BIAZA Animal Transfer Policy

Preamble: This document is to assist members to carry out due diligence in respect to sourcing or disposition of animals and animal artefacts, within their collections. BIAZA expects all members to undertake due diligence and to operate in a manner that does not compromise animal welfare, bring the association into disrepute or damage the association in any way. Ensuring correct practice and paperwork is in evidence will assist BIAZA's Membership & Licensing Committee (MLC) to support members in the event of complaints. It is the responsibility of the Member to ensure due diligence is performed.

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1. General Principles

1.1 Legal requirements

All arrangements for the sourcing and disposition of animals MUST comply with the relevant UK/Irish and European legislation. These will include but are not limited to:

- Animal Health Act 1981 (amended 2002)
- Animal Welfare Act (2006)
- EC Directive 92/65 (The Balai Directive)
- CITES Regulations
- Secretary of State's Standards for Modern Zoo Practice
- Welfare of Animals During Transport
- The Aquatic Animal Health (England and Wales) Regulations 2009

Other Associations: This Policy does not preclude the need to comply with the Transfer Policies of other membership associations. Members of BIAZA who are also members of other associations (e.g., EAZA, WAZA) must ensure compliance with all associations of which they are members.

1.2 Due diligence

Collections MUST be able to document that every reasonable precaution is taken to ensure that a transfer involving specific animals/institutions will not contribute to the laundering of animals, the illegal sourcing of animals, poor welfare conditions, the unsustainable removal of animals from the wild (with or without proper paperwork) or the support of ethically challenging industries (circuses, canned hunting etc.) (*See Appendix III*).

In the case of dispositions to non-BIAZA members, due diligence MUST include inspection of receiving facilities, or receiving suitable written references regarding facilities and expertise, from other BIAZA or EAZA members.

In the case of sourcing animals from non-BIAZA members, due diligence MUST include inspection of sending facilities, or receiving suitable written references regarding facilities and expertise, from other BIAZA or EAZA members.

A BIAZA member undertaking animal sourcing or a disposition without being able to demonstrate due diligence will be considered to be contravening this policy, bringing the association into disrepute or undertaking an action considered to be damaging to the association. This will be considered by the Membership & Licensing Committee and may result in the Committee recommending to the Board that action be taken under the BIAZA Sanctions Policy.

It should be noted that selling of non-domestic stock and/or the operation of a pet shop trading in animals is not compatible with BIAZA membership.

1.3 Institutional Species Plan

As per BIAZA's Requirements for Membership, all BIAZA Full and Provisional Members MUST

develop and regularly review (at least every year) an Institutional Species Plan (ISP) that identifies the purpose(s) of all species in their care (see guidance available on the BIAZA website).

An ISP guides the sourcing and disposition of animals within a collection and allows long term planning for the institution. An aspect of the development of an ISP will be the appropriateness of sourcing individuals of the target species. A strong ISP will also have clear reasoning and options for disposition of animals from the collection.

BIAZA also encourages all members to develop an institutional policy on the sourcing and disposition of animals, which is synergistic with their ISP and the BIAZA Animal Transfer Policy.

1.4 Definitions

Within this Policy:

- an '*animal broker/dealer*' means a person who buys, sells, or negotiates the purchase or sale of any living or dead non-domestic zoo animal, on behalf of others.
- '*trade*' refers to commercial operations who buy and/or sell live animals for commercial gain. These animals may have been captive bred or wild sourced.
- '*private animal breeder*' refers to an individual who does not operate within a zoo licence, who breeds animals within their own facilities and may loan, donate or sell those animals for commercial gain.

2. Sourcing

BIAZA and BIAZA members are committed to ensuring that sourcing of animals is carried out with the highest standards of care, welfare and due diligence.

The primary source of animals within BIAZA collections should be those bred within zoos and aquariums. The receipt of wild born animals (or wild laid or hatched in the case of eggs) is not precluded but must only occur under specific conditions. Where breeding programmes exist, the sourcing of captive born animals is best achieved through direct zoo to zoo contact. Where animals are not available through BIAZA members or EAZA *ex-situ* breeding programmes (EEPs), BIAZA encourages interactions with other organisations which are members of their own national or regional associations.

BIAZA members may consider sourcing animals from rescue/rehabilitation centres, or from non-affiliated zoos and aquariums, if there is a welfare benefit to the animal and the non-affiliated institution or individual is known to be reputable.

In some exceptional circumstances, it may be considered appropriate to purchase animals through trade suppliers. In these cases, the animals must have been captive bred, or proven to be sustainably and ethically sourced. All the necessary steps of due diligence detailed in Appendix IV must be carried out, including the completion of Appendix VII, and documented evidence of these steps may be requested in cases of concern.

The requirements and guidance regarding sourcing within this document are for sourcing animals which will form a part of the receiving zoo's animal collection, and are not designed with live feed sourcing in mind. That said, zoos may choose to employ some aspects of the recommended due diligence process for live feed sourcing also.

2.1 BIAZA members MUST:

- Ensure that animals acquired are, wherever possible and appropriate, born in captivity. This is best achieved by working with other accredited zoos and aquariums but does not preclude the receipt of animals resulting from confiscation, private breeders, trade or rescues, if thorough due diligence is carried out (*See Appendices I-V*).
- Ensure that all species are acquired through a responsible, high welfare supply chain (*See Appendices I-V*).
- Ensure that animals which are part of an EAZA EEP are sourced in adherence with the programme recommendations. BIAZA expects all members who are also members of EAZA, or participants within EAZA EEPs, to abide by the regulations of the EAZA EEPs and to communicate with and collaborate with the programme coordinator. BIAZA members who are not EAZA members may be accepted to participate in an EAZA EEP. Non-BIAZA members participating in EAZA EEPs may be considered appropriate sources for the sourcing of animals. Programme coordinators should be approached for information.
- Before acquiring an animal (and as part of the ISP process) ensure that suitable facilities, staff and taxa-specific husbandry knowledge, and knowledge of safe working practices are, or will be, available to achieve the best standards of care, husbandry and welfare for the animal(s) once received. Physical, psychological and behavioural requirements of the animal must be met. Reference should be made, where available, to BIAZA Husbandry Care Sheets, EAZA Best Practice Guidelines, or other scientific or peer reviewed publications as well as previous experience of other BIAZA/EAZA members. Members should take into account the staff skills already available within the member institution as well as the ability to deal with surplus stock in the event of successful breeding (*See Appendix I*).
- Where available, acquire and act on records of the animal(s) (such as pedigree, behaviour and medical history) prior to transfer.
- Not encourage the laundering of animals through third parties or countries, or the illegal sourcing of animals from either captive sources or the wild.
- Not contribute financially or morally to poor welfare conditions through either the sourcing or disposition of animals.
- Aim to provide a positive impact on any species acquired, through education, research and/or conservation initiatives.
- Agree with the sending institution a clear set of pre-transfer veterinary health checks and tests which are comprehensive enough to support the receiving zoo's preventative health plan but not excessive or financially/logistically prohibitive for the sending institution.

