



SERVICE BULLETIN 20081215– HOMELESS AND FERAL CATS

Homeless and Feral Cats Program

This bulletin is to notify all Mānoa Campus Facilities users of the UHM Facilities Homeless and Feral Cats Program for the investigation of population management practices.

A. PROGRAM STATEMENT

1. This is an UHM Facilities Management Office program for the management of Homeless and Feral Cats on the campus of the University of Hawaii Mānoa and is established for investigation into the population management of these animals subject to appropriate University Animal Care Protocols. This program requires that only UHM Facilities recognized Cat Caregivers and their assistants are authorized to feed homeless and feral cats on the Mānoa campus in accordance with the rules established herein in coordination with the University of Hawaii Mānoa Facilities Management Office.

B. PURPOSE

1. The purpose of this program is to provide a structure and framework, expectations and responsibilities, and rules and regulations for the investigation and management of homeless and feral cats on the Mānoa campus

C. DEFINITIONS

1. The Mānoa campus includes all facilities administered by UHM Facilities.
2. An Authorized Cat Caregiver (ACC) is an individual cat owner who has been recognized by UHM as authorized to feed and care for homeless and feral cats on the Mānoa campus.
3. Any person who is not an Authorized Cat Caregiver (ACC) or their designated assistant is not permitted to feed homeless and feral cats on the Mānoa campus.
4. Pursuant with the Revised Ordinances of the City and County of Honolulu any person who feeds a cat on the Mānoa campus is considered an “owner” of that cat. [ROH §7-6.3]
5. Pursuant with the Revised Ordinances of the City and County of Honolulu it is unlawful for any person on the Mānoa campus to be an owner of a cat over six months of age unless the person maintains an identification worn by the cat. [ROH §7-6.2]
6. Pursuant with the Revised Ordinances of the City and County of Honolulu it is unlawful for a cat owner on the Mānoa campus to allow a cat over the age of six months to be at large unless the cat has been sterilized by a veterinarian. (Added by Ord. 95-21) [ROH §7-6.6]
7. Pursuant with the Revised Ordinances of the City and County of Honolulu no person shall permit an animal owned by such person or while in the person’s custody to excrete any solid waste in a any public place provided further that no violation shall occur if the owner of the offending animal promptly and voluntarily removes the animal waste [ROH §29-4.4]
8. Pursuant with the Hawaii Revised Statues a person commits the offense of criminal littering if that person knowingly places, throws, or drops litter on any public or private property or in any public or private waters, except: 1) In a place designated by the department of health or the county for the disposal of garbage and refuse; into a litter bag. “Litter” means rubbish, refuse, waste material, garbage, trash, offal, or debris of whatever

kind or description, and whether or not it is of value, and includes improperly discarded paper, metal, plastic, glass, or solid waste. [HRS §708-829 Criminal Littering]

