

Department of Transportation and Communications
PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(Headquarters Philippine Coast Guard)
139 25th Street, Port Area,
1016 Manila

HPCG

24 March 2010

STANDING OPERATING PROCEDURE
NUMBER 09-10

ADMINISTRATION OF COAST GUARD WORKING DOGS

1. PURPOSE:

This SOP prescribes the policies and procedures governing the acquisition, training, utilization, maintenance, breeding and disposition of Coast Guard Working Dogs

2. SCOPE:

This SOP shall cover the administration of the Coast Guard Working Dogs.

3. DEFINITION OF TERMS:

- a. Coast Guard Working Dog (CGWD) – a Philippine Coast Guard dog trained and certified to perform a specified work.
- b. K9 Unit – an operating unit headed by an OIC assigned in CG District that is responsible for the administration of every K9 Detachment within the AOR.
- c. K9 Detachment – a K9 sub-unit comprised of POIC and K9 Team(s) assigned at CG Stations or CG Detachments.
- d. K9 Team – the smallest response/reaction unit in a K9 detachment. It is composed of a handler, and his assigned working dog and a spotter/security.
- e. Instructor/Evaluator – a competent, experienced handler with expertise and special knowledge in the development/training of working dog
- f. Handler – a K9 personnel qualified by the trainer and/or a certifying agency to care for and use a working dog.

g. Spotter – K9 organic or PCG organic personnel performing as security during K9 operation

h. Detector Dog – a working dog selected by the trainer and qualified by recognized standards to perform searches for hidden substances, including narcotics and explosives.

i. Narcotics Detector Dog (NDD) – trained to find marijuana, shabu, ecstasy and other sorts of dangerous and prohibited drugs.

j. Explosives Detector Dog (EDD) – trained to detect black powder, blasting cap, time fuse, detonating cord, C-4 and TNT, IEDs, pyrotechnics and explosive ordnances and other components of improvised explosive devices that can be used in the conduct of terrorist attack and destabilization activities.

k. Patrol Dog – a working dog selected by the trainer and qualified by recognized standards to perform protection, and sentry works.

m. Search and Rescue Dog - trained to track and detect human scent through personal belongings, traces of human blood and secretions and cadaver.

l. Veterinary Officer-in-Charge (VOIC) – are Doctor of Veterinary Medicine (D.V.M.) graduates and licensed veterinarians who are commissioned technical officers under the administrative control of Coast Guard K9 performing comprehensive veterinary health care and kennel management services to CGWD and other organic K9's.

m. Coast Guard Organic Dog- Dogs acquired by CGKG thru breeding, procurement, adoption, puppy share and legally owned by Philippine Coast Guard

4. POLICIES:

a. The CGK9 will acquire dogs for training either by purchase, in-house breeding and/or donations. A dog prior to its procurement must be supported with veterinary medical records and pedigree documents.

b. Conformation within breed standards and veterinary medical evaluation are the criteria for selection of dogs to be considered as candidate for training. However, non-conformity to the physical attributes unless it is physically debilitating shall not supersede attributes of dogs showing potential for security, law enforcement operations, patrol, and rescue operations.

c. Only Coast Guard Organic Dogs shall be allowed to undergo the regular training.

d. Conduct of refresher training shall be a continuing activity for both handlers and their dogs to hone their skills and develop high level of proficiency.

e. K9 teams who failed the proficiency evaluation shall be recalled and may undergo retraining or possibly suffer from subsequent cancellation/forfeiture of additional allowance(s)/Hazardous Duty Pay or even relief from CGK9 or any other disciplinary actions which may be imposed by the Commander CGK9.

f. The care and health maintenance of Coast Guard Working Dog (CGWD) to include its kennel facilities and in accordance with the guidelines provided by CGK9 Veterinary Services will be taken cared by the handler. The dog should only be fed with the recommended dog food as regularly distributed from HCGK9 or other dog diets recommended/approved by CGK9 Veterinary Services.

g. CGK9 shall pursue a proactive breeding program utilizing CGWDs and other dogs that has good breeding potential. Only dogs with good physical and detection skill attribute should be bred and be kept on optimal health for such purpose.

h. CGWDs reaching 7 years of age and/or or other dogs rendered unfit to be utilized as detection dogs maybe adopted by a qualified dog lover or be maintained until natural death comes. However, euthanasia maybe performed provided that the health condition of the dog warrants it.

5. PROCEDURES:

a. Canine Acquisition:

(1) As per Annex A, canines shall prior to purchase from a breeder/vendor, be screened and approved by the CGK9 School to determine their potential for training and operations. Potential canines shall then be physically and medically examined by the Veterinary Service to further qualify these canines.

