



British and Irish Association of Zoos and Aquariums

### **BIAZA Animal Transfer Policy (ATP)**

**Preamble:** This document is to assist members to carry out due diligence in respect to sourcing or disposing of animals 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 and Licensing (M&L) Committee to support members in the event of complaints. **It is the responsibility of the member to ensure due diligence is performed.**

#### *DUE DILLIGENCE*

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 (or without proper paperwork) or the support of ethically challenging industries (circuses, canned hunting etc.)

**Legal requirements:** All arrangements for the acquisition and disposal of animals must comply with the relevant UK / Irish and European legislation. These will include but are not limited to:

- [Animal Welfare Act \(2006\)](#)
- [EC Directive 92/65 \(The Balai Directive\)](#)
- [CITES Regulations](#)
- [Welfare of Animals During Transport](#)

**Other Associations:** The BIAZA Animal Transfer Policy (ATP) 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.

#### **Institutional Collection Plan:**

BIAZA encourage all members to develop an **Institutional Collection Plan (ICP)** according to guidance available on the website. An **ICP** guides the acquisition and disposition of animals within a collection and allows long term planning for the institution. An aspect of the development of an **ICP** will be the appropriateness of sourcing individuals of the target species. A strong **ICP** will also have clear reasoning and options for disposition of animals from the collection.

**Acquisitions and Dispositions of Animals:** BIAZA encourage all members to develop an individual policy on the acquisition and disposition of animals, which is synergistic with their **ICP**. The primary

source of animals within BIAZA collections should be those bred within zoos and aquariums. The receipt of wild born animals is not precluded but must only occur under specific conditions. BIAZA members must not encourage the laundering of animals through third parties or countries, or contribute financially or morally to poor welfare conditions through either the acquisition or disposition of animals. A BIAZA member undertaking an acquisition or a disposition without being able to demonstrate due diligence may be considered to be contravening the ATP, 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 Council that action be taken under the [BIAZA Sanctions](#) policy.

*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–CBSG directive. In each of these situations due diligence must be undertaken with permits and appropriate veterinary assessments.

BIAZA accepts that there is an aspiration for a number of marine and freshwater species of fish, elasmobranch, reptiles, amphibians and terrestrial invertebrates to be sourced from approved sustainable sources, whether through captive breeding or sustainable harvesting. BIAZA encourages members to work towards this goal. In these cases the following points may assist in achieving due diligence:

- 1) Ask your supplier for appropriate clarity on the source of the animals. Examples of questions can include but are not limited to: Was the animal wild caught? How are the animals captured (i.e. collection techniques, particularly looking at the impact of techniques)? What is the supply chain? What is known of the wild populations in the area of capture? Can they provide location and details of the capture? What was the percentage mortality between collection and sale? What studies have been done to ensure your collections are not impacting wild populations? What do you contribute to the local environment? What permits do you work under? How are you 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*)
- 2) Evaluate answers in light of your institution's own sustainability policies.
- 3) Seek advice from other facilities; can anyone else vouch for that supplier?
- 4) If your questions are not answered sufficiently then **do not make a purchase**. The process can be repeated with an alternative supplier or **research an alternative species**.
- 5) Document your decision making process.

See BIAZA policy on **Sustainable Harvesting** (under development)

**Acquisitions:**

- 1) Before acquiring an animal (and as part of the **ICP** process) a member should ensure that the physical, psychological and behavioural requirements of the animal can be met. Reference should be made to, where available, EAZA Best Practice Guidelines or BIAZA Care Sheets, 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 II*).

- 2) Where breeding programmes exist, the acquisition of captive born animals is best achieved through direct zoo to zoo contact.
  - For BIAZA members who are also members of EAZA, the acquisition of animals must be achieved through EAZA captive breeding programmes where these exist. BIAZA recognises that a breeding facility in the range state of a species may be included as part of a managed breeding programme.
  - BIAZA members who are not EAZA members may be accepted to participate in an EAZA breeding programme. Non-EAZA members may participate in up to 5 programmes. Non-BIAZA members participating in EAZA endorsed breeding programmes, and in good standing with the programme coordinator, may be considered appropriate sources for the acquisition of animals. Programme coordinators should be approached for information.