2.2 BIAZA members SHOULD:

- Only source new species/individuals which fit into their Institutional Species Plan, and also any relevant EAZA Regional Collection Plans.
- When sourcing from members from other associations (e.g. regional or national), still undertake due diligence.
- When working with a new non-BIAZA institution or supplier, ensure the facility is viewed by a qualified and competent member of staff of the acquiring institution to assess its suitability (i.e. holding, quarantine, health of animals etc.).
- When sourcing animals from rescue/rehabilitation centres, or from non-affiliated zoos and aquariums, carry out an ethical review as part of the due diligence process in these circumstances.
- Where practicable, ensure that all transportation is via the least environmentally damaging method and route possible, without compromising animal welfare.
- Have an awareness of any issues of species invasiveness, with due consideration given to necessary permit, levels of biosecurity and any associated pathogens.

2.3 Animals from the wild

BIAZA accepts that in certain circumstances it may be appropriate to receive animals from the wild. This will often be via confiscation of illegally held or transported animals, rescue and rehabilitation of specific species (more likely to be native species) or in direct response to an IUCN–CPSG directive. In each of these situations due diligence must be undertaken with appropriate permits and veterinary assessments in place. Sourcing animals from wild sources must minimise environmental impacts and avoid negative conservation impacts. (Note that in the case of confiscated or rescued animals, the exacerbating circumstances mean that some points of this Policy may not apply.)

2.3.1. BIAZA members MUST:

When species are sourced from the wild:

- Be able to provide suitable justification and evidence of institutional ethical review.
- Undertake due diligence of actual and potential suppliers. The minimum requirements for due diligence comprise of the following:
    - Conformation to regional, national and international laws (e.g. collection permits or certification, TRACESNT, CITES documentation (including where relevant A10 certificate number/A60 certificate number and expiry date), IATA guidelines).
    - Traceability of animals.
    - Methods of collection or farming/ranching.
    - Transportation methods.
    - Any other steps in the supply chain.
    - Be aware of the species' conservation status. If collection from the wild would result in any negative conservation impact (to species' population, environment or area biodiversity) it must be discontinued, unless it is a direct recommendation from a

developing/established conservation programme.

Following enquiries, BIAZA members MUST:

- Evaluate answers in light of your institution's own sustainability policies.
- Seek references or advice from other facilities who have worked with the supplier;
- If your questions are not answered sufficiently then do not carry out the transfer. The process can be repeated with an alternative supplier or research an alternative species. Document your decision making process.

2.3.2 BIAZA members SHOULD:

BIAZA members should consider asking additional questions to provide further clarity on the source of the animals. Examples of questions can include but are not limited to:

- What is known of the wild populations in the area of capture?
- Can they provide specific location and details of the capture?
- What studies have been done to ensure the harvesting and the collection technique are not negatively impacting wild populations?
- What was the percentage mortality between collection and sale?
- What do they contribute to the local environment? What permits do they work under?
- How are they regulated/monitored?
- What professional accreditation/memberships does the supplier belong to?
- How many years has the supplier operated for?
- Do they have a sustainable and ethical company policy and can you have a copy? (*Appendix I*)

3. Dispositions

Responsibility for placing an animal in a suitable facility ultimately rests with the sending institution. Before considering the method of disposition of an animal, a demonstrable, clear and considered reason for each individual act of disposition must be decided, preferably involving the ISP (*Appendix V*). Wherever possible, BIAZA member zoos should aim to achieve disposition between BIAZA or other association zoos. Although not mandatory, use of the Transfer Proforma (*Appendix VI*) is still recommended for transfers between association members.

BIAZA members MUST NOT use trade or animal brokers/dealers for the disposition of non-domestic animals. A BIAZA member using brokers/dealers will be considered to be contravening this Policy, bringing the association into disrepute or undertaking an action considered to be damaging to the association. Any known contraventions must be reported to the BIAZA Office with documented evidence of institutional ethical review, and may be addressed by the Membership & Licensing Committee in light of the BIAZA **Sanctions Policy**.

Notes - Domestic Stock:
For species normally domesticated in the British Isles agricultural transactions are acceptable. As much due diligence as possible is still required, however the proforma may not be appropriate or practical. Domestic stock may be entered into breed sales, sent to reputable and (where applicable) licensed livestock markets or abattoirs, or bought and sold with reputable individuals. Where the final destination cannot always been easily traced appropriate due diligence is the responsibility of the sending collection.

Whilst this Policy deals with the transfer of animals and artefacts between collections, associated documents such as the Euthanasia Policy should also be referred to when the mechanism for disposition is considered.

3.1 BIAZA members MUST:

- If also members of EAZA, or participating in an EAZA EEP, first attempt disposition through the EAZA EEP. Where this is not possible, written confirmation should be gained from the EEP coordinator that a transfer to an organisation outside of the EEP is acceptable. This can be achieved by the programme coordinator, either by designation of the receiving institution as a non-EAZA EEP participant or by declaring the animals as surplus from the EEP. The EEP coordinator should be aware of the institution and have accurate knowledge of the due dilligance carried out.
- Non-EEP animals must have been listed on the BIAZA Available and Wanted List with no successful rehoming, before members seek disposition options with non-BIAZA organisations or individuals.
- Ensure, to the best of their ability, that optimum standards of welfare are maintained during and after the transfer of the animal to the new institution. BIAZA considers it unacceptable to move an animal from a positive welfare situation to one that will impact negatively on the welfare of the animal in question.
- Ensure animals to be transferred to other institutions are fit and healthy, and relevant documentation is provided (Please refer to Veterinary Guidance).
- When a disposition occurs outside of association members, ensure due diligence has been carried out. This must include inspection of the relevant receiving facilities, or receiving suitable written references regarding facilities and expertise, from BIAZA or EAZA members. Members are expected to look at the ethos of the collections that they are sending animals to and what they stand for, not just the particular facilities for the species concerned. **The Transfer Proforma (See Appendix VI) *MUST* be used for non-association zoos in addition to an ethical review process ensuring due diligence has been undertaken**. Members may be asked to produce the completed Transfer Proforma and also evidence of a visit to the facility or written references from a BIAZA/EAZA member, if concerns regarding the transfer of animals are raised.

3.2 BIAZA members MUST NOT:

- Send animals to zoos or aquariums with inadequate facilities and/or expertise.
- Send animals to institutions other than zoos or aquariums which would not normally be

considered suitable outlets, which may include circuses, some research institutions, animal dealers, welfare organisations involved in inappropriate reintroductions etc.

- Send animals to private individuals, unless absolutely certain of their ability to care for the animal, and with a documented contingency plan in place in the event that the individual can no longer care for the animal(s).
- Move animals in or out of EEPs without the approval of the EEP coordinator.
- Use release to the wild as a method of disposal of surplus stock, unless as part of a recognized conservation initiative which complies with IUCN Guidelines for Re-Introductions and other Conservation Translocations (2013) and the BIAZA Conservation Translocation Policy. See Hall (2003) for comments on returning large sharks and similar marine animals to the wild.

4. Surplus animals

A "surplus" animal is defined here as any individual which a current collection no longer wishes to house for any reason.

Current standards of animal management, nutrition and veterinary care make responsible zoos and aquariums producers rather than consumers of wildlife for many species. With lower mortality and longer reproductive lives than those of their wild counterparts, zoo and aquarium populations can rapidly outgrow available space. Breeding should not continue unchecked unless offspring can be found suitable homes. At the same time, it is recognised that contraception may not always be effective, desirable, practical or aligned with optimal animal health and welfare.