(2) Canines for donation to CGK9 should meet and pass the same basic requirements and standards applied for canine procurement before receipt/acceptance. Dogs for donation must possess potential traits/qualities for training and/or breeding stock. Sample contract for accepting dog donation to CGK9 is enclosed as Annex B.

(3) Acquired canines shall be given names and issued serial numbers for purposes of property identification and not to be construed as a serial number issued to enlisted personnel and/or commissioned officer of the PCG.

(4) Newly acquired dogs shall be quarantined for about two (2) weeks in a designated place before they are transferred to the main kennel area.

b. Canine Selection:

(1) Dogs with high retrieval drive are selected for detection functions.

(2) Sporting breeds such as Labrador Retrievers and Golden Retrievers are chosen for their gentle temperament and keen sensory capabilities. German Shepherds, Dutch Shepherds, Belgian Malinois, Jack Russel are also widely used for explosives detection, narcotics detection, patrol, and search and rescue works.

(3) Dogs shall not be below 6 months (to rule out genetic skin disorder), but not more than 24 months of age at the time of evaluation.

(4) Height of the dog is measured from the ground surface to the point of the shoulder blades.

- a. German Shepherd males must not be less than 22 inches in height.
- b. German Shepherd females must not be less than 21 inches in height.
- c. Belgian Malinois and Dutch Shepherds (males and females) must not be less than 21 inches in height.
- d. No height requirements for retrievers and Jack Russel but height must be proportional to weight.

(5) Weight shall be proportional to the dog's frame and skeletal size. Dogs must not be overweight or underweight to their conformation. Using the 'Purina Body Condition System™', acceptable dogs are typically rated 4 to 7 with ideal of 5 on the 9-point scale. *Severely overweight or underweight dogs shall not be accepted*

- a. Retrievers must be no less than 18.0 kilograms
- b. German Shepherd males must be no less than 27.0 kilograms
- c. German Shepherd females must be no less than 25.0 kilograms
- d. Belgian Malinois and Dutch Shepherds (male and female) must be no less than 25.0 kilograms

c. Training:

(1) Each potential canine shall be trained for a particular specific purpose (detector, SAR or patrol) attuned to the mission of the CGK9.

(2) CGK9 handlers working with trained detection dogs are responsible for maintaining the maximum efficiency of the animal. Conduct of routine refresher training shall be a continuing activity for both handlers and their dogs to hone their skills and develop high level of proficiency. Detachments POIC's are advised to make training schedules that would allot at least four (4) hours of proficiency training per week.

(3) The conduct of periodic refresher training of WD in the area to ensure reliability and maximum performance shall be supervised by Detachment POICs. Any deficiencies or weaknesses must be stressed during training to regain and maintain at least minimum proficiency. The POIC shall immediately submit report/recommendation to HCGK9 when remedial efforts failed to address/rectify the deficiency.

d. Utilization:

(1) Due to their diverse but specialized capability, the K9 teams may be employed to conduct K9 operations such as detection of narcotics/explosives, disaster/rescue operations, civil disturbance control and as canine sentinel in ports.

(2) Request for the utilization of K9 teams shall be subject to the availability of K9 teams, suitable kennel space/site and provisions at the requesting unit. The request shall state the type of operation so as to determine the number of K9 teams, type of dogs (detectors, trackers, patrol, etc) and equipment to be dispatched for deployment. Utilization of K9 teams outside the PCG shall be coursed thru the DCS for Operations, CG3 subject to the approval of the Commandant, PCG. In case of simultaneous dispatches, utilization in support of PCG security operations takes precedence.

(3) Upon termination of the mission/dispatch, the K9 teams shall immediately return to their proper station and, an after-mission-report shall be submitted to the proper authorities (District/Station, HCGK9) for reference.

e. Operation and Employment:

(1) The District Commander shall have the discretion over the distribution and as to where the K9 teams be deployed within its area of responsibility.

(2) The District/Station/Detachment Commander and K9 Unit OIC/Detachment POIC shall coordinate closely with the port/ship security officer in the area as to how and what extent the K9 teams be utilized.

(3) The District/Station Commander shall assess the security of the port facility and position each K9 in support of the security plan implemented in the port.

(4) CGK9 Unit OIC/Detachment POIC may advise their area commanders on the best possible ways to conduct port or vessel inspections relative to the K9 team(s) capabilities and limitations. They may also recommend the reduction or addition of inspections if the K9 teams are overloaded with duties or under utilized. Whichever the case may be, OIC/POIC shall always look after the morale and welfare of the K9 teams as well as the physical condition of the dogs. Giving reasonable advice to unit commanders shall not be taken negatively as long as it is conveyed with modesty, tact and an underlying desire to accomplish mission of preventing tragedies, caused by terrorist activities, at sea or even in ports.

