



# PROCEDURES FOR THE TRANSFER OF WILDLIFE PRODUCTS



Standard Operating Procedure  
Transferring Wildlife Products

EXAMPLE PROCEDURES FOR ADAPTATION

Applicable to:	All Officers responsible for the supervision, management and operations of the receipt, transfer and storage of wildlife products in WILDIFE DEPARTMENT storerooms
Version:	1.0
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## 1. PURPOSE

The purpose of this SOP is to standardise the procedure for transfer wildlife products across the **WILDIFE DEPARTMENT**. Taking cognisance of the variance in scale of movement across the country, some procedures may differ for smaller or larger movements. However, the essential requirements remain the same for any movement of wildlife products.

## 2. SCOPE

These procedures are applicable to all **WILDIFE DEPARTMENT** Officers who are responsible for the receipt, transport and delivery of wildlife products in the **Country**.

## 3. DEFINITION OF TERMS AND ACRONYMS

### Terms

<b>National Storeroom Supervisor (NSS):</b>	a senior officer who is in charge of overseeing all storerooms in the country and the work of all Storeroom Supervisors, collating information on stored wildlife products around the country, movements and new arrivals.
<b>Storeroom Supervisor (SS):</b>	a senior officer who is in overall charge of a single storeroom, responsible for supervising the Storeroom Manager to ensure the protocols are adhered to.
<b>Storeroom Manager (SM):</b>	an Officer who is In charge of the day-to-day management of a storeroom.
<b>Wildlife products:</b>	For matters relating to storerooms, wildlife products are whole or part of dead plant or animal wildlife species as listed by the <b>NSS</b> which must be channelled to storerooms from the field by <b>WILDIFE DEPARTMENT</b> Officers. Any wildlife product ( <b>NSS</b> listed species or not) which is to be used as evidence may be included as well as any other item of evidence which the <b>SS</b> may authorise for storage.
<b>Chain of Custody:</b>	is the written proof of who had what in their possession when, from whom it was received and to whom it was handed over.
<b>Dispatch facility:</b>	The person, organisation or storeroom sending a shipment of wildlife products elsewhere.
<b>Receiving facility:</b>	The person, organisation or storeroom receiving a shipment of wildlife products from elsewhere.
<b>Authorised Person</b>	When relating to <b>access</b> to a storeroom is a person authorised by the <b>SS</b> in writing to be allowed entry into a specific storeroom for a specified time and purpose and must include the <b>NSS</b> .
<b>Authorised Person</b>	When relating to the <b>dispatch</b> requirements of a shipment is the <b>NSS</b> or <b>SS</b> when the shipment is from an <b>WILDIFE DEPARTMENT</b> Dispatch Facility. When a shipment is dispatched / released by the Police or other Government Department, the <b>senior person</b> releasing the items to an <b>WILDIFE DEPARTMENT</b> storeroom is the Authorised Person.
<b>Authorised Person</b>	When relating to the <b>receipt</b> requirements is the <b>SS</b> or <b>SM</b> when the shipment is received by an <b>WILDIFE DEPARTMENT</b> storeroom. When the wildlife products are received by a person not being at an <b>WILDIFE DEPARTMENT</b> storeroom, the <b>senior person</b> receiving the wildlife products is the Authorised Person.
<b>Shipment:</b>	One or more wildlife products which are in the process of being transported to or from a storeroom.
<b>Lead Traveller:</b>	is the person appointed as the main point of contact accompanying a shipment.
<b>Authorised Key Holders:</b>	are persons selected by the <b>SS</b> and confirmed by the <b>NSS</b> who have the responsibility of holding one of the combinations or numbered keys to a storeroom.
<b>Storeroom:</b>	A place where wildlife products are stored for a period of time. The storeroom may consist of a number of rooms (facility); a single room; a shipping container; a metal trunk in a single room or other identified place. All <b>WILDIFE DEPARTMENT</b>

storerooms must be listed, allocated a tier level and be authorised by the **NSS** in writing.

**Storeroom personnel:** This position title is not fixed and should include all WILDLIFE DEPARTMENT Officers responsible in full or part for the receiving, transport, delivery or storage of wildlife products.

**Reception storeroom:** A designated room or area within a T1 storeroom room or a separate T2 storeroom, whose sole purpose is to receive all wildlife products destined for the T1 storeroom. At arrival at the reception storeroom it is confirmed that all necessary information has been received for each item delivered. An assessment for immediate disposal or Veterinary inspections of items possibly carrying anthrax is undertaken and cleaning items as necessary before being moved into the T1 storeroom.

