Best Practices and Gold Standards for the Management of Ivory (and other wildlife products)

July 2019

Best Practices and Gold Standards

- Ivory in Government custody requires strong management procedures and secure storage for transparent evidence management and to prevent leakage

- These best practices support the development of procedures for security and management of Ivory (and other wildlife products) in Government custody

- They outline the minimum baseline standards and the best practice 'Gold Standards' on each management aspect, such as: Storeroom infrastructure; Storeroom management procedures; Movement procedures.

Best Practices and Gold Standards

- The Best Practices contain:
  - Adaptable Standard Operating Procedures, which can be tailored to meet National requirements
  - Template Forms;
  - Role responsibilities (for storeroom managers and storeroom supervisors); and
  - Storeroom Assessment Tool

1. Storeroom types

Each country has different types of storeroom/strong room with differing uses.

The guidelines classify different Tiers of storeroom:

- Tier 1 = a central storeroom, with the highest level of security.

- Tier 2 = a store where an intermediate level of security is observed.

- Tier 3 = a temporary storeroom, with a lower security requirement

When using the guidelines, each storeroom should first be assigned to a specific tier, to understand the standards required.

2. Overview: Standards for infrastructure

- Multiple layers of physical security required

- Focuses on the 3D principle: to Deter, Detect and Delay any intruder

- Ivory may be stored with other items or as part of the armory, where improved security benefits all buildings within the perimeter

- Shipping containers can be very effective

2. Example of standards for infrastructure

Examples of infrastructure standards to consider:

- Perimeter barrier: intact, clear of vegetation, with secure access gates

- Roof, ceiling and walls: made of robust material (concrete, brick, steel)

- Doors and windows:

    - Single door; windows barred and glass obscured

    - Wooden doors are not suitable unless combined with metal grill door

- Lock types: Minimum of 2 locks. Locks to conform to security standards

- Tier 1 only: CCTV and alarms required

3. Example of standards for management procedures

- Key control is essential component to security and often overlooked
  - Need a system where at least 2 people are required to open the storeroom
  - Need a list of all key-holders, and a rota system of who is in possession
  - Keys need to be securely stored and not be stored together
  - No duplication of keys allowed
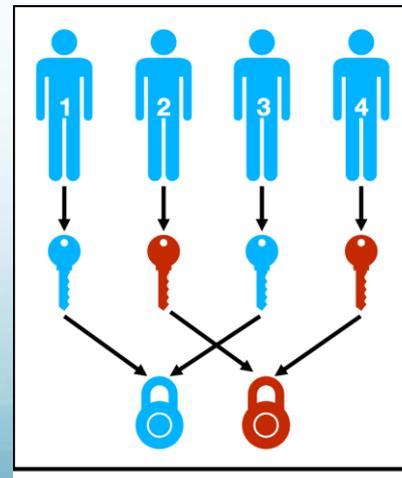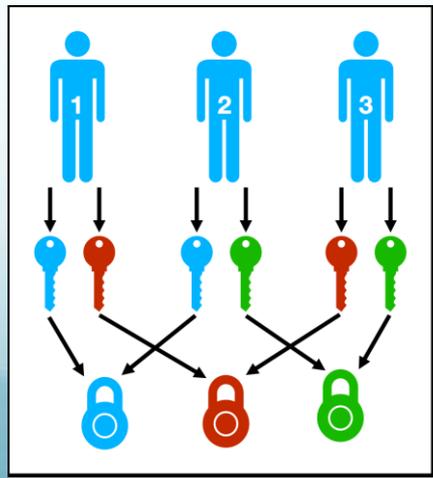
3. Example of standards for management procedures

- Managing authority needs to establish clear roles and responsibilities for storeroom management including storeroom supervisor, and storeroom managers.

- Organization of the storeroom: Ordered storage helps identify if items have been disturbed and to find individual items easily.
  - Use shelves, cages or boxes
  - Segregate items involved in active court cases

- Accountability is essential. Records should:
  - Include Storeroom Access Logs; Inventory; Check-in or Check-out register; Chain of custody records; Storeroom Audits and Compliance checks
  - Be maintained in both an electronic and paper format

4. Assessment of storerooms

- The Best Practices include a simple-to-use assessment tool to easily evaluate storeroom security

- The Assessment tool runs through a series of questions regarding the storeroom and its management, with 'Yes', 'No' or 'Partially' responses required. This automatically provides a score

- Assessment results will highlight which aspects need improvement to meet minimum standards for the type of storeroom

- Outcome is a prioritized action list for improvement of security and management procedures

4. Example of the Storeroom Assessment Tool

Section and Item		Description	Assessment (Enter Y=yes, N=no or P=partial)	Comment	Score	Section Total
SECTION 2: Perimeter						35
2.1	SECTION 2: Perimeter Security Barrier	Storeroom is surrounded by a perimeter fence	y		10	
2.2		Perimeter barrier presents a visual barrier from the outside	p		5	
2.3		Perimeter barrier is free from vegetation or other factors which could degrade its purpose	y		10	
2.4		Perimeter barrier is physically sound with no gaps	n		0	
2.5		Extra measures in place for any potential risks identified.	y		10	
SECTION 2: GOLD STANDARDS						0
2.6	SECTION 2: Perimeter Security Barrier	A 3m standoff exists around the compound, enabling clear sight of the perimeter barrier	n		0	
SECTION 3: Perimeter Security Gates						40
3.1	SECTION 3: Perimeter Security	Gates of robust construction	y		10	
3.2		Gates of same height as rest of	y		10	

Find out more

The Best Practices and Gold Standards for the Management of Ivory (and other wildlife products) can be found on:

www.elephantprotectioninitiative.org/resources

Available in English, French and Portuguese

For more information please contact:
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