(5) CGK9 detachment personnel, with permission from their area commanders, are encouraged to pay a courtesy call to friendly units (i.e. AFP and PNP) near their AOR and determine if they can provide assistance (EOD, explosive or narcotic substances for refreshing canines) when needed. Such type of mutual relationship does not only help the Unit in accomplishing its mission, but it may also save the Unit in dire situations.

(6) At any K9 dispatch, if possible, OPCON District/Station shall provide service vehicle for the K9 team's mobility from the holding kennel area to the port terminal and vice-versa if distance is more than 100 meters or beyond the ten (10) minutes start-up/socialization walk. In this way a canine is able to preserve its best state and believed to be more effective as detector canine.

(7) The conduct of routine paneling either by total or random search, depending on volume of baggage/cargoes and number of operating K9 teams is done two (2) to three (3) hours prior ETD of vessels leaving the port.

(8) A standard on employment shall be followed which is approximately 5 hours per day. Depending on the ambient temperature, sniffing a specified location or baggage shall only be for 15 to 30 minutes duration with minimum of 30 minutes to 1-hour rest period before each subsequent K9 sniffing operation.

(9) If situation permits, K9 teams shall be used alternately to allow the other detection canines to rest. A high K9 team performance is maintained if a canine is utilized only when likely its capability is required.

f. Restrictions:

(1) K9 shall only be used in their capacity as narcotics, explosive, patrol, and search and rescue dogs.

(2) K9 shall not be used for participation in shows, field trials, exhibitions or other demonstrations or for off-duty employment unless authorized by the Commander, CGK9 and/or Higher Headquarters. Participation in K9 competition (explosive or narcotic detection) is however authorized.

g. Housing and Kennel Facilities:

(1) A suitable kennel site shall be carefully selected preferably before deployment or shall be inspected as soon as possible upon arrival to choose the most suitable location.

(2) When selecting a site, the CGK9 Veterinary Service shall be consulted whenever possible about possible health hazards. Location of the kennel in a congested area may be necessary to protect the kennels from enemy (predator) attack. A temporary screen or fence may be needed to block the dog's sight so the dog will be able to rest.

(3) In cases where kennel facility can be provided in certain location at a station/detachment, guidelines and specifications to consider for the construction of kennel housing are discussed in Annex D.

(4) A shaded area shall be provided to all dogs housed in an outdoor primary enclosure to allow protection from the direct rays of the sun. The shaded area provided shall be of a size directly proportional to the size of the dog being protected and shall be positioned so that maximum shade protection is provided.

(5) Primary enclosures/cages which are used for housing, where the dog is sleeping or eating, and which do not have access to a run or exercise area shall be large enough to allow additional space for the dog. Suggested space standards (measured from the outside of the enclosure) and kennel floor plan is illustrated in Annex C.

(6) Kennel facilities shall not be used to house or care for any animals other than the CGWD in accordance with the kennel biosecurity plan/measures being implemented.

h. Feeding and Maintenance:

(1) Working dog shall need a high quality diet in order to remain healthy. A quality dog food has a proper balance of all the nutrients a dog requires together with a high level of palatability. A nutrient-dense, highly digestible, high unsaturated fat content and high performance dog food shall be fed to PCG working dogs. The VSU shall approve use of a commercial dog food with specifications for high energy and high protein values (ME 400-480 kcal/100g and CP 27-30). Annex E provides feeding guide for adult dogs and puppies.

(2) Special diets shall be procured and fed when the Veterinary Service determines that other than the recommended dog food is required. The Veterinary Service shall prescribe prescription diets for medical reasons.

(3) Program for dog food, medicines and supplement, kennel equipment and supplies shall be prepared by the Veterinary Service and submitted by HCGK9 to higher Headquarters to form part of the yearly allocation of MOE.

i. Health and Care:

(1) The Veterinary Services shall provide complete *veterinary medical and surgical care for PCG working canines.*

(2) This Service shall make sure that feeding, housing, veterinary medical care, and animal husbandry are adequate; humane standards of housing, handling, and use are maintained; and *medical records are properly maintained.*

(3) This Service shall also conduct in service training on *veterinary care and kennel management.*

j. Breeding:

(1) The CGK9 in the pursuit of increasing the number of potential canines shall establish a cost effective breeding program that aims to ascertain conformation, behavior and ability for canine works.

(2) The breeding program shall include the guidelines to preserve breeding lines and genetic diversity while reducing the risk of producing working dogs that carry defective genes, or are affected with genetic defects.

(3) The breeding soundness examination should begin with a thorough reproductive and medical history, including information on previous cycles (onset and regularity), breeding management (past and intended), outcome of any breeding, and relevant family history, as well as routine medical information (diet, medications, environment, health status).

