

**NATIONAL REPTILE IMPROVEMENT PLAN**  
**1220 19<sup>TH</sup> Street NW, Suite 400 • Washington, DC 20036**

**Standard Operating Procedures Guidelines**  
**Narrative Format**

**I. Processing Incoming Animals**

- A. An isolation and a non-isolation area must be maintained. Describe the location of isolation area. Indicate if the unpacking area is separate from the area where isolated animals are maintained. Any animals with evidence of ticks must be separate from non-isolated animals. Separate rooms or separate areas of rooms incorporating tick barriers and isolation mechanisms may be used for isolation.
- B. Describe how packing material is disposed. Include a description of any treatments used for the packing material. Any evidence of ticks requires treatment with an acaricide.
- 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. Storage or disposal must be in accordance with federal and state Department of Agriculture guidelines.
- D. Discuss the final location once the animals have been examined. Any animals with ticks must be isolated, while animals that are free of ticks may move to the main collection.

**II. Care of Isolation Animals**

- A. Animals must be kept in isolation until determined to be free of ticks. 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 caging provided. Include dimensions, stocking density and furnishings provided. Overcrowding and stress must be kept to a minimum.
- D. Describe how the caging provided prevents the escape of animals.
- E. Describe the diet provided, including supplementation if applicable.
- F. Describe the mechanisms in place to allow the animals to thermoregulate.
- G. Describe the sanitation and/or disinfection schedule for the cage and the furnishings. All cages are must be kept in sanitary conditions. Additionally, cages of isolation animals must be sanitized between uses.
- H. Describe the visual examination of the animals as part of their regular servicing schedule.
- I. 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.
- J. 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

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moved out of isolation or be offered for sale, barter, trade or transfer. They may be kept in isolation until determined to be tick free at which time they can be immediately sold.

**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.
- B. Describe the caging provided. Include dimensions, stocking density and furnishings provided. Overcrowding and stress must be kept to a minimum.
- C. Describe how the caging provided prevents the escape of animals.
- D. Describe the diet provided, including supplementation if applicable.
- E. Describe the mechanisms in place to allow the animals to thermoregulate. Include any pertinent information on seasonal cycling.
- F. Describe the sanitation and/or disinfection schedule for the cage and the furnishings. All cages must be kept in sanitary conditions.
- G. Describe the visual examination of the animals as part of their regular servicing schedule.

**IV. Staff Training**

- A. All of the following issues must be addressed. Describe the training process for the following topics:
  - 1. identification of ticks.
  - 2. appropriate treatment of ticks.
  - 3. husbandry of isolated animals, including identification of health problems.
  - 4. husbandry of animals in the main collections, including identification of health problems.
  - 5. proper sanitation for the animals and for the staff.
  - 6. veterinary care.
  - 7. preventing introduction of non-native reptiles and amphibians.
  - 8. record keeping.
  - 9. customer education regarding the release of non-native species.
  - 10. customer education regarding the risks of *Salmonella*.

**V. Record Keeping**

- A. All of the following must be maintained on site. Breeding operations and retail pet stores must maintain records for three years, while wholesale operations must maintain records for one year. Include the location of the following documents:
  - 1. on-site posting of the Standard Operating Procedures.
  - 2. signed statements by all employees stating that they have read and understand the Standard Operating Procedures.
  - 3. records of all purchases and sales.
  - 4. records of health examinations for any incoming and outgoing animals.
  - 5. records of inspection for ticks on all incoming animals.

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6. records of compliance with BMP.
7. a diagram of the facility, clearly indicating the isolation area.
8. inventory (with common and scientific names) of any venomous species maintained and their location.
9. current location of antivenin for any venomous animals maintained on site.

**VI. Veterinary Care**

- A. A consulting veterinarian must be maintained. Include the name and contact information of the consulting veterinarian. Include the visitation schedule. A veterinarian review must be conducted for renewal of NRIP accreditation.
- B. Indicate any routine or emergency veterinary care performed at the facility, and where this is performed.

**VII. Facility**

- A. All facilities must be kept in sanitary conditions. 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. Animals must be maintained in a manner designed to prevent escape. Describe the protocol to deal with escaped animals.
- 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.

**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 period compliance inspection, which is a veterinarian-review. This must be done prior to applying and prior to renewal.