Furthermore, reproduction may be considered an integral part of the quality of life and natural behaviour of animals. BIAZA supports those members who adhere to the measures and procedures listed below.

4.1 Categories of surplus

Surplus individuals may arise through:

(a) changing status of the taxon in the Regional Collection Plan (RCP)
(b) exceeding demand due to an inability to predict it
(c) exceeding demand due to large litter/clutch sizes
(d) failure of contraceptive measures
(e) inappropriate sex ratios
(f) delayed recommendations by EEP coordinators
(g) inability to prevent breeding
(h) desirability to maintain breeding for welfare or animal management benefits
(i) changes to an institution's ISP
(j) changes in facilities suitable to hold a species
(k) changes in appropriate staff experience.

4.2 Minimising surplus

The following measures may be taken to reduce or prevent the production of surplus:

(a) adhering to breeding/non-breeding recommendations by EEP coordinators
(b) planning collections nationally/regionally, thereby increasing the ability to predict demand and to breed accordingly
(c) employing appropriate husbandry techniques (*Appendix VIII*)
(d) employing appropriate veterinary techniques (*Appendix VIII*)
(e) euthanasia (including culling) (*Appendices VIII & IX*)
(f) maintaining flexible holding facilities for surplus animals so they can be held appropriately until they can be transferred.

Efforts should be made to document and publish techniques to limit births for those species in regular surplus, and discussions with those directly involved (e.g. curators, keepers, vets and ethics committee) should be held before the introduction of culling as an institution policy.

4.3 Disposition of surplus

It is recognised that current "custom and practice" in regard to the disposal of surplus animals may differ between taxa, but in principle the same duty of care exists for all animals.

The following lists the types of facilities to which animals should be dispersed, and the precautions which should be taken to ensure that the process is completed responsibly:

a) Species coordinated through a managed programme in Europe, i.e. an EAZA EEP or internationally managed programmes, e.g. International Studbooks, GSMPs;
    - Animals bred according to the recommendations of the coordinator should be relocated as directed and with appropriate due diligence.
    - Approval should be sought from the coordinator before animals born surplus to the programme are transferred from the collection.

b) Species not coordinated through an EEP in Europe should first be offered to;
    - BIAZA zoos & aquariums or Accredited Associates (through BIAZA's Available and Wanted List)
    - EAZA Zoos (through the ZIMS Available & Wanted List)
    - Coordinators responsible for managing the species outside Europe (if any)
    - EEP participants who are not EAZA members, through ZIMS Available and Wanted List.
    - Zoos outside Europe associated with a national/regional zoo organisation, and where an animal is placed outside the region it should be according to each region's preferred procedure and where relevant follow the Global Species Management Plan for the taxon.
    - Other appropriate institutions, bearing in mind that it may be preferable to work with a cooperative private facility than with a zoo that declines to work in cooperation with either national or regional zoo associations.

N.B. Where the region is not yet equipped with a regional structure capable of making decisions on the suitability of available stock for that region, the onus is on the sending zoo to behave in a

responsible manner, avoiding in particular sending potential breeding pairs of closely related stock or hybrid animals, without notifying the receiving zoo of the potential problems this may cause.

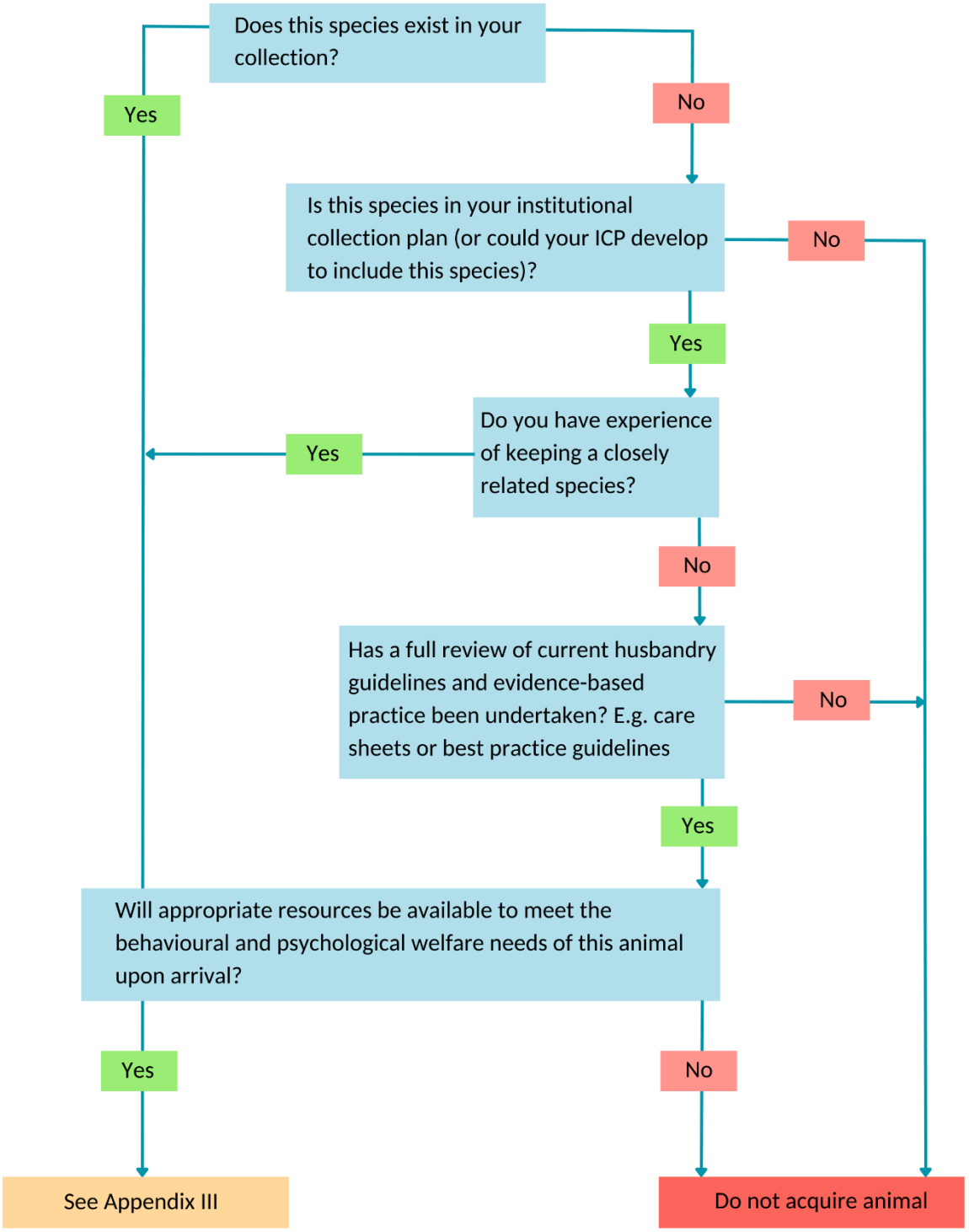
5. Disposition of Dead Animals

When an animal has died or is euthanised, it is important to make optimal use of the materials available, particularly for studies, which may benefit the species. A post-mortem examination should be performed and biological material preserved for research and gene conservation/bio-banking as needed. The results of the post-mortem should also be passed to the relevant programme coordinator, and full records of any results and outcomes should be archived. Carcasses can be usefully provided to museums and educational/scientific facilities or taxidermy for on-site educational opportunities could be considered. Tissue collection and post-mortem protocols, and addresses of recommended recipients of material are available from the BIAZA Executive Office, relevant Taxon Working Group and EAZA TAG chairs.

