



### ***Farm Manager Horse Information Reporting Policy***

**Policy Date: Revised 6/28/12**

**Effective Date: Immediately**

**Purpose:** To ensure accurate record keeping within the organization with regard to horse information. **Scope:** Anyone responsible for direct care of TRF horses; includes TRF employees and satellite farm managers.

**Responsibility:**

- I. New Arrivals. New arrivals must be reported within 24 hours. Information must include:
  1. Name; tattoo; age ; color and markings
  2. Condition of horse
  3. Shipper
  4. Former location
  5. If horse arrived with foal papers or other documentation, please mail originals to Herd Manager.
  6. Photo of horse must be taken and emailed or mailed to the Herd Manager.
  
- II. Horses Adopted .Horses that leave because they have been adopted must be reported within 12 hours. The following information must be included:
  1. Horse's Name; tattoo
  2. Adopter's information
    - i. Name, address, phone
    - ii. Location, contact information where the horse will be kept
  3. Shipper
  
- III. Death of Horse. Any horse that dies must be reported within 24 hours. Include:
  1. Circumstances
  2. Attending vet
  3. Location (Farm, clinic, etc.)
  4. If the horse was euthanized, send vet's report with reason.
  
- IV. Horse Needing Major Vet Care. Any horse's condition that changes significantly or is injured badly enough to require veterinarian's attention must be reported within 24 hours. If the horse requires

emergency medical treatment that will cost over \$500.00, this must be reported to the Herd Manager immediately.



**Administrative:**

**Contact Information**

**Sara Davenport**

**Herd Manager**

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*I have read and understood the **Farm Manager Horse Information Reporting Policy***

Farm Manager: \_\_\_\_\_ Date: \_\_\_\_\_