(4) A thorough physical examination, with particular attention given to the genitalia and mammary glands, should be performed.

(5) Limiting reproductive attributes (i.e. infantile genitalia, vaginal strictures and narrow pelvic canal) that predispose problem during mating and difficulty during giving birth shall not be used for breeding.

(6) Female below one-year old and above five years old (*nulliparous*) shall not be bred.

(7) Working dogs (male or female) with outstanding breeding potential shall finish a minimum of one (1) year tour of duty with satisfactory performance before it will be used for breeding. In addition, dogs who has not yet undergone detection dog training but has the potential of being a good breeder that can produce potential working dogs may be

included in the CGK9 breeding program. However, if a dog, whether a working dog or dedicated breeder, produced a litter have a 50 percent (50%) failing rate in training, it will be immediately pulled out of the breeding program.

(8) Bitches kept in optimal health can be bred sequentially.

(9) Proper nutrition and duty strategies for pregnancy and lactation shall be outlined.

(10) Candidate female canines found in estrus during the course of training shall not be bred.

(11) Candidate male canines while on training shall not be used for stud service.

k. Veterinary/Kennel Requirements

(1) Distribution of kennel supplies depends on the availability at HCGK9 and/or upon determination/recommendation of the Veterinary Service. Immediate release/dispense of therapeutic medicines, preventive medicines and supplements are upon the discretion/disposition of the Veterinary Officer(s) as warranted by the given condition/clinical case.

(2) Request for dog food, medicines, supplements and kennel supplies shall be coursed through the Veterinary Service (Attn: POIC, Supply Section) via voice call, SMS or email. Notification should be made at least one (1) week before the dog food supply is consumed considering the transport time and schedule of accommodating commercial vessels. Upon acceptance of supplies, acknowledgement of receipt of said items must be sent through same means of communication so that HCGK9 could monitor and account for concerned items.

l. Veterinary Consultation

(1) Coordination with local or public veterinarian(s) in the area of deployment is highly encouraged since they can provide a more accurate presentation of a case, possible free or discounted vaccinations to K9 personnel and canines. However, such privileges must be communicated to HCGK9 (Attn: Staff for Vet Services) to prevent duplication/overlapping, allergic reactions and unethical omission/commission on the part of the veterinarians.

(2) For any emergency cases involving detection dogs, the handler and/or POIC should immediately inform the Veterinary OIC (VOIC) and/or the K9 Unit OIC before informing concerned PCG personnel in the area. The handler may proceed and consult only to pre-identified local veterinarian upon the advice of the VOIC. The handler shall facilitate an open communication with the VOIC and the local/private vet so as to arrive at a

better judgment and management/treatment of a case. Whenever indifferences in the judgment arise between the VOIC and the local/private vet, the handler takes the cue of the VOIC and must act appropriately (in a polite and friendly manner) to maintain good rapport with the local/private vet.

(3) Handler noticing initial changes or symptoms (dog not its usual self) from their assigned detector dog, no matter how mild the case maybe at his judgment shall notify via SMS or voice call the VOIC for information and eventual monitoring of the problem. A responsible, caring and well bonded handler does not obligate himself from giving any remedial measure(s) to alleviate or counteract the problem(s) he sees in his dog. A true responsible K9 handler is the one who really watches and knows the peculiarities of his dog such that he can well and readily represent his dog to proper authority for medical attention and intervention dog when situation necessitates for it.

(4) Remedial measures such as opting to give or add table food or canned food and medicine(s) from the first aid kit to dogs with abnormal appetite which may be related to work stress or imminent disease condition is not an outright call and duty of any handler. Diet alteration and giving additional medication other than the daily vitamins and monthly preventative treatment without notification and permission from the VOIC shall be dealt as an offense and warrants investigation. Any reimbursement for veterinary fees, medicines or canned food incurred by the handler without the consent of the VOIC shall not be facilitated at HCGK9.

m. Disposition and Attrition:

(1) A monthly inventory of living canines shall be furnished by the Veterinary Service to C, CGK9 for submission to O/CG-3 not later than the 25th day of the month.

(2) Canines reaching the age of 7 years shall be assessed if their general health status still warrants them to continue working for another 1-2 years; however, these canines will be placed on light duty status. Nevertheless, canines that are no longer fit for duty shall be retired and eventually be disposed of within three (3) months after their retirement through conditional adoption by qualified dog lover and enthusiast, procedures of which shall be in accordance with the existing rules and regulations pertaining to the disposal of any PCG property. Sample contract for adopting retired CGWD is enclosed as Annex F. Retired canines still in custody of this Group after this period shall continue to be entitled of maintenance provisions and shall be taken cared of by this Group until natural death comes or be disposed of in a humane manner as recommended by the Veterinary Services subject to the approval of the Commandant, Philippine Coast Guard.