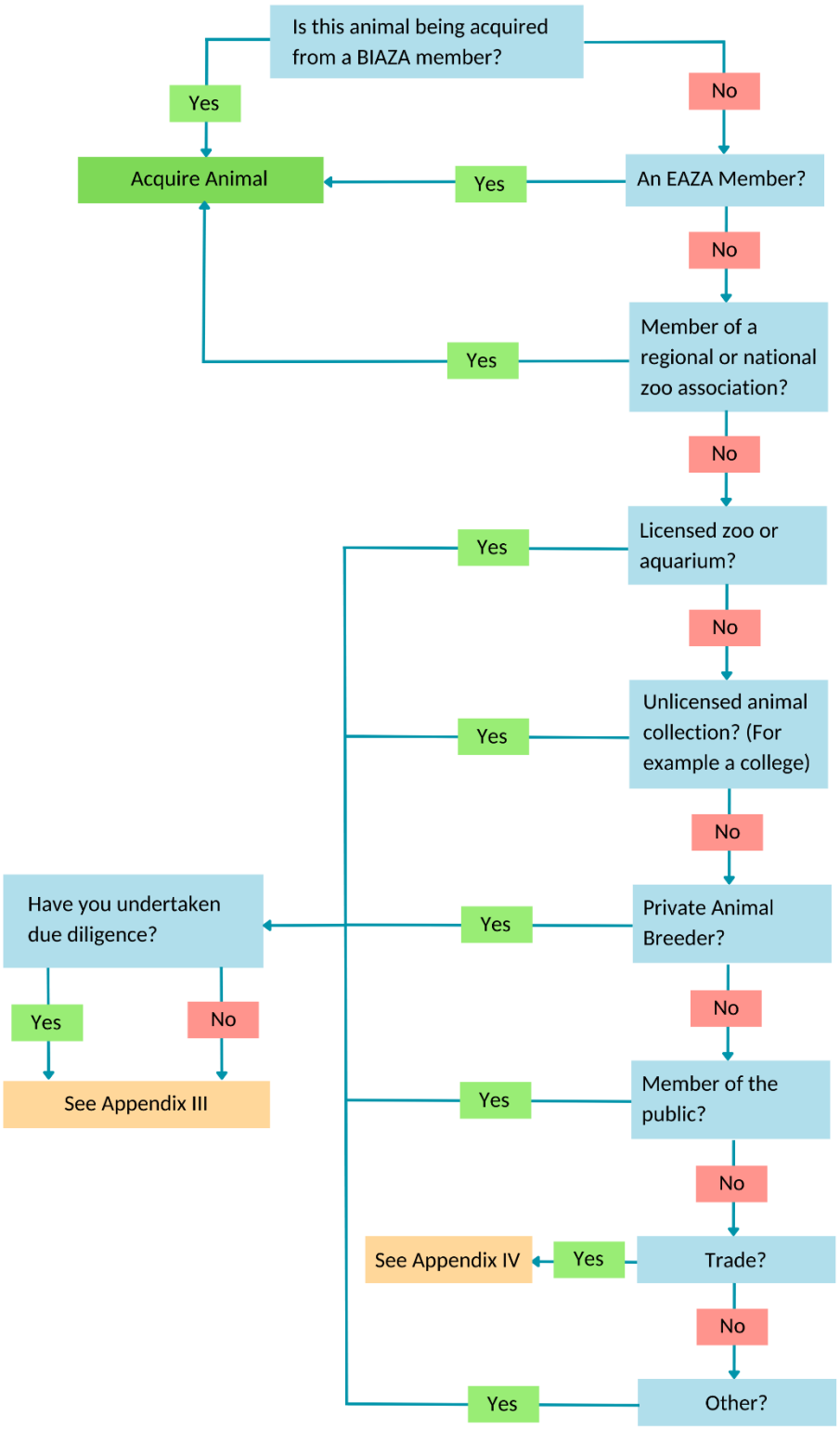
For biobanking, BIAZA recommends sending samples to:
https://www.cryoarks.org/
https://www.eaza.net/conservation/research/eaza-biobank/
https://www.natures-safe.com/

In certain circumstances it may be appropriate to use carcases of population managed stock (if appropriately euthanised) as feed items (e.g. rodents, fish, amphibians and invertebrates, although this list is inexhaustive and just to provide examples). In these cases, processes must be aligned with BIAZA's Welfare Policy, and regular welfare and ethical review must be carried out. Where relevant, registration with national Government or local authorities may be required to allow feeding of animal by-products on your site (e.g. Defra registration process for feeding of Animal By-Products to carnivores, or other relevant requirements for national Governments).

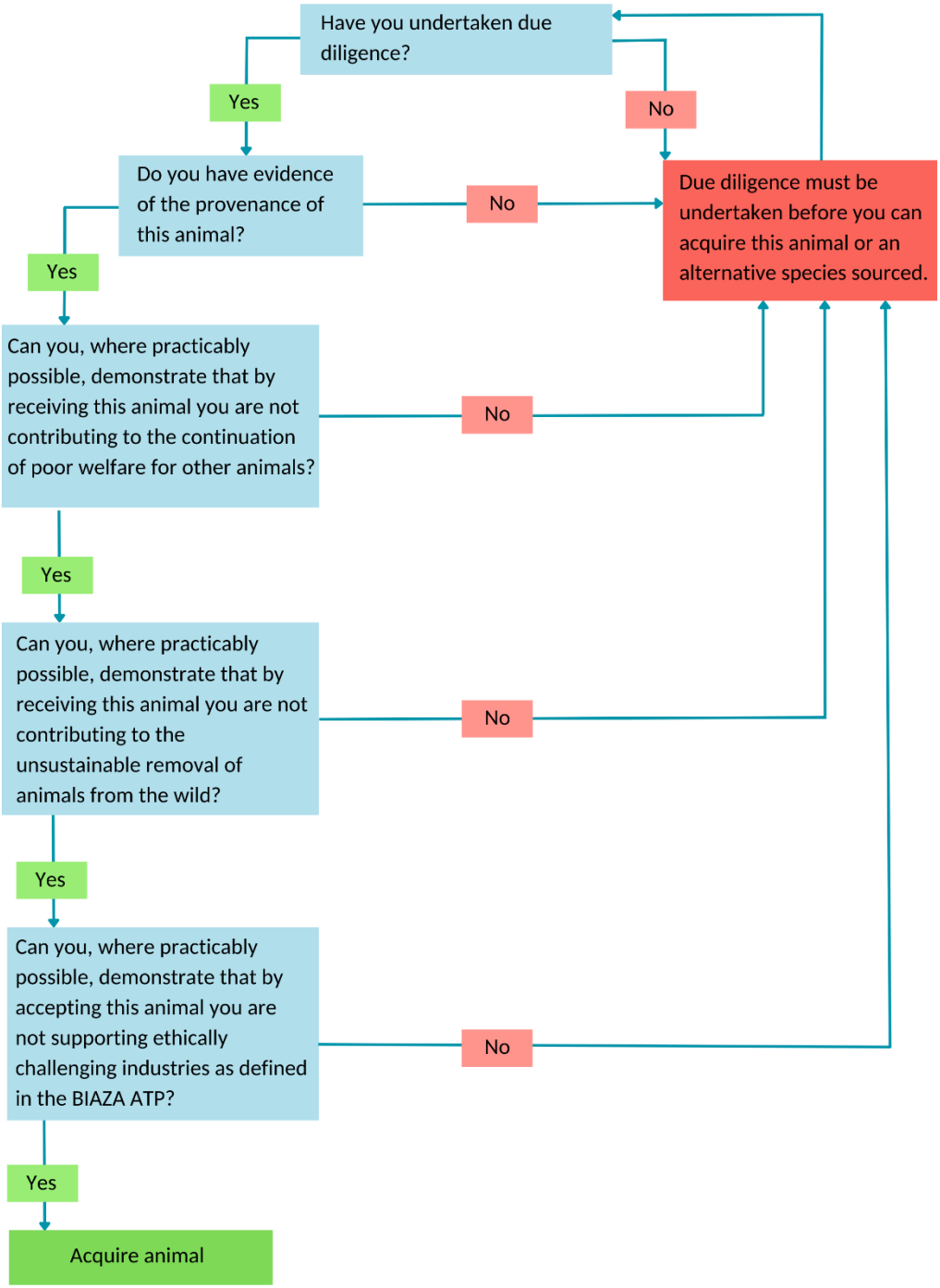
Appendix I: Decision process for acquiring a new animal