### **Acronyms**

CITES	Convention on International Trade in Endangered Species of Wild Fauna and Flora
CoP	Conference of Parties
EPI	Elephant Protection Initiative
JMP	Journey Management Plan
NSS	National Storeroom Supervisor
SOP	Standard Operating Procedure
SM	Storeroom Manager
SS	Storeroom Supervisor
WPH	Wildlife Products Handover form in a triplicate self-carbon format

## 4. PROCEDURE

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The **Chain of Custody** is a clearly evidenced chain of possession for all wildlife products from point of collection to the current date. A key part of this is the introduction of the document “Wildlife Product Handover (WPH)”. This document is completed for every transfer of a wildlife product.

Detail of every wildlife product to be transferred must be **captured on a Wildlife Products Handover Form** for each transfer of wildlife products. A Journey Management Plan (**JMP**) is required for every storeroom to storeroom shipment of wildlife products.

Every shipment of wildlife products requires both a **Journey Management Plan (JMP)** and a **WPH** to be signed by an “**Authorised Person**” with the appropriate sections of both to be completed prior and after completion of the shipment.

For the dispatch / release requirements of the **JMP** and the **WPH** an “**Authorised Person**” is the **NSS** or **SS** when the shipment is from an WILDLIFE DEPARTMENT Dispatch Facility. When the shipment is received from the Police or other Government Department, the **senior person** releasing the items to an WILDLIFE DEPARTMENT storeroom must be the Authorised Person.

For the receiving requirements of the **JMP** and the **WPH** an “**Authorised Person**” is the **SS** or **SM** when the shipment is to an WILDLIFE DEPARTMENT storeroom or where the wildlife products are released to a person not being at an WILDLIFE DEPARTMENT storeroom, the **senior person** receiving the wildlife products must sign for receipt thereof on the **WPH** form.

The standards set out below are the minimum requirements for the movement of wildlife products. Reference is made the EPI document “**Gold Standards for the Management of Ivory (and other wildlife products) Version 1: June 2019**” for ideal standards which all storeroom personnel should strive to achieve.

## 5. TRIGGERS FOR TRANSFERRING WILDLIFE PRODUCTS

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5.1 A transfer should be triggered by one of the following:

- a) A decision made by senior WILDLIFE DEPARTMENT officials;
- b) A request for the evidence to be presented as an exhibit in court has been received;
- c) Storeroom capacity has become an issue and space needs to be freed up;
- d) A security risk to the storeroom has been identified that cannot be immediately resolved;
- e) A disposal order for the wildlife products has been received by the **SS**;

5.2 Any deviations from the above must be reported by the **SM** to the **SS** in writing, setting out the unavoidable reasons therefore and this must be authorised by the **NSS** in writing.

## 6. JOURNEY MANAGEMENT PRINCIPLES

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### 6.1 General

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6.1.1 Good journey management must ensure that, in the event of any accident, breakdown or other security incident, the alarm is raised and assistance can be given to the team moving the wildlife products to ensure the Officers safety and the security of the shipment.

### 6.2 Timing of the shipment

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6.2.1 Every effort must be made to ensure that all moves are completed during hours of daylight. It is not desirable to have moves at the end of the working week.

6.1.2 Plans for the transfer of wildlife products must be kept confidential and details of the **JMP** revealed only to those immediately involved in the move at the last practical moment.

All moves must be conducted in as “low a key” manner as possible so as not to draw attention to the move and so the general public do not associate the move with anything of high value.

### 6.3 Overnight Stops

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6.3.1 If an overnight stop during the move is unavoidable (due to distance travelled, vehicle breakdown, etc.) then this must be done in a secure facility, preferably an WILDLIFE DEPARTMENT facility. The **JMP** must consider potential overnight stops and highlight any suitable overnight storage facilities that could be used in an emergency.

On such occasions the shipment should be stored within the body of the locked vehicle and out of view. The wildlife products should not be unloaded during an overnight stop and should be guarded at all times.

## 6.4 Guards

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6.4.1 The driver must be accompanied on the move by at least two armed guards.

## 6.5 Drivers and Vehicle Maintenance

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6.5.1 Drivers must ensure that vehicles are in good working order and that they have a full tank of fuel before the journey begins. Enough food and water for the driver and guards should be stored in the vehicle in case of emergency or delay and to minimise the need to stop along the way.

6.5.2 Whenever practically possible there must be two vehicles allocated to moving a shipment. This is particularly important when moving higher risk wildlife products, for example ivory or rhino horn.

6.5.3 Drivers must be given adequate rest breaks during the journey to ensure they remain fresh and alert. For excessively long moves 2 drivers should be considered.

## 6.6 Packing the Shipment

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6.6.1 Wildlife products must be placed in bags or sacks or wrapped in a tarpaulin or other material which conceals them from sight.

6.6.2 The shipment must be prepared the day before the journey and left in the storeroom overnight. The shipment can then be loaded onto the vehicle without delay the following morning.

