NWCO ACTIVITY REPORT INSTRUCTIONS

A. **Job#**: Provide an Invoice or Job identification number. This number must be capable of identifying clients by name and address.

B. **Date**: Date work began: Month (01, 02…) and year i.e.: 2017

C. **Town**: Town of complaint.

D. **Species**: List all species taken or controlled including non-targets. Please use one line per species to ensure accuracy and aid in data recording.

E. **Nature of Problem**: Note nature of problem: (i.e. squirrels – in attic or adult with pups in attic; skunk - under deck or adult with kits under deck; bat- in house or colony in attic; chipmunk - burrowing, etc.)

F. **Total # Controlled**: Provide number of animals taken or controlled.

   Note: If eviction or one-way door was used (i.e. bats or flying squirrels) and number of animals is unknown, do not guestimate, write unknown or leave blank. Only provide a number of animals evicted if a count was made during inspection or an accurate observation was made by the homeowner.

G. **Control Methods Used**: Indicate all methods used (i.e. cage trap, kill trap, one-way door; hand capture (net/catch pole/coffee can), bat eviction screening/cones and any animal proofing or other exclusion methods used.

H. **# Released On-site**: Provide number of animals taken (i.e. trapped or captured) that were subsequently released on-site.

I. **# Killed**: Provide the number of animals killed and or euthanized including any that died due to trap stress etc.

J. **How Killed**: Indicate the AVMA method* used to euthanize animals taken or note: kill trapped

   *AVMA approved methods of euthanasia:
   - Shooting
   - CO_2
   - Lethal injection/inhalants (administered by licensed veterinarian)
   - Cervical dislocation

K. **# Relocated**: Indicate the number of animals relocated and released on another property.

L. **Location Relocated**: Provide the town, street, and landowner name where animals were released. If released on state land provide area name (i.e. Natchaug State Forest) and location (street).