



# Shelter DNA Program Setup Checklist

To ensure the success of your shelter's DNA testing program, answering key questions helps you to understand the process, know who is responsible for each step, know where to go if there are questions, and what the pain points are that your DNA testing program can address. This worksheet is a resource to help you implement testing for your shelter's unique requirements.

	Required	Encouraged	Responsible Person/Role
<b>General</b>			
Has your team watched the training videos?		X	
<b>Sample Collection</b>			
What are your criteria for dogs to test (sponsored, identified as long-stay, etc)?		X	
Who will order Shelter Packs?	X		
Who will carry out sample collection?	X		
Will sample collectors be trained on swabbing technique?		X	
Who will mail in samples?	X		
<b>Kit Activation and Download</b>			
Who is your portal admin (activates kits, monitors progress, and downloads reports when finished)?	X		
How often will you check on samples (email notifications are not sent when reports are ready)?		X	
Where will digital reports be saved?	X		
Who on the team needs to be notified?		X	

Community Outreach			
Who will update pet profiles on AAP and shelter software with top breeds and results image?		X	
What is the plan for social posting (pre-results, post results, only some dogs, etc)?		X	
Will results be posted in a physical location, e.g. kennel (if applicable)?		X	
Who will inform/educate foster care volunteers or adoption coordinators (if applicable)?		X	
Communicating Results to Adopters			
Who will hand out a copy of the report at adoption and point out the QR code?	X		
Will you deliver a paper or digital copy of the adoption report?	X		
Does the adoption coordinator know what the QR code is for and why an adopter should claim their report?	X		
Are the adopters informed they can claim their report online for free?	X		
Follow-Up with Adopters			
Do adopters opt in to share their email to receive communications from AAP and Wisdom Panel™?		X	
Do shelter staff know where to direct adopters with questions about their results?		X	
Do you plan to follow up with adopters to see if relatives of their dog have also been adopted from your shelter?		X	
Who will be responsible to email opted-in adopter data to <a href="mailto:adoptiondata@adoptapet.com">adoptiondata@adoptapet.com</a> on a weekly basis?	X		
Maximizing Impact			
Do Community Outreach Coordinators know they can use AAP and Wisdom Panel™ to social cross-post dogs for impact?		X	



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Will your shelter track what practices result in faster, better-fit adoptions? (length of stay, views, etc)?		X	
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