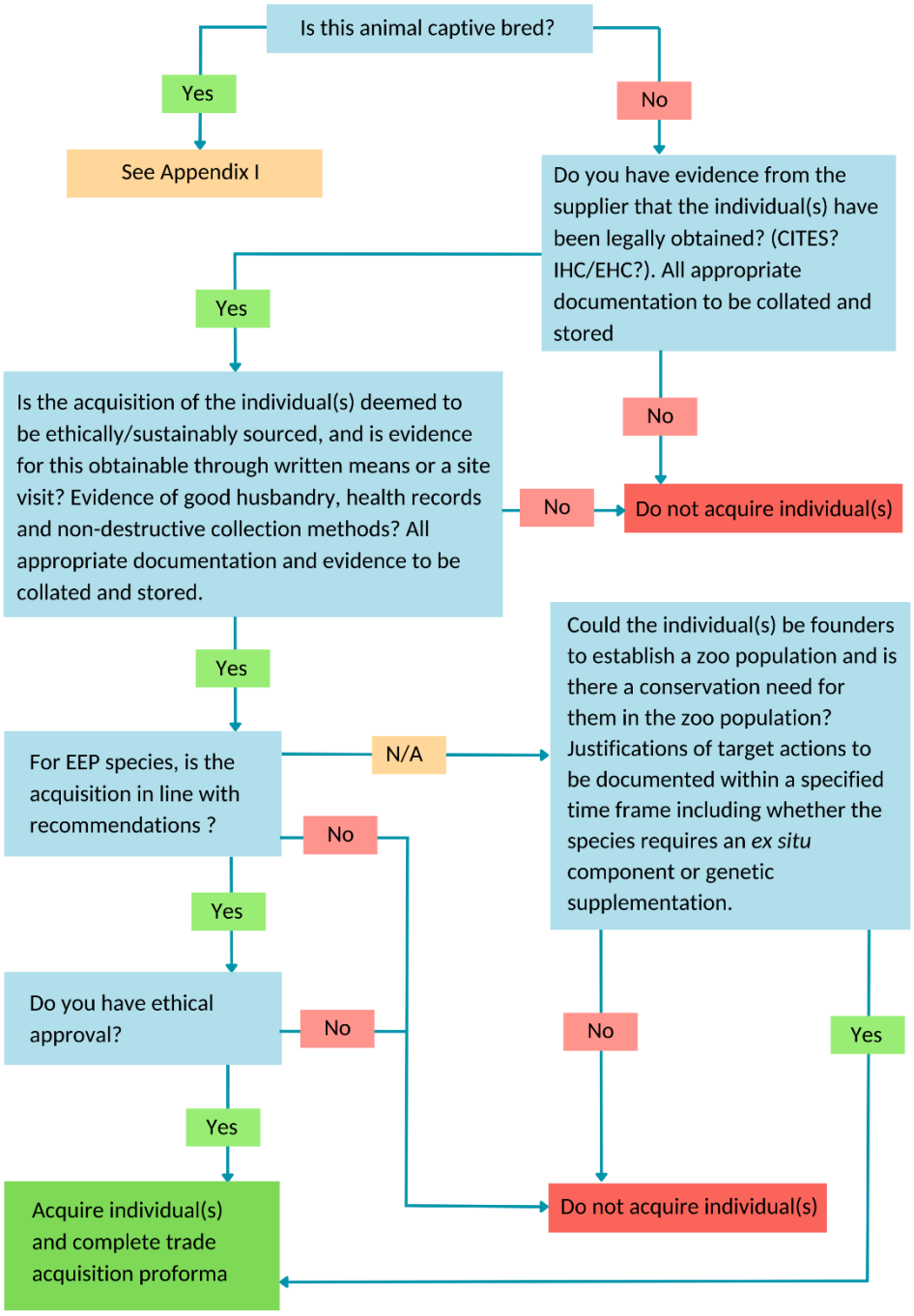
Appendix II: Sourcing an animal



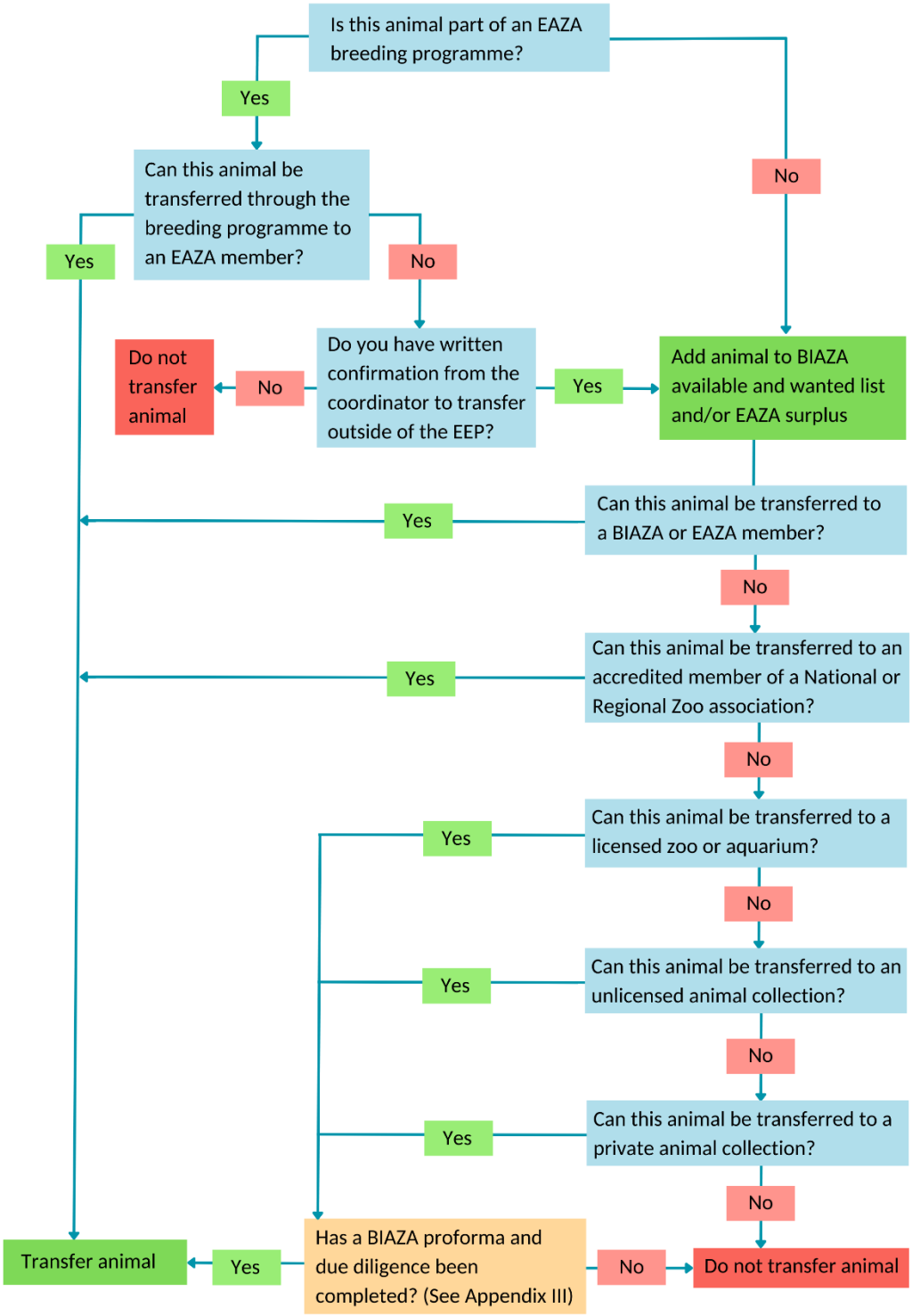
Appendix III: Undertaking Due Diligence



Appendix IV: Sourcing Animals from Trade



Appendix V: Disposition Decision Tree



Appendix VI: *Pro forma*: Animal Transfers

Sending Collection

It is our Members' responsibility to ensure that animal(s) being sent to another collection or individual are going to suitable and appropriate facilities, that the new holders have adequate experience to care for the animals to a high standard, acceptable enclosures with additional holding for offspring, sick animals, surplus animals or to accommodate events such as the social breakdown within a group. The new owners should understand and follow the ethos of modern zoos.

It is your responsibility to collect documentary evidence to justify your decision to transfer an animal. The more evidence that can be provided the easier it is to defend a transfer when challenged by BIAZA committees or the media. It is difficult for BIAZA to support members when this information is not available.

When a Member is sending an animal(s) to another collection or individual that is **NOT** a member of BIAZA or EAZA, the sending institution ***MUST*** ensure that due diligence has been carried out. This should include inspection of the facilities at, or receipt of suitable **written** references from BIAZA or EAZA members concerning, the receiving collection. Such reassurances, regarding facilities and expertise, are ***MANDATORY*** for **all species, but can be proportional.** (Note: The sending member is responsible for ensuring *any reference used as due diligence is accurate and appropriate. Members are also responsible for investigating whether additional safeguards are required with regards to new Provisional, Full or Associate BIAZA members or EAZA collections that are unfamiliar to you*). Additionally, if transfers are to private individuals, a documented contingency plan ***MUST*** be in place in the event that the individual can no longer care for the animal(s).

In addition, the intended recipient ***MUST*** complete and return the form to the BIAZA Member ***BEFORE*** any transfer can take place. If an intermediary is used it is the responsibility of the sending institution to get the receiving zoo to complete forms.

Please note: This form *MUST* be kept on file for the duration of the standard Zoo Licence (UK Zoo Licensing Act (1981)), i.e. for a minimum of six years. The Transfer Proforma *MUST* be used for non-association zoos in addition to an ethical review process ensuring due diligence has been undertaken. Members may be asked to produce the completed Transfer Proforma if concerns regarding the transfer of animals are raised.

Fillable forms can be downloaded from: https://biaza.org.uk/resources/registrar-and-transport-resources

PART ONE – To be completed by sending institution

Name of BIAZA member collection (Sender):	

Species to be transferred	
Scientific Name:	
Common Name:	

If more than one species is being transferred, **a separate form will need to be filled out for each species.**

Number of individuals to be transferred:		
Male	**Female**	**Unsexed**

ID numbers (include Local ID numbers) not all BIAZA members use ZIMS	

