pan lids!
10. Each shelf in the upright freezer will have a "Use By" tag hanging from it. Using a **_DRY or WET ERASE MARKER_**, label the tag with the date <u>two weeks from the date the meat was received</u>.
    a. You can write the "Use By" date on the side of the loaf pan as well.
    b. Do **NOT** use permanent marker or write on the loaf pan lids or freezer itself!
11. Repeat the process until you run out of useable meat or loaf pans.
12. Any leftover meat should be placed back into totes and into the chest freezers, or back into the coolers, so it can be worked with the next day.

Feeding Meat

Making Up Bowls
The wolves are fed meat in the afternoons 6 to 7 days a week depending on how much meat is available. Each animal has a specific diet that must be followed when feeding. A reference sheet is posted in the meat shed that details the amounts and any special instructions for each wolf. The instructions below are for making bowls using pre-prepared loaves. Occasionally you may be asked to make up bowls using loose meat. In this situation, follow the "Making Loaves" steps 1 thru 6 (above) using bowls, then jump down to step 4 below.
1. First thing in the morning, check to see if loaves, or loose meat, have already been pulled out to thaw. If they have not then do so NOW. Thawing takes time!
2. Collect clean metal bowls from the watershed and bring them to the meat shed.

3. If you are using <u>loaves</u>, zero out the scale using an empty metal bowl; then, following the instruction sheet, take the meat from the loaf pans and put it in the bowl until the appropriate weight has been reached for the animal you are working on.
    a. **Follow the Animal Diet Sheet carefully!** Some animals may have specific diets, such as no/low fat, poultry only, etc.
4. If you are using <u>loose meat</u>, follow the "Making Loaves" steps 1 thru 6 until there is approximately 2 pounds in each bowl.
5. Zero out the scale using an empty bowl so you get accurate weight readings.
6. Referencing the *Animal Diet Sheet*, pick an animal to finish a bowl for.
    a. Take a partially filled bowl and write the animal's name on the rim with a Dry or Wet Erase marker.
    b. Place it on the zeroed scale to weigh it.
    c. Add or subtract meat to get the bowl to the correct weight.
    d. **Follow the Animal Diet Sheet carefully!** Some animals may have specific diets, such as no/low fat, poultry only, etc.
    e. 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.
        i. Record the date the bowl is to be fed out in the "Date" column.
            1. **REMEMBER**: this is not necessarily the day the bowl is made!
        ii. In the row labeled "Meat," record each type of meat in the bowl in the "Food Provided" column.
        iii. Record the total weight of the bowl in the "Quantity Offered" column.
    f. If there is anything unique or unusual about the meat you have put into the bowls, write a short note in the "Feeding Notes" column.
7. Repeat step 6 until each animal has a labeled bowl.
8. Stack the bowls in feeding order.
9. If you are ready to feed, load the bowls into the back of the ATV or truck. If you are waiting to feed later, either put the bowls into the chest freezer or leave them out on the counter, depending on how long feeding will be delayed.
    a. Leaving ANY meat out can potentially attract bugs, mice or bears. **ALWAYS keep the doors closed when the meat shed is unattended!**
10. Pull out loaf pans, or loose meat, from the freezer and put them into the thawing freezer, or coolers, for the next day if appropriate.

Feeding Log - XYZ

Date		Food Provided	Quantity Offered	Remaining	Feeding Notes
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 conducted as quickly as possible to prevent the animals from getting into fights or conflicts.
- ***Don't feed if there are humans in the habitat.*** This is a safety concern.
- ***Whenever possible, all animals in a habitat should be fed at the same time.*** This keeps them from competing for food and assures that each animal gets to eat. It is best to feed when there are at least two people available to help.
- ***Make sure each animal gets the correct bowl.*** The animals name should be written on the rim of the bowl. For animals that are shy, know which feeder (if any) each animal prefers to go to and place the bowls appropriately.
- ***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 while pushing it through. If the bowl will not fit (e.g., too full) you can throw some meat through the fence. DO NOT HAND FEED!!
- ***Observe each individual eating without disrupting their willingness to eat***. Some animals are shyer than others and if you stand close by to watch them, 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 meat record corresponding to <u>the date you are feeding</u> (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 fed and leave the bowls outside of the fence or at the cabin.
- ***Make sure to check that animals have gotten meds ahead of time if needed***.

Feeding Log - XYZ

Date		Food Provided	Quantity Offered	Remaining	Feeding Notes
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.) and ensure that all bowls are cleaned and sanitized during that shift. 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 meat feedings in the log book.

Making Bowls
1. In the **_Animal Feeding Record Book_**, find the page with the animal's name on it and start a new record on the next fully clear row. Write down:
    a. The date the bowl is to be fed out in the "Date" column.
        i. **<u>REMEMBER</u>**: this is not necessarily the day the bowl is made
    b. In the row labeled "Meat," record each type of meat in the bowl in the "Food Provided" column.
    c. Record the total weight of the bowl in the "Quantity Offered" column.
2. If there is anything unique or unusual about the meat you have put into the bowls, write a short note in the "Feeding Notes" column.

Feeding Bowls
1. Make sure each animal gets the correct bowl.
    a. The animals 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 meat record corresponding to <u>the date you are feeding</u>.
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.

Feeding Log - XYZ

Date		Food Provided	Quantity Offered	Remaining	Feeding Notes
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?