

NATIONAL REPTILE IMPROVEMENT PLAN
1220 19TH Street NW, Suite 400 • Washington, DC 20036

Standard Operating Procedures Guidelines
Short Answer Format

Type or write legible

I. Processing Incoming Animals

A. Describe the location of the isolation area.

B. Describe how packing material is disposed. Specifically, discuss any treatment of packing material prior to disposal.

C. Describe the visual examination of the animals upon arrival. Specifically, explain how the animals are examined for ticks. Discuss the storage or disposal of any ticks discovered.

D. Discuss the final location once the animals have been examined.

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II. Care of Isolation Animals

- A. Discuss the system used to maintain isolation (i.e. separate equipment, disinfection between animals, etc.).

- B. Discuss how ticks are dealt with. Describe the barriers, such as Vaseline, in place to prevent the movement of ticks. Include a list of any acaricides used and how they are used. Barriers to movement and a treatment schedule must be in place if there is any evidence of ticks.

- C. Describe the husbandry of the animals in isolation. Include housing details (dimensions, density, furnishings), prevention of escape, diet, thermoregulation, sanitation, etc.

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D. Describe the visual examination of the animals as part of their regular servicing schedule.

E. Describe how the waste material is disposed. Include a description of any treatments used for the waste material. Any evidence of ticks requires the use of an acaricide.

F. Describe the process whereby animals are determined to be suitable to move to the main collection. They must be apparently free of ticks before they can be moved out of isolation or be offered for sale, barter, trade or transfer.

III. Care of Non-Isolation Animals

A. Animals that are clear to leave isolation may leave the isolation area and be maintained separately, or they may be cleared to be shipped. If they are immediately shipped, describe how the packing area is kept isolated and free from ticks.

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- B. Describe the husbandry of the animals not in isolation. Include housing details (dimensions, density, furnishings), prevention of escape, diet, thermoregulation, sanitation, etc.

- C. Describe the visual examination of the animals as part of their regular servicing schedule.

IV. Staff Training

- A. Discuss the training process for tick identification and treatment, husbandry of isolated and non-isolated animals, identification of health problems, proper sanitation for animals and staff, veterinary care, prevention of exotic introductions, record keeping, and customer service.

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- C. Indicate any routine or emergency veterinary care performed at the facility, and where this is performed.

VII. Facility

- A. Describe the sanitation schedule for the facility.

- B. Describe the food storage system (for non-live feed) and discuss how it is kept sealed and free of contamination from vermin.

- C. Describe the protocol to deal with escaped animals.

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D. Describe the protocol to control pests and vermin. The facility must be free of from infestation by vermin.

VIII. Safety

A. Describe the emergency management plan for the operation pertinent to the part of the country that the facility is located in. This should specifically discuss how the animals are kept secure.

B. Describe methods for safely handling any venomous reptiles maintained.

C. Describe first-aid to be performed in the event of bite by any venomous reptiles maintained.

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IX. Compliance

- A. Discuss the schedule for the physical inspection, which is a self-review. This must be at least twice a year, and anytime an operating procedure changes.

- B. Discuss the schedule for the periodic compliance inspection, which is a veterinarian-review. This must be done prior to applying and prior to renewal.

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