Has all necessary paperwork been checked for this transfer? (e.g. Article 10, Article 60, CITES, DWA, AAL, BALAI) Give details. Where an A10 is present certificate number must be provided, where an A60 is present, certificate number and expiry date must be provided.

Have these animal(s) been posted on the BIAZA and/or ZIMS (not all BIAZA members are EAZA members) Available List? Give details.

Are these animal(s) part of a managed programme? If so, give details.

If the animal(s) are part of a managed programme, has the necessary permission been obtained for this move from the programme coordinator? Mostly only relevant for EAZA members

What are the terms of this transfer i.e. donation, loan, loan transfer, sale, exchange. Give details.

Is this the final destination of the animal(s)? If, 'NO', then please give full details here.

Please confirm that if this is not the final destination of the animal(s), the BIAZA member providing this animal will be informed prior to onward further transfer.

Have provisions been put in place for consultation on the destination should the animal need to be transferred unexpectedly? Please consider the need for a contract to ensure that animals are not moved to unsuitable facilities. Note transfers to private individuals must include a documented contingency plan in the event that the individual can no longer care for the animal(s)	

PART TWO – To be completed by intended recipient

Name of Recipient:	
Business Name (if applicable):	
Address:	
Telephone:	
Fax:	
Email:	

Is this the final destination of the animal(s)? If, 'NO', then please give full details here.	

Recipient's Veterinary Surgeon:	
Veterinary Practice:	
Address:	
Telephone:	
Fax:	
Email:	

Details of recipient's previous experience with this species or similar species.

Details of recipient's Veterinary Surgeon's qualifications, relevant CPD and experience with this species or similar species.

Full details of diet, enrichment, training and accommodation (include indoor, outdoor dimensions, heating, lighting, substrate, furniture etc.) To include photographs of intended accommodation. photographs of intended accommodation.

Method of transportation (include how long the animals are likely to be in transit).

Proposed date of transfer	

PART THREE - Declaration

I confirm that the above information is, to the best of my knowledge, complete and correct.

For sending collection		**For recipient**	
Signed:		**Signed:**	
Full Name:		**Full Name:**	
Position:		**Position:**	
Date:		**Date:**	

Receiving Collection

It is our Members' responsibility to ensure that animal(s) received from another collection or individual can be held in suitable and appropriate facilities, that as the new holders you have adequate experience to care for the animals to a high standard, have acceptable enclosures with additional holding for offspring, sick animals, surplus animals or to accommodate events such as the social breakdown within a group. You should try to ensure the provenance of the animals that you receive, it is acceptable in some circumstances to receive animals from sub-standard situations, but you must be certain that you are not perpetuating the situation. Receiving animals through sustainable harvesting may be justified; however, regard should be given to the provenance of the animals ensuring that for example detrimental trade from the wild is not being encouraged (see main document for guidance on due diligence).

