**Baby Bag Protocol**

* Each baby bag should be numbered with an attached tag. On the tag, list the bag’s contents as well as your shelter’s contact information in case the bag is lost and found.
* Some baby bags may not contain a digital scale. We suggest numbering them with a letter after the number. For example 1A. These baby bags should go to foster families who are taking almost at-weight or at-weight kittens (for surgery).
* If possible, use your shelter’s point of sale (POS) software to track your baby bag inventory. “Sell” a baby bag to a foster parent when they pick-up their foster kitten(s) and then “return” it when they bring it back. If you cannot use your POS software, create a spreadsheet or Google doc to track your baby bag inventory. Include a place for the foster parent’s name, the baby bag number, the scale number (if applicable), the date out, and the date returned.
* Foster parents must return their baby bag when they drop off their foster kitten(s). After the bag is returned, you must sanitize it in case the kitten(s) came in contact with it; do this regardless of what the foster parent tells you to avoid accidental cross contamination. At this time, you should also restock the bag if necessary.
* Each time a foster parent takes a new litter, you must give them a new baby bag in order to prevent possible disease exposure.
1. If a foster parent or mentor wants their own supplies, like a scale, offer to sell them at your cost. They must, however, sanitize all of their personal supplies according to your shelter’s sanitation protocols.
* If you run out of physical baby bags, you can create a temporary baby bag by using a large Ziploc bag, or reusable bag. This is not ideal, but can get you through a shortage.
* The best place to find baby bags is to go to thrift stores, or ask volunteers to make them for you. They need to be washable, especially with bleach, so let volunteers know this ahead of time.