6.6.3 When it is preferable to load a shipment the day before (to facilitate a very early departure the next morning), the vehicle must be treated as being on an overnight stop, and guarded securely overnight.

# 7. JOURNEY MANAGEMENT PLAN

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## 7.1 General

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7.1.1 Every **JMP** must be authorised by the **Authorised Person** of the Dispatch Facility prior to the shipment taking place.

7.1.2 The **Authorised Person** has complete oversight over the move, and has the final decision on whether any move should go ahead or not – unless he receives a direct instruction from his supervisor.

7.0.3 For security reasons full **JMPs** must be held only by the **Authorised Person** from the Dispatch Facility.

7.0.4 An authorised **JMP** must be properly completed with all of the necessary detail required in Parts 1-4 therein (see **Appendix 1** hereto).

7.0.5 The **Authorised Person** of the Dispatch Facility **must inform** the **SM** of the Receiving Facility of the essential details:

- a. Departure Point
- b. Estimated time of departure and arrival
- c. Details and contact numbers / radio call signs of Lead Traveller and Driver/s
- d. Details and volume of wildlife products being transported (from the WPH form).

## 7.2 Planning the transfer

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7.2.1 The **Authorised Person** must appoint a **Lead Traveller** who is the main point of contact for the shipment.

7.2.2 The **Lead Traveller** is responsible for the immediate security of the shipment. He must report any security concerns to the **Authorised Person**.

7.2.3 The **Lead Traveller** must be given appropriate communications equipment radio/cellphone/satellite phone to ensure that they can remain in contact with the **Authorised Person** and the Receiving Facility throughout the move.

- 7.2.4 The **Lead Traveller** must ensure that the following equipment is in place in the vehicle before the journey is made:
- In car chargers for any communications equipment
  - Maps and navigation equipment as required
  - ID cards and drivers licence for all travellers as required
  - First Aid Kit
  - Basic Car Repair Kit
  - Properly completed original JMP, WPH and any other permits/authorities which may be required
  - The Chain of Custody Register from the T2 or T3 Dispatch Facility
  - Drinking water for all travellers for the entire journey (minimum of 1 litre per passenger).
  - Emergency funds

- 7.2.5 Immediately before departure the **Lead Traveller** must contact the **Authorised Person** to inform them that the journey has started.

### 7.3 During the transfer

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- 7.3.1 The route in the **JMP** must be followed. If there is any need to divert from the agreed route then the **Lead Traveller** must contact the **Authorised Person** to inform him of the change and the reasons why.
- 7.3.2 Check in calls must be made to the **Authorised Person** by the **Lead Traveller** along the route at agreed points listed in the **JMP**.
- 7.3.3 The **Authorised Person** must initiate the **Alert Procedure** when **Check in calls** are missed
- 7.3.4 The **Lead Traveller** must notify the Receiving Facility when the shipment is 30 minutes away from arrival enabling them to be ready and waiting when the vehicle arrives.

### 7.4 Upon arrival at the receiving facility

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- 7.4.1 The **Lead Traveller** must contact the **Authorised Person** to inform them that the journey has been completed.
- 7.4.2 The **SM** of the **Receiving Facility** must then record the journey as “complete” on the **JMP**.
- 7.4.3 The **SM** of the **Dispatch Facility** must complete their portion of the **WPH** form.

## 8. TRANSFER DOCUMENTATION / PROCEDURES

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The **WPH** should consist of a triplicate carbon copy form consisting of an original, a copy and a fixed book copy.

- 8.1 A **WPH** form must be completed in preparation for every shipment leaving a storeroom and for every shipment upon its initial receipt into a storeroom.
- 8.2 It is the responsibility of the WILDLIFE DEPARTMENT **Dispatching Facility** to ensure that the **WPH** form is correctly completed. Where the wildlife products are not received from an WILDLIFE DEPARTMENT storeroom, it is the responsibility of the **Receiving Facility** to ensure that the **WPH** form is completed.
- 8.3 The wildlife products must be released by an **Authorised Person** who signs the **WPH** at departure from the dispatching facility and by an **Authorized Person** on arrival at the **Receiving Facility**.
- 8.4 The **Receiving Facility** must verify each item by comparing the details of the item to the **WPH** form. Once the **Receiving Facility** has confirmed the details of the shipment, the **wildlife products become the responsibility of the Receiving Facility**.
- 8.5 On completing the **WPH** the **Authorised Person** of the Dispatch Facility must sign the **WPH** form and retain the book copy for their own records. The **WPH original plus the loose copy must be forwarded with shipment**.
- 8.6 On the shipment’s arrival at its destination the **Receiving Facility Authorised Person** must check the original **WPH** against the shipment to ensure all items are present and sign the original and loose copy.
- 8.7 The original **WPH** will then be sent back to the **Dispatch Facility** with the **Lead Traveller**. The loose copy is kept by the **Receiving Facility** for their records.