It is your responsibility to collect documentary evidence to justify your decision to receive an animal. The more evidence that can be provided the easier it is to defend a transfer when challenged by BIAZA committees or the media. It is difficult for BIAZA to support members when this information is not available.

When a Member is receiving an animal(s) from another collection or individual that is **NOT** a member of BIAZA or EAZA the receiving institution ***MUST*** ensure that they have documented evidence to support the transfer of the animal. **This can be proportional to the species.**

The receiving collection ***MUST*** complete the Pro forma form for receiving an animal.

Please note: This form *MUST* be kept on file for the duration of the standard Zoo Licence (UK Zoo Licensing Act (1981)), i.e. for a minimum of six years. The Transfer Proforma *MUST* be used for non-association zoos in addition to an ethical review process ensuring due diligence has been undertaken. Members may be asked to produce the completed Transfer Proforma if concerns regarding the transfer of animals are raised.

Fillable forms can be downloaded from: https://biaza.org.uk/resources/registrar-and-transport-resources

PART ONE – To be completed by receiving institution

Contact details	**Name of collection** **Name of primary conctact** **Address** **Email** **Phone Number**

Species to be transferred	
Scientific Name:	
Common Name:	

If more than one species is being transferred, **a separate form will need to be filled out for each species.**

Number of individuals to be transferred:		
Male	**Female**	**Unsexed**

ID numbers (include Local ID numbers not all BIAZA members use ZIMS)	**Basic info (to include age, birth location, known parentage)**

Has all necessary paperwork been checked for this transfer? (e.g. Article 10, Article 60, CITES, DWA) Give details. Where an A10 is present certificate number must be provided, where an A60 is present, certificate number and expiry date must be provided.

Are these animal(s) part of a managed programme? If so, give details. Mostly only relevant for EAZA members.

What are the terms of this transfer i.e. donation, loan, loan transfer, sale, exchange. Give details.

Is this the final destination of the animal(s)? If, 'NO', then please give full details here.

Have provisions been put in place for consultation on the destination should the animal need to be transferred unexpectedly? Please consider the need for a contract to ensure that animals are moved with the previous holder's consent.	

PART TWO - Declaration

I confirm that the above information is, to the best of my knowledge, complete and correct.

For sending collection		**For recipient**	
Signed:		**Signed:**	
Full Name:		**Full Name:**	
Position:		**Position:**	
Date:		**Date:**	

Appendix VII: Pro forma: for Sourcing Animals from Trade

Fillable forms can be downloaded from: https://biaza.org.uk/resources/registrar-and-transport-resources

PART ONE – To be completed by Supplier

Name of Supplier	**Name** **Address** **Email** **Phone Number**

Species to be transferred	
Scientific Name:	
Common Name:	

If more than one species is being transferred, **a separate form will need to be filled out for each species.**

Number of specimen(s) to be transferred		
Male	**Female**	**Unsexed**

Origin of individual(s) to be transferred	
Captive bred	**Wild sourced**
Provide specific details on wild caught localities	

Please provide details of your AAL licence and star rating

Please provide all relevant and necessary legal paperwork for the specimen(s); e.g. IHC/EHC, CITES. Give details, attach documents where necessary. Where an A10 is present certificate number must be provided, where an A60 is present, certificate number and expiry date must be provided.

What evidence do you have to show sustainable and ethical supply of the specimen(s) in the supply chain? Non-destructive collection methods for wild caught specimens, captive care/health records, enclosure parameters, accommodation photograph(s).

How long has the specimen(s) been in your possession?	

I declare that,
• **I have fully and truthfully completed the animal information form pertaining to the transfer concerned.**
• **I have obtained the animal legally.**
• **I have no current or spent convictions under the following laws:**
  ○ **Animal Welfare Act 2006;**
  ○ **The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018**
  ○ **Dangerous Wild Animals Act 1976;**
  ○ **Wildlife and Countryside Act 1981;**
  ○ **Control of Trade in Endangered Species (Enforcement) Regulations 1997;**
  ○ **Conservation of Habitats and Species Regulations 2010.**
• **I have never been subject of an investigation by the RSPCA, Local Authority or Police in relation to animals under my care.**
• **Whilst the animal(s) have been under my care, I have had the commitment, technical knowledge, facilities and other resources to meet the needs of the animal concerned.**
• **I have taken reasonable steps to safeguard the specimen(s) as well as others in my care from disease and have sought (or would be willing to seek) veterinary advice.**
 	
Please provide details where necessary
	Full name:
	Position:
	Date:
	Signature:

PART TWO – To be completed by intended recipient

Receiving Collection

It is our Members' responsibility to ensure that animal(s) received from a company or individual can be held in suitable and appropriate facilities. As the new holders, you have adequate experience to care for the animals to a high standard, have acceptable enclosures with additional holding for offspring, sick animals, surplus animals or to accommodate events such as the social breakdown within a group. You should try to ensure the provenance of the animals that you receive, it is acceptable in some circumstances to receive animals from sub-standard situations but you must be certain that you are not perpetuating the situation. Receiving animals through sustainable harvesting may be justified; however regard should be given to the provenance of the animals ensuring that for example detrimental trade from the wild is not being encouraged (see main document for guidance on due diligence).

It is your responsibility to collect documentary evidence to justify your decision to receive an animal. The more evidence that can be provided, the easier it is to defend a transfer when challenged by BIAZA committees, the authorities or the media. It is difficult for BIAZA to support members when this information is not available.

When a Member is receiving an animal(s) from a company or individual, the receiving institution **MUST** ensure that they have documented evidence to support the transfer of the animal. **This can be proportional to the species**.

The receiving collection **MUST** complete the transfer proforma form before receiving an animal.

Please note: This form MUST be kept on file for the duration of the standard Zoo Licence (UK Zoo Licensing Act (1981)), i.e. for a minimum of six years. The Transfer Proforma MUST be used, in addition to an ethical review process ensuring due diligence has been undertaken. Members may be asked to produce the completed Transfer Proforma if concerns regarding the transfer of animals are raised.

Fillable forms can be downloaded from: https://biaza.org.uk/resources/registrar-and-transport-resources

Name of Recipient:	**Name** **Address** **Email** **Phone Number**
Business Name (if applicable):	
Address:	
Telephone:	
Fax:	
Email:	

Is this the final destination of the specimen(s)? **If, 'NO', then please give full details here.**

Recipient's Veterinary Surgeon:	
Veterinary Practice:	
Details of recipient's Veterinary Surgeon's qualifications, relevant CPD and experience with this species or similar:	
Address:	
Telephone:	
Fax:	
Email:	

Please state the justification behind the decision to acquire the specimen(s), outlining target actions, specified time frames and review date.

Please outline pre- import quarantine, and post- import veterinary management plan.

Please detail recipient's previous experience with this species or similar species, to include keeping team and veterinary support.

Full details of diet, enrichment, training and accommodation (include indoor, outdoor dimensions, heating, lighting, substrate, furniture etc.) Please include photographs of intended accommodation. **Outline any species-specific acclimation requirements and mitigation.**

What are the terms of this transfer i.e. donation, loan, sale, exchange. Give details.