**BIAZA expects all members who are also members of EAZA, or participants within EAZA breeding programmes, to abide by the regulations of the EAZA breeding programmes and cooperate with the breeding programme manager.**

- Where animals are not available through EAZA breeding programmes, BIAZA encourages interactions with other BIAZA zoos or with zoos that are members of national or regional associations.
  - When sourcing from association members, BIAZA members are still encouraged to undertake due diligence, including whether the source is in good standing with the specific association.
  - BIAZA members may consider sourcing animals from non-affiliated zoos and aquariums if there is a welfare benefit to the animal or the non-affiliated institution or individual is known to be reputable. BIAZA members may consider sourcing animals from rescue/rehabilitation centres. BIAZA would recommend that member institutions carry out an ethical review as part of the due diligence process in these circumstances.
  - Acquisition of animals from sustainable sources may be undertaken for some taxa. See section on 'Animals from the Wild' and the BIAZA policy on **Sustainable Harvesting** (under development).
  - BIAZA members must ensure that they are not contributing financially or morally to the continuation of poor welfare conditions. BIAZA members must not encourage the laundering of animals through third parties or countries, or the illegal sourcing of animals from either captive sources or the wild.
- 3) A BIAZA member sourcing animals without being able to demonstrate due diligence may be considered to be contravening the Animal Transfer Policy, bringing the association into disrepute or undertaking an action considered to be damaging to the association. Any contraventions would be taken to the Membership & Licensing Committee (See *Appendix III*).

**Dispositions:**

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 **ICP** (*Appendix IV*). Whilst this document deals with the transfer of animals between collections, associated documents such as the [Euthanasia Policy](#) and the [Policy on Surplus Animals](#) should also be referred to when the mechanism for disposition is considered.

**BIAZA does not condone the use of brokers/dealers for the disposition of animals.**

A BIAZA member using brokers/dealers may be considered to be contravening the Animal Transfer Policy, bringing the association into disrepute or undertaking an action considered to be damaging to the association. Any contraventions would be addressed by the Membership & Licensing Committee in light of the BIAZA [Sanctions Policy](#).

- 1) For BIAZA members who are also members of EAZA or participate in an EAZA population management programme, disposition of an animal should be first attempted through the EAZA breeding programmes. Where this is not possible written confirmation should be gained from the programme coordinator that a transfer to an organisation outside of the EEP is acceptable. The coordinator should be aware of the institution and have accurate knowledge of the conditions that the animal will be kept in.
- 2) BIAZA members must 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 situation to one that will impact negatively on the welfare of the animal in question.
  - Where possible, disposition should be achieved between association zoos. BIAZA would recommend that the **Transfer Proforma** (*Appendix V*) is used for association members.
  - When a disposition occurs outside of accredited association members, BIAZA members must ensure due diligence has been carried out. This should include inspection of facilities at, or receiving suitable written references regarding facilities and expertise, from BIAZA or EAZA members. 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.
  - A BIAZA member undertaking a disposition without being able to demonstrate due diligence may be considered to be contravening the Animal Transfer 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.
- 3) Animals to be transferred to other institutions, whether or not they are BIAZA members, should be fit and healthy, and relevant documentation provided (Please refer to BIAZA's [Veterinary Guidance Policy](#)).