(3) Canines confirmed to be suffering from infectious or deadly animal diseases (zoonotic) transferable to humans such as Rabies, Leptospirosis, Brucellosis and others at any time during their active duty shall

immediately be killed by euthanasia (mercy killing) and disposed of according to the prescribed methods by the Bureau of Animal Industry to prevent spread of same and thereby not endangering the personnel/populace (public health).

(4) To prevent further unwarranted agony, and subject to existing rules and regulations, dogs suffering from severe injury and pain resulting from an accident during an employment may be put to euthanasia if and only when treatment and corrective measures are futile. Likewise, disabled canines that survived but continue to suffer from the repercussions and cannot anymore be utilized by this Group shall be disposed of in an appropriate/humane manner as recommended by the Veterinary Service subject to the approval of the Commandant, PCG.

(5) Canines that get killed while being utilized in an operation or die after retirement while still in the custody of this Group shall be given burial rites and buried in a place designated by the Command. In this case, the death shall be immediately reported to O/CG-3 for accounting purposes.

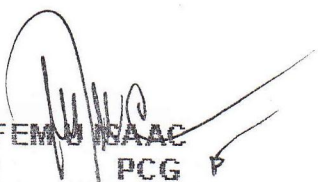
6. **RESCISSION:** All PCG previous publications not in conformity with this SOP are hereby rescinded.

7. **EFFECTIVITY:** This SOP shall take effect upon publication.

BY COMMAND OF ADMIRAL TAMAYO PCG:

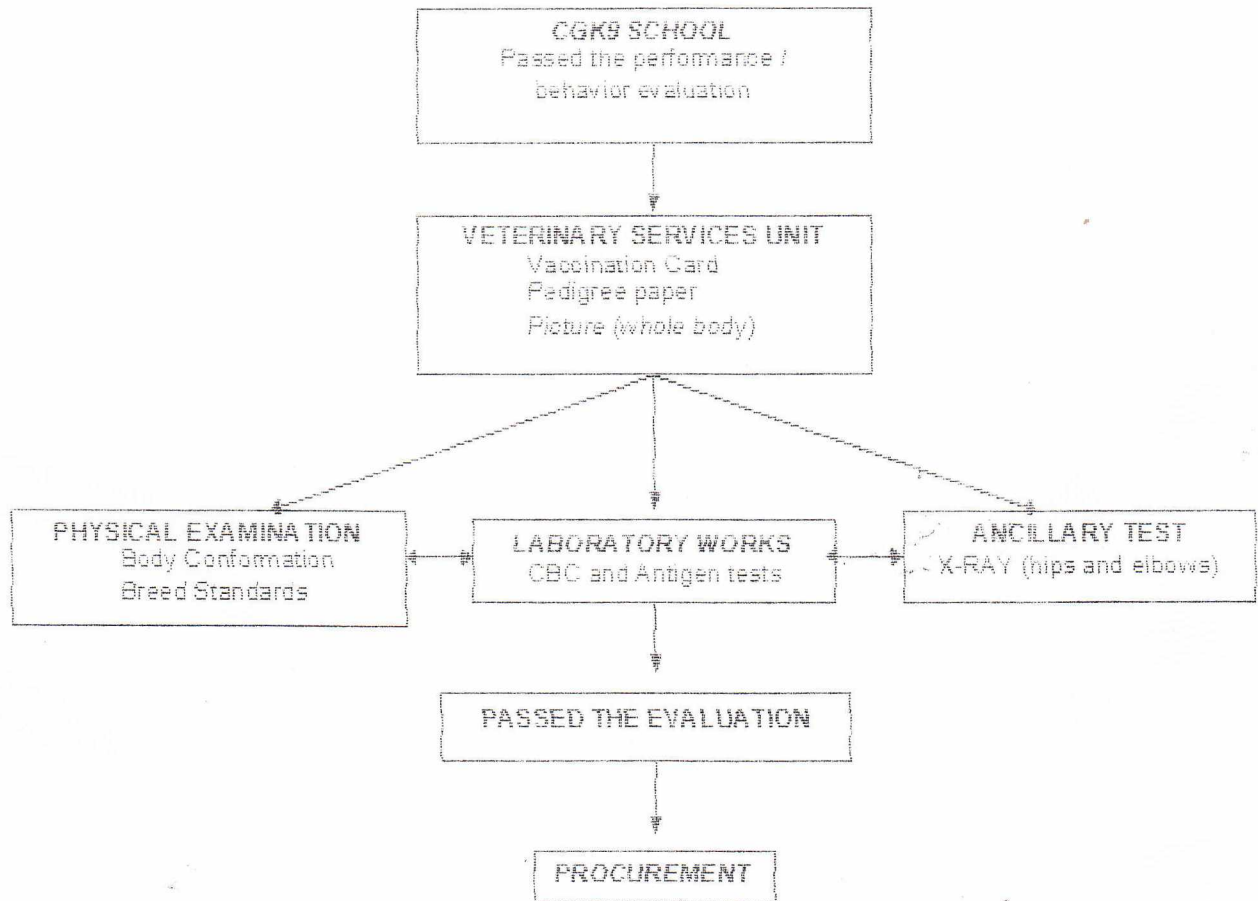
ENRICO EFREN A EVANGELISTA
COMMO PCG
Chief of Staff, PCG

