

Trap Manager

The Trap Manager cleans the traps after the cats have been removed at the Anesthesia Station, organizes the sanitized traps in preparation for the cat's return, keeps trap covers with their corresponding traps and delivers the traps to the Recovery Transporter as needed.

Station Alert

- Traps are cleaned and prepared in the same order as the cats are anesthetized, so that the correct trap is available for each cat as it exits the Clinic Records Station.
- **Trap covers should be kept on the trap** with which they came.

Trap Manager Instructions

1. **Empty all trash and debris from traps.** Items, such as bowls or clothing, which may belong to a caregiver, should be removed and set aside for safekeeping.
2. **Clean soiled traps** using detergent, brushes, hoses and scouring pads as necessary.
3. **Cover the bottom of each trap** with sheets of folded newspaper.
4. **Check that traps with rear doors are properly secured,** and use zip ties or carabiner clips to secure as necessary.
5. **Identify any broken traps,** and use zip ties to secure as necessary. Alert a supervisor to have the trap tagged for later repair or to locate a more secure trap in good working order.
6. **Keep the trap cover with the trap it arrived with,** to avoid mixing up covers and minimize any potential contamination between cats. A heavily soiled trap cover may be replaced with a clean trap cover.
7. **Organize the traps in groups according to the Cat ID Number.** The white sticker on top of each trap is the Cat ID Number. Cleaned, prepared traps should be grouped for easy locating in clusters based solely on the *tens digit* of their Cat ID Number, in distinct groups from the 00s to the 90s. Likewise, traps with Cat IDs 2040-2049, 2140-2149, 2240-2249, etc, would be located together in the same "40s Group", and so forth.
8. **Deliver the clean traps** to the Recovery Transporters as needed.



Station Closing and Cleanup

When the clinic is concluded:

- Inventory the remaining supplies
- Clean the area and dispose of all trash.
- Sweep or vacuum and mop the floor.