**Associated documents and policies:**

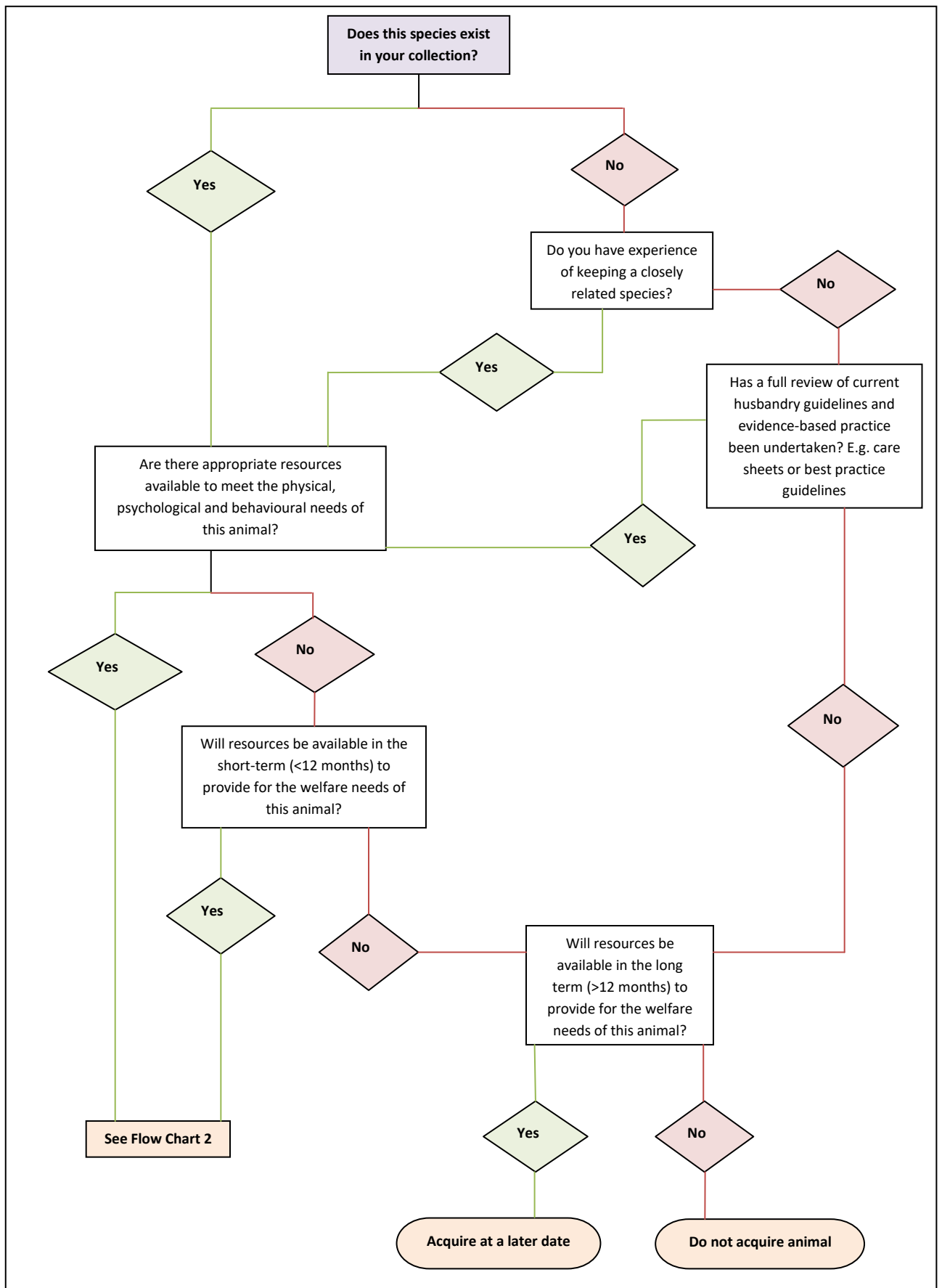
- Euthanasia
- Surplus animals

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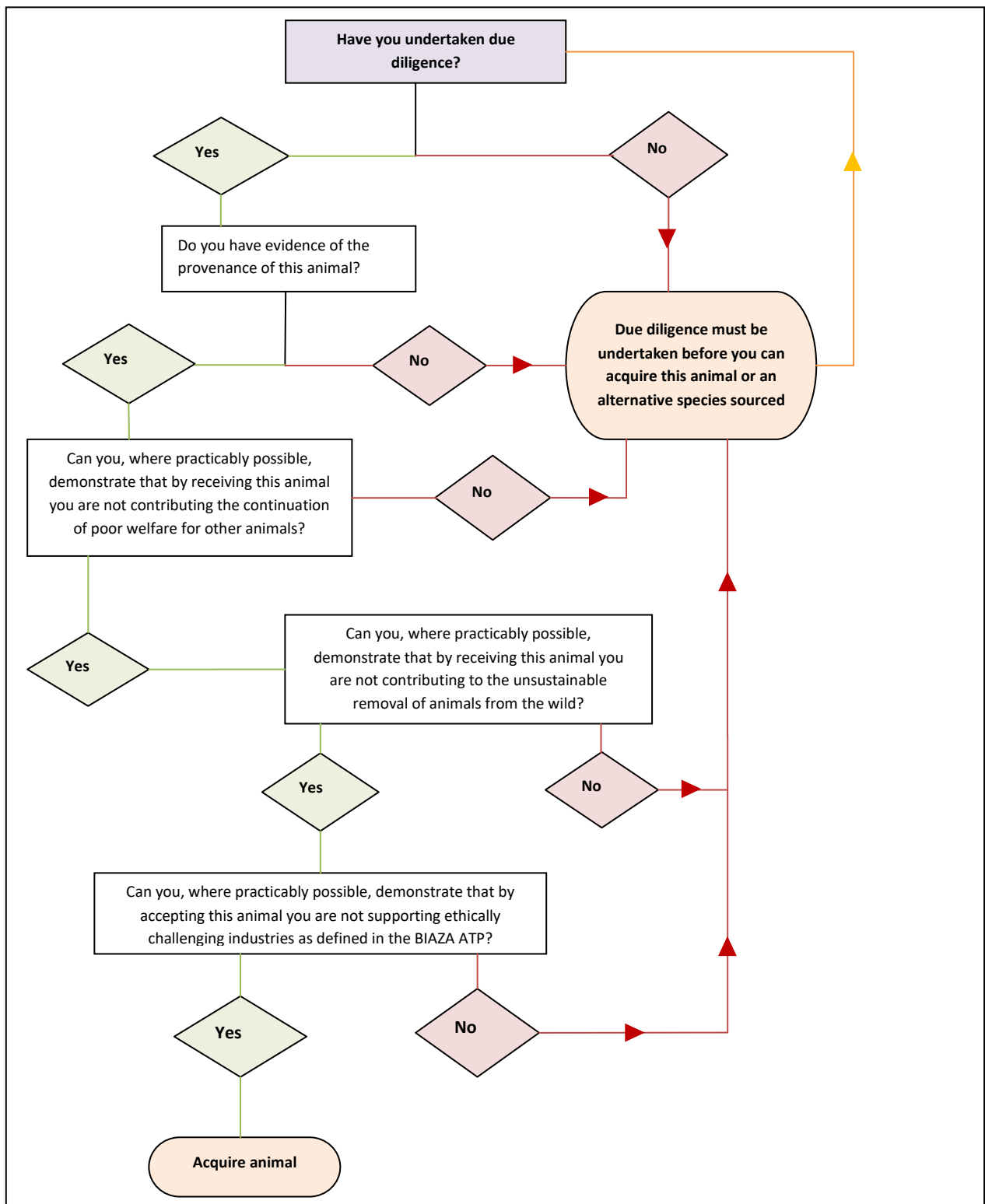
- Institution collection planning
- Disposal of dead stock
- Sustainable Harvesting
- Guidelines on disease risk protocols for new stock
- Veterinary Guidance on the Transfer of Animals