Method of transportation (include how long the animals are likely to be in transit).

Proposed date of transfer:	

I confirm that the above information is, to the best of my knowledge, complete and correct.

For recipient	
Signed:	
Full Name:	
Position:	
Date:	

FOR TRANSFERS OF WILD CAUGHT ANIMALS:
I confirm that I have addressed all the requirements of section 2.3.1 of this policy and can provide documented evidence of this due diligence upon request.

For recipient	
Signed:	
Full Name:	
Position:	
Date:	

Appendix VIII: Minimising Surplus

Husbandry techniques considered appropriate:

N.B. Not all techniques may be appropriate for all species, and should be considered on a case by case, species by species basis.

- Only hand-rearing for pre-determined population management purposes (e.g. according to TAG or EEP recommendations)
- Separation of males and females
- Holding single-sex groups (where appropriate)
- Extending interval between births
- Removing, shaking or freezing eggs
- Euthanasia (including culling)

Veterinary techniques considered appropriate:
N.B. Not all techniques may be appropriate for all species, and should be considered on a case by case, species by species basis.

Contraception may be used wherever there is a need for reasons of population management. The two main veterinary techniques are surgical and chemical contraception. ERMG (EAZA Reproductive Management Group should be consulted (www.https://eazarmg.org) for advice on the most up to date evidence-based contraception guidelines. A contraception programme must then be tailor-made for the individual, the species and its reproductive physiology, and the institution. The potential side effects of both surgical and chemical contraception, as well as the impact on behaviour, should be considered before a decision is made and in order to choose the most appropriate method of contraception.

The main methods of contraception available to use are:

Chemical contraception
- Synthetic steroid hormones:
  - Progestagens - implants, depot injections, oral
  - Progestagen/oestrogen combination - OCP
- GnRH agonists:
  - Deslorelin acetate - implants
  - Leuprolide acetate - depot injections
- Immunocontraception:
  - Porcine zona pellucida (PZP) vaccine - interferes with fertilisation
  - GnRH vaccine - immunocastration

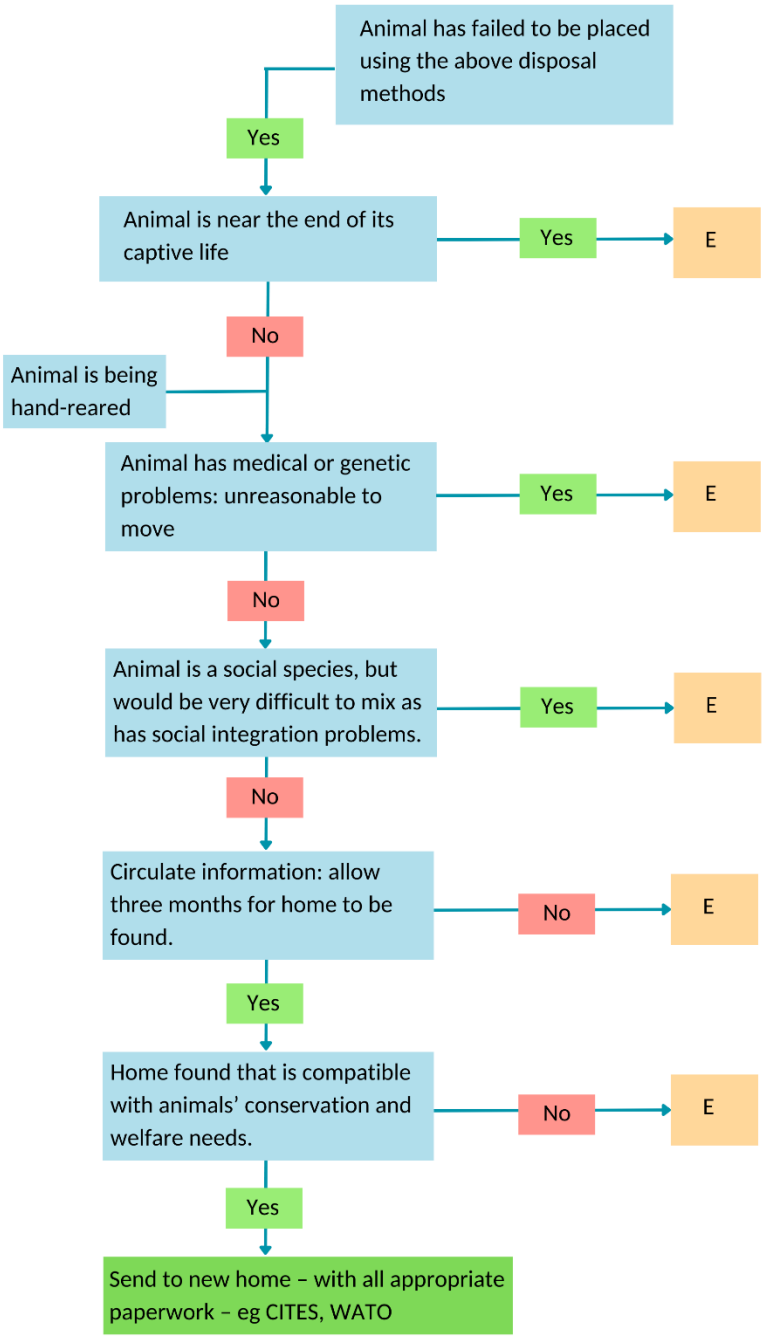
Surgical techniques:
- Gonadectomy - permanent
- Vasectomy - permanent
- Salpingectomy/tubal ligation – permanent

The use of contraception should be considered as one of several measures of population management and should complement other available methods. Contraception of EEP animals should only be carried out with support from the EEP Coordinator.

Appendix IX: Decision Tree (Adapted from Defra, 2003) on the Placement of Surplus Stock and the Decision to Cull

- If after contacting organisations such as BIAZA and EAZA or other international bodies no home can be found for the animal that is compatible with its conservation and welfare needs;
- The Taxon Advisory Groups (contacted through BIAZA/EAZA) decide the animal cannot be used in a managed programme;
- The owner of the animal (where it was loaned to the zoo) cannot or will not find a home for it or consents to the euthanasia

The animal should enter the flow chart to decide whether or not euthanasia (E) is an appropriate option:



Appendix X: Useful References

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ANIMAL WELFARE ACT 2006 (England and Wales)
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EAZA (2001) Code of Ethics in: EAZA Membership Directory (2003). http://www.eaza.net

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EAZA (2015) Population Management Manual:
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3.2.1 – Acquisition of animals p68-69.
Annex 20 – EAZA statement about imports of birds and eggs from the wild
Annex 21 – EAZA Guidelines for decision making when importing EEP animals from the wild.

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WORLD ASSOCIATION OF ZOOS AND AQUARIA (2003b): Guidelines on the acceptance of seized or confiscated animals. Ratified at the Annual General Meeting of the World Association of Zoos and Aquariums (WAZA) November 2003, Costa Rica. Proc 58th Annual Conference. Switzerland: WAZA.

Associated documents and policies:

- Euthanasia
- Institution collection planning
- Guidelines on disease risk protocols for new stock
- Veterinary Guidance on the Transfer of Animals