- 8.8 The **Receiving Facility** must update their **Evidence Storage Register** to include the newly arrived shipment.
- 8.9 The **Dispatch Facility** must check the signed **WPH** original against the book copy to confirm all of the items were received correctly. The original must then be signed by the **Authorised Person** and stapled to the book copy for filing. The presence of an original **WPH** stapled to the book copy with all relevant signatures will **denote that the shipment is complete**.

Within a **digital WPH system**: there will be digital signatures required on the tablet. Once signed by dispatch and receiving facilities the movement file will be saved for record. This will **not replace** the hard copy WPH form.

## 9. ALERT PROCEDURE - MISSED CHECK IN CALL

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- 9.1 In the event of a scheduled **Check in call** being missed, or a shipment missing its estimated time of arrival at a Receiving Facility by more than 1 hour without contact, then an established **alert procedure** must be immediately initiated.

## 10. EMERGENCY PROCEDURE

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- 10.1 In the event of the vehicle being in a road traffic accident or breakdown, there must be an established **emergency procedure** in place for the appropriate response to be swiftly undertaken.

**APPENDIX 1: WILDLIFE PRODUCT HANDOVER****WILDLIFE PRODUCT HANDING OVER FORM**

Serial No \_\_\_\_\_

	Dispatching facility/unit		Receiving facility/unit		Authorised by
Storeroom		Storeroom		Storeroom	
Authorised Person name		Authorised Person name		Authorised Person name	
Position		Position		Position	
Signature		Signature		Signature	
Date/time		Date/time		Date/time	

**List of items transferred**

Nº	Species	ID Number	Quantity		Evidence Seal Number	Description	Packaging (type)	Condition on arrival	Received (Y/N)
			No. of pieces	Weight (kg)					
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Copy 1: For the dispatching facility to keep. Copy 2: For the Receiving Facility to keep. Copy 3: For the Lead Driver.

**APPENDIX 2: JOURNEY MANAGEMENT PLAN****Journey Management Plan**

<b>1. Authorisations</b>				
Dispatching Facility/ unit			Receiving Facility	
Proposed Date and Time of Shipment departure				
Proposed Date and Time of Shipment Arrival				
1.1. Details of Authorising Official	Name			
	Title			
	Telephone Number			
	Signature (Approving dispatch)		Date	
1.2. Details of Receiving Official	Name			
	Title			
	Telephone Number			
	Signature (Approving JMP)		Date	
1.3. Accompanying Wildlife Product Handover Form (WPH) Reference Number				

<b>2. Staff and Vehicles Accompanying Shipment</b>				
2.1. Lead Traveller	Name			
	Title			
	Telephone Number			
<b>2.2 Vehicle 1 Registration / Make / Model / Radio Calls.</b>				
Vehicle Registration		Vehicle Make		
Radio Call sign		VehicleModel		
Driver 1	Name			
	Telephone Number			
Driver 2	Name			
	Telephone Number			
Guards	Name			
	Telephone Number			
	Name			
	Telephone Number			

<b>2.3 Vehicle 2 Registration / Make / Model / Radio Callsign</b>				
Vehicle Registration		Vehicle Make		
Radio Call sign		VehicleModel		
Driver 1	Name			
	Telephone Number			
Driver 2	Name			

	Telephone Number	
Guards Driver 1	Name	
	Telephone Number	
	Name	
	Telephone Number	
	Name	

<b>3. Agreed Route</b>				
3.1. Detail below the agreed route to be taken during the move. Provide detail of roads to be used, towns passed through, etc. Attach map				
<b>3.2. Check in Points (if necessary)</b>				
Check in 1	Location		Check in 1 Time	
Check in 2	Location		Check in 2 Time	
Check in 3	Location		Check in 3 Time	
<b>3.3. Approved Stops or Approved Overnight Stops (if necessary)</b>				
Stop 1	Location		Time	
Stop 2	Location		Time	
Stop 3	Location		Time	

\* Add additional rows as necessary

<b>4. Risk Assessment</b>				
4.1. Provide a brief summary and rank all possible risks associated with this movement of ivory and other wildlife products accepted by the authorising officer				
4.2. Outline the mitigations put in place to deal with the risks identified				

<b>5. Journey complete</b>				
Receiving Facility	Name			
	Title			
	Phone Number			
	Signature			
	Date of receipt		Time of receipt	

6. Post Move Assessment	
6.1. Please note below any incidents relating to the move and reasons therefore including Issues with vehicle; Issues with agreed route (was any change in route required?); Any missed check in calls; Any use of emergency procedure.	
1	
2	
3	
4	