**Appendix II: Decision process for acquiring a new animal**

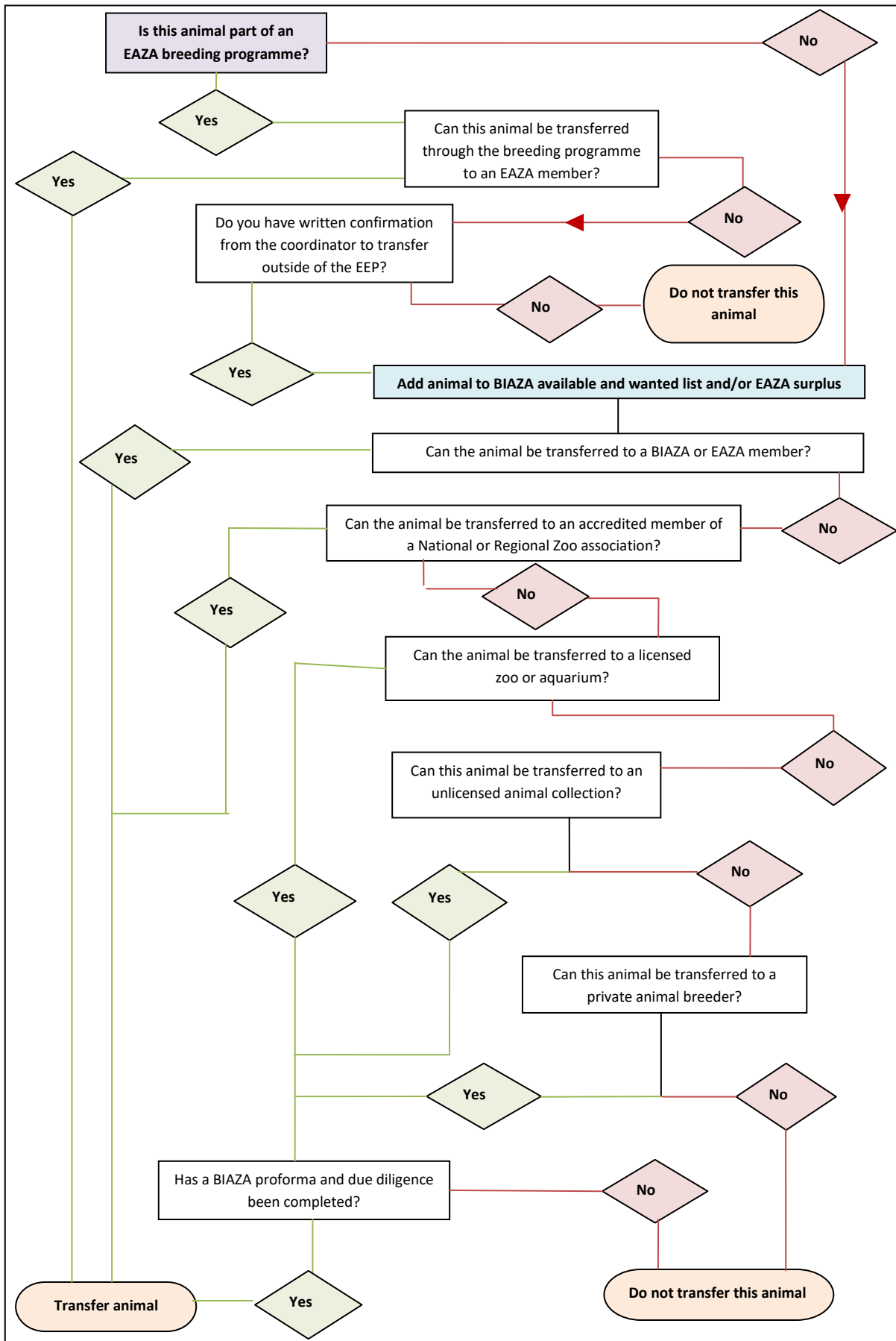


### Appendix III: Undertaking Due Diligence





**Appendix IV: Disposition Decision Tree**



**Appendix V: 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**. (However this does not exclude you from the responsibility to investigate whether additional safeguards are required with regards to new Provisional, Full or Associate BIAZA members or EAZA collections that are unfamiliar to you).