D. WHO IS INVOLVED

1. All Manoa Dean/Directors, Faculty, Staff, and Students

E. PROCEDURES

1. Only Authorized Cat Caregivers (ACC) or their designated helpers are authorized to feed and care for homeless and feral cats on the Mānoa campus.
 - a. Requests to become an Authorized Cat Caregivers should be submitted to the Office of the Assistant Vice Chancellor for Campus Services.
2. Cats are not permitted in student housing.
3. Authorized Cat Caregivers (ACC) are responsible for making every effort to assure that every homeless Mānoa cat is:
 - a. Sterilized (spayed or neutered)
 - b. Vaccinated against distemper (4-1) and rabies.
 - c. Uniquely identified by Registration in the Mānoa Cat Registry maintained by UHM Facilities with a caregiver of record and Ear Notch
 - d. Fed by a caregiver of record who monitors the health and safety of the cat and seeks veterinary care as needed
4. To become a UHM Authorized Cat Caregivers (ACC) on the Mānoa campus individuals are required to submit an application (ACC-Form-1) indicating the colonies that they intend to manage and sign and follow the Hawaii Humane Society Feral Cat Sterilization Program Agreement For Cat Colony Caretakers.
5. Any cat trapped by the University or its outside contractors will be surrendered to the ACC of record, which assumes responsibility for its identification and disposition.
 - a. The only exception is a cat exposed to hazardous or infectious materials, about whom the University will notify the Mānoa Cat Network but will assure its humane euthanization in lieu of surrender.
6. The University or its outside contractors will notify of and or surrender to the ACC of record any injured, sick or dead cat found.
7. Problems involving homeless Mānoa cats will be reported to the cognizant University Facilities office, which will promptly notify the ACC of record. They will cooperate to mediate with the parties involved to reach a mutually-agreeable solution.
8. Each ACC will undertake efforts to educate faculty, staff, students, and other members of the Mānoa community in the humane treatment of animals and responsible pet ownership, with the cooperation of the University administration. Faculty and staff residing on Campus will be required to spay or neuter, vaccinate and identify all personally owned cats.
9. Cat Colony Management
 - a. The ACC are responsible for maintain an accurate and up-to-date census of the cats at each location in their care. The census information will include: identification (RFID or Tag Number), description, sex, estimated age, neuter

status, vaccination status, on-going health status.

- b. Census reports shall be submitted on the first business day of each quarter (July, October, January, April) for each individual colony by the ACC of record.
- c. Each ACC is responsible for working with all cat caretakers and colony Managers to ensure that the provisions of this policy are satisfied.
- d. Any ACC who fails to adhere to the provisions of this policy will be issued a warning of non-compliance. An ACC who receives more than two warning during any calendar year may be excluded from participating in this program.

10. Feeding Stations

- a. Cats may only be fed at or within 25 feet of designated UH Feeding Stations. Currently designated UH Feeding stations are identified on the UHM Facilities Website diagram (attached). Food is encouraged to be placed within the feeding station to prevent spoilage due to rain.
- b. Feeding stations will be located in designated locations with input from the ACC of record from time to time where they and cats are away from the roads and walkways of occupants of nearby buildings.
- c. UHM Facilities will provide each ACC colony manager up to four feeding stations per managed colony. Additional stations may be purchased for \$100 each.
- d. Feeding stations will be located away from heavily-populated or trafficked areas (e.g. bike racks and parking lots, doorways, footpaths and streets). This is less disruptive and safer for both cats and people.
- e. Feeding stations and food dishes will be camouflaged using materials that blend in with the surroundings
- f. Feeding stations will be kept clean and neat.
- g. Managers will collect scattered dishes.
- h. Managers will spray surround area for ants, and or place food in a container surrounded by a water moat to discourage pests.
- i. Managers are responsible for removing all cat waste on pedestrian walkways within 100 feet of their feeding stations

11. Feeding Schedules

- a. Feeding will be performed on a daily basis, preferably early morning or later afternoon, when it is relatively quiet and the air cool.
- b. Each ACC is responsible for providing clean, fresh, drinking water daily
- c. The amount of food provided should be gauged so that it is enough to feed the cats, with minimal food left over to attract other animals (i.e. stray dogs, rats, mongoose)
- d. Each ACC is responsible for recruiting a substitute feeder to feed on days off.
- e. If an ACC is unable to feed their responsible colonies they should notify UHMCATCARE list-server for assistance.
- f. Cat Colonies which are not fed on a consistent daily schedule will be reported to

UHMCATCARE for assistance.

- g. In the event that an ACC fails to maintain a regular daily feeding schedule they may be issued a warning.

12. Adherence

- a. An Authorized Cat Caretakers (ACC) who has demonstrated a repeated inability to adhere to the rules contained herein will be subject to having their authorization revoked by the UHM Facilities Management Office.
- b. Facility, Staff, and Students who fail to adhere to these rules will be referred to their cognizant organizations.
- c. Persons who are not an ACC or their designated helpers, or not a current UHM Faculty, Staff, or Student will be considered to be interfering in the UHM Cat Management Program.

For more information please contact the Work Coordination Center at 6-7134 or visit our website.

<http://www.manoa.hawaii.edu/facilities>