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

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