OFFICIAL:


MARIFEM M ISAAC
LCDR PCG
Coast Guard Adjutant

ANNEX A

FLOWCHART ON DOG PROCUREMENT



ANNEX B

DEED OF DONATION (Sample Contract)

I, Mr/Ms _____ of legal age, and residing at _____, Philippines, designated herein as the DONOR hereby voluntarily DONATE the DOG described below to the Coast Guard K9 represented by its Commander, LCDR ALLEN J DALANGIN PCG free of any charge.

I fully understand that by DONATING the said DOG, CGK9 will have the exclusive rights to use them in any way that CGK9 may wish to as to improve their Breeding/Material stock of Working Dogs other than re-donating without my consent and/or selling the said DOG.

I also fully understand that the DOG maybe deployed to different CGK9 Detachments around the country and that I will not influence their choices of assignment for any cause especially for the sake of visiting them.

I also fully understand the risks involve in training (i.e. mechanical trauma, trauma brought by explosives ordnance and the like), tour of duty and, breeding of the DOG and that I have confidence in CGK9 to look after its welfare as they look after their own dogs.

=AND=

I, LCDR ALLEN J DALANGIN PCG, Commander, CGK9, of legal age with office address at Headquarters Coast Guard K9, Coast Guard Base Taguig, Lower Bicutan, Taguig City, gratefully accept the DOG as described below from Mr/Ms _____ as donation to the CGK9 free of any charge.

In lieu of his/her generosity, CGK9 awards to Mr/Ms _____ a CERTIFICATE OF DONATION and grants him/her rights to visit the DOG so long as it would not hamper in the security and intelligence aspects of CGK9 operation.

CGK9 will always look after the welfare of the said DOG as we always care/ for our own dogs. However, CGK9 cannot assure complete protection from health conditions arising from uncontrollable factors such as natural calamities, disease outbreaks and, indement weather conditions.

Moreover, the DONOR understands the risks involved during the Dog's training, tour of duty and breeding and, CGK9 may not guarantee for the health conditions arising from incidents (i.e. mechanical trauma, trauma brought by explosives and ordnance and the like). But rest be assured that reduction of such risks shall be taken into great consideration.

Mr/Ms _____
Donor

LCDR ALLEN J DALANGIN PCG
Commander, CGK9

Witness

Witness

SIGNED IN THE PRESENCE OF:

REPUBLIC OF THE PHILIPPINES)

: S.S.

CITY OF MANILA.....)

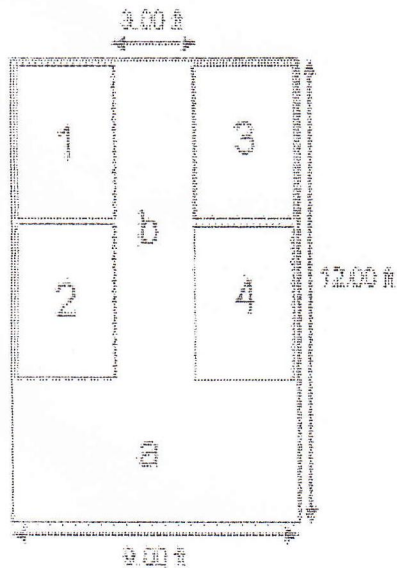
ACKNOWLEDGEMENT

BEFORE ME a Notary Public for and in the City of _____, Philippines, personally appeared the following persons with their respective Community Tax Certificates, to wit:

| NAME | CTC NR. | DATE/PLACE ISSUED |
|-------|---------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Known to me to be the same persons who executed the foregoing instrument, and they acknowledge to me that the same is their free act and voluntary deed. This memorandum of Agreement, consisting of _____ () pages including this page, is signed by the parties on each page hereof.