**In addition** the intended recipient **MUST** complete and return the form to the BIAZA Member **BEFORE** any transaction 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.**

**PART ONE – To be completed by sending institution**

<i>Name of BIAZA member collection (Sender):</i>	
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<i>Species to be transferred</i>	
<i>Scientific Name:</i>	
<i>Common Name:</i>	

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

<i>Number of individuals to be transferred (include Local ID numbers) not all BIAZA members use ISIS</i>		
<i>Male</i>	<i>Female</i>	<i>Unsexed</i>

<i>Has all necessary paperwork been checked for this transaction? (e.g. Article 10, Article 60, CITES, DWA) Give details.</i>	
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<i>Have these specimen(s) been posted on the BIAZA and/or EAZA (not all BIAZA members are EAZA members) Available List? Give details.</i>	
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<i>Are these specimen(s) part of a managed programme? If so, give details. Mostly only relevant for EAZA members.</i>	
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<i>If the specimen(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</i>	
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<i>What are the terms of this transaction i.e. donation, loan, sale, exchange. Give details.</i>	
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<i>Is this the final destination of the specimen(s)? If, 'NO', then please give full details here.</i>	
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<i>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.</i>	
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**PART TWO – To be completed by intended recipient**

<b>Name of Recipient:</b>	
<b>Business Name (if applicable):</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Fax:</b>	
<b>Email:</b>	

<b>Is this the final destination of the specimen(s)? If, 'NO', then please give full details here.</b>	
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<b>Recipient's Veterinary Surgeon:</b>	
<b>Veterinary Practice:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Fax:</b>	
<b>Email:</b>	

<b>Details of recipient's previous experience with this species or similar species.</b>	
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<b>Details of recipient's Veterinary Surgeon's experience with this species or similar species.</b>	
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<b>Full details of accommodation (include indoor, outdoor dimensions, heating, lighting, substrate, furniture etc.)  Also include photographs of intended accommodation.</b>	
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<i>Method of transportation (include how long the animals are likely to be in transit).</i>	
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<i>Proposed date of transfer</i>	
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**PART THREE - Declaration**

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

For sending collection		For recipient	
<i>Signed:</i>		<i>Signed:</i>	
<i>Full Name:</i>		<i>Full Name:</i>	
<i>Position:</i>		<i>Position:</i>	
<i>Date:</i>		<i>Date:</i>	

### **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 acquisition 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.**

**PART ONE – To be completed by receiving institution**

<i>Name of collection (Sender):</i>		
<i>Species to be transferred</i>		
<i>Scientific Name:</i>		
<i>Common Name:</i>		

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

<i>Number of individuals to be transferred (include Local ID numbers) not all BIAZA members use ISIS</i>		
<i>Male</i>	<i>Female</i>	<i>Unsexed</i>

<i>Has all necessary paperwork been checked for this transaction? (e.g. Article 10, Article 60, CITES, DWA) Give details.</i>	
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<i>Are these specimen(s) part of a managed programme? If so, give details. Mostly only relevant for EAZA members.</i>	
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<i>What are the terms of this transaction i.e. donation, loan, sale, exchange. Give details.</i>	
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<i>Is this the final destination of the specimen(s)? If, 'NO', then please give full details here.</i>	
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<i>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.</i>	
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**PART THREE - Declaration**

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

<b>For sending collection</b>		<b>For recipient</b>	
<i>Signed:</i>		<i>Signed:</i>	
<i>Full Name:</i>		<i>Full Name:</i>	
<i>Position:</i>		<i>Position:</i>	
<i>Date:</i>		<i>Date:</i>	