Doc. No. _____
Page No. _____
Book No. _____
Series of 20__



Indoor Kennel Plan for CGK9 Detachments

- The kennel should measure at least 9 ft x 12 ft to accommodate at least four (4) individual dog cages with ceiling height of at least 10 ft to provide ventilation
- The walls should be constructed using concrete on the lower half and cyclone wires on the upper half up to the ceiling. This provides good protection against the harsh environment on or near the coastal lines as well as provide adequate ventilation
- The door of the building should be large enough to allow easy passage of individual cages (at least 4ft wide)
- As much as possible, the length of the building should be oriented from east to west
- It should be provided with adequate and continuous water and electrical supply
- The building should be provided with a good drainage system with septic tank to accommodate large amount of solid wastes and water.
- The basic floor plan should contain the following (see figure):
 - 1-4 : individual dog cages measuring 4x3
 - a : space provision for power spray and storage area for other dog care paraphernalia and accessories
 - b : passageway in between cages

2. SPACE STANDARDS FOR PRIMARY ENCLOSURE/DOG CAGE

| Size of Dog | Min. Space/ Height |
|---|--------------------|
| small (< 16 inches high) (Beagle & J.R. Terrier) | 6 sq.ft. / 28 in. |
| medium (< 22 inches high) (Labrador retriever & Belgian Malinois) | 9 sq.ft. / 36 in. |
| large (< 26 inches high) (German Shepherd) | 12 sq.ft. / 48 in. |

ANNEX D

GUIDELINES AND SPECIFICATIONS IN KENNEL HOUSING CONSTRUCTION

In cases where kennel facility can be provided in certain location (CG Station/Detachment), these are the following guidelines to consider:

- A. The interior facility surfaces shall be constructed and maintained so that they are water resistant and can be cleaned and sanitized. These surfaces need not extend more than 18 inches beyond the perimeter of any animal enclosure or sink. Floors directly beneath all animal enclosure areas, except where those enclosures are of solid sides or so constructed as to prevent the leakage of urine or feces, must be of a material which is water resistant and can be cleaned and sanitized.
- B. Electric power shall be provided.
- C. Potable water shall be provided for drinking purposes, with back flow prevention devices installed on any threaded faucets where hoses may be attached for cleaning the facility or on the main water line serving the facility.
- D. Accessible washrooms or sinks shall be provided to maintain personal hygiene among dog handlers/ caretakers. A sink in good repair shall be provided for washing and sanitizing.
- E. Housing shall be sufficiently cooled when necessary to protect animals from heat and provide for their health.
- F. Housing shall be ventilated with fresh or filtered air to minimize odors and moisture and to provide for the health and comfort of the animals at all times. Means shall be provided to exhaust the air from the animal area to the outside of the building, which may be by natural or mechanical means.
- G. Housing shall have well distributed natural or artificial light for routine inspections, and to facilitate routine cleaning and the proper care and maintenance of the dogs.

ANNEX E

1. FEEDING GUIDE FOR ADULT DOG

| <i>Breed</i> | <i>Standard Weight</i> | <i>Feeding Amount</i> | | <i>Dog Food Consumption</i> | |
|-----------------------|------------------------|--------------------------|-----------------------|-----------------------------|-----------------------|
| | | <i>Per Ration (cups)</i> | <i>Per Day (cups)</i> | <i>Per Day (kg)</i> | <i>Per Month (kg)</i> |
| Labrador Retriever | 24.0 – 28.0 kg | 2.0-2 ½ | 4.0 – 5.0 | 0.4 – 0.5 | 12.0 – 15.0 |
| Golden Retriever | 24.0 – 30.0 kg | 3 ½ - 4.0 | 7.0 – 8.0 | 0.7 – 0.8 | 21.0 – 24.0 |
| German/Dutch Shepherd | 25.0 – 30.0 kg | 3 ½ - 4.0 | 7.0 – 8.0 | 0.7 – 0.8 | 21.0 – 24.0 |
| Belgian Malinois | 25.0 – 30.0 kg | 3 ½ - 4.0 | 7.0 – 8.0 | 0.7 – 0.8 | 21.0 – 24.0 |
| Jack Russel | 4.0 – 6.0 kg | 1.0-1 ½ | 2.0 – 3.0 | 0.2 – 0.3 | 6.0 – 9.0 |

Note: 1.0 cup commercial dog food weighs approximately 100 g = 0.1 kg

2. FEEDING GUIDE FOR PUPPY

| Age | Type of Feeds | Frequency | Total Consumption | | | |
|---|--|-----------|-------------------|--------------------|-------------|--------------------|
| | | | Milk | | Dog Food | |
| | | | Per Day (g) | Per age group (kg) | Per Day (g) | Per age group (kg) |
| 3 rd - 4 th wk | Milk 1 scoop | 4x/day | 32 | 0.45 | — | — |
| 5 th - 6 th Wks | Milk (1 ½ scoops) and puppy dog food (20g) | 4x/day | 48 | 0.67 | 80 | 1.12 |
| 7 th - 8 th Wks | Milk (2 scoops) and puppy dog food (40g) | 3x/day | 48 | 0.67 | 120 | 1.66 |
| 9 th - 10 th Wks | Milk (2 ½ scoops) and puppy dog food (60g) | 3x/day | 60 | 0.84 | 180 | 2.52 |
| 11 th - 12 th Wks | Milk (3 scoops) and puppy dog food (80g) | 3x/day | 72 | 1.01 | 240 | 3.36 |
| 3 - 4 Mos | Puppy dog food (125g) | 2x/day | — | — | 250 | 7.50 |
| 4 - 5 Mos | Puppy dog food (150g) | 2x/day | — | — | 300 | 9.00 |
| 5 - 6 Mos | Puppy dog food (175g) | 2x/day | — | — | 350 | 10.50 |
| 6 - 7 Mos | Puppy dog food (200g) | 2x/day | — | — | 400 | 12.00 |
| 7 - 8 Mos | Puppy dog food (225g) | 2x/day | — | — | 450 | 13.50 |
| 8 - 12 Mos | Puppy dog food (250g) | 2x/day | — | — | 500 | 15.00 |

Note: 1 scoop = 8g
1 cup = 100g

DEED OF ADOPTION (Sample Contract)

I, Mr/Ms _____ of legal age, and residing at _____, Philippines, designated herewith as the ADOPTOR receives hereby ADOPT the DOG described below at this ____ day of _____, in the year of our Lord _____:

Dog's Name: _____ Birth date: _____ Sex: _____
Breed: _____
Color/Marking: _____
Pedigree Documents: _____
Health record: _____

By accepting the said DOG, I understand that I will assume the personal and moral obligation to take good care of the DOG and look after his welfare as he has been cared of by his former GUARDIAN, the Coast Guard K9 as represented by their Commander, LCDR ALLEN J DALANGIN PCG.

By adopting the dog, I hold myself liable to provisions of Republic Act 8435 or The Animal Welfare Act of 2004.

I also fully understand the following terms and conditions that will warrant the health and welfare of the dog and, that these should be warranted as I ADOPT the said dog:

1. The DOG will be given adequate food, water and, personal and veterinary attention.
2. To ensure the health of the dog, the dog maybe brought to the CGK9 Veterinary Clinic and avail of veterinary consultations and services FREE of any charge. Medicine prescriptions will be given however, the medicine shall be purchased from other veterinary or pharmaceutical store).
3. The DOG will only be kept indoors or in such enclosures of adequate space that will protect them from the forces of nature. Indoors will also mean that the dog is NOT kept ON-LEASH while in its shelter or enclosure.
4. The DOG will not be allowed outdoors without proper supervision from an adult person.
5. The DOG will only serve as a COMPANION ANIMAL and will NOT be SOLD, RENTED, LEASED and the like for the purpose of its explosives/narcotics DETECTION CAPABILITY and/or serve as a GUARD DOG
6. Refresher course on BASIC OBEDIENCE will be made available if deemed necessary.
7. CGK9 have the rights and will not be denied access to inquire and/or render visitation to the dog at any reason able time to see if they are well taken care of.

8. In case CGK9 concludes that the dog welfare is not maintained, CGK9 have the right to bring the dog back to its custody.

9. In case the ADOPTOR cannot further warranty the welfare of the dog due to *some reasonable and acceptable causes, he/she may turn-over the dog to CGK9 as long as it is in good health condition.*

Furthermore, I also understand the risks brought about by the dog's temperament and that CGK9 does not guarantee their domesticated disposition. Any damage to property and/or life brought about by the dog will be my personal, moral and, social obligation.

LCDR ALLEN J DALANGIN PCG
GUARDIAN

Mr/Ms _____
ADOPTOR

SIGNED IN THE PRESENCE OF:

REPUBLIC OF THE PHILIPPINES)

: S.S.

CITY OF MANILA.....)

ACKNOWLEDGEMENT

BEFORE ME a Notary Public for and in the City of _____, Philippines, personally appeared the following persons with their respective Community Tax Certificates, to wit:

| NAME | CTC NR. | DATE/PLACE ISSUED |
|-------|---------|-------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Known to me to be the same persons who executed the foregoing instrument, and they acknowledge to me that the same is their free act and voluntary deed. This memorandum of Agreement, consisting of _____ () pages including this page, is signed by the parties on each page hereof.

Doc. No. _____

Page No. _____

Book No. _____

Series of 20__