Annex

**CITES directory of laboratories conducting wildlife forensic testing**

Forensic facilities interested to apply for inclusion in the *CITES directory of laboratories conducting wildlife forensic testing* are invited to complete the below questionnaire. The completed questionnaire should be submitted to Mr. Maroun Abi-Chahine ([maroun.abi-chahine@cites.org](mailto:maroun.abi-chahine@cites.org)), with a copy to [info@cites.org](mailto:info@cites.org) no later than **15 May 2022**.

Please read and respond to the following four mandatory questions:

1. Does your laboratory routinely perform forensic casework?
2. Does your laboratory operate in accordance with a Quality Management System?
3. Can you provide written evidence that your laboratory has passed an external audit of its Quality Management System, conducted by a competent third party, within the past two years?
4. Is your laboratory able and willing to conduct wildlife forensic analyses upon request from other countries?

**If you have answered ‘Yes’ to all four questions**, please continue to provide further information about your forensic analysis capacity. Please note that you will need to provide written documentation to support your answer to question iii).

**If you have answered ‘No’ to one or more of these questions**, then your laboratory will not be considered eligible for listing in the CITES wildlife forensic directory and therefore there is no need to complete the questionnaire. If you have any questions about this process, please contact Mr. Maroun Abi-Chahine ([maroun.abi-chahine@cites.org](mailto:maroun.abi-chahine@cites.org)) with a copy to [info@cites.org](mailto:info@cites.org).

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Casework / Research.** Does your laboratory carry out research or legal casework for the types of biological materials listed? Please tick all that apply. | | | | | | | |
|  | *Casework* | *Research* | *Neither* | |  |  |  |
| Terrestrial animal |  |  |  | |  |  |  |
| Aquatic animal |  |  |  | |  |  |  |
| Plant |  |  |  | |  |  |  |
| Timber |  |  |  | |  |  |  |
| Rhinoceros horn |  |  |  | |  |  |  |
| Elephant ivory |  |  |  | |  |  |  |
| Other (please specify) |  |  |  | |  |  |  |
| **2. Techniques.** Please tick the casework techniques used in your laboratory for sample type listed. | | | | | | | |
|  | *Morphology/ Anatomy* | *DNA*  *analysis* | *Immunoassay* | | *Chemical profiling* | | *Stable Isotopes* |
| Terrestrial animal |  |  |  | |  | |  |
| Aquatic animal |  |  |  | |  | |  |
| Plant |  |  |  | |  | |  |
| Timber |  |  |  | |  | |  |
| Rhinoceros horn |  |  |  | |  | |  |
| Elephant ivory |  |  |  | |  | |  |
| Other (please specify) |  |  |  | |  | |  |
| **3. Applications.** For wildlife crime investigations, which identification questions can your laboratory address? Please tick all that apply | | | | | | | |
|  | *Species* | *Geographic Origin* | *Individual* | *Parentage* | | *Age* | *None* |
| Terrestrial animal |  |  |  |  | |  |  |
| Aquatic animal |  |  |  |  | |  |  |
| Plant |  |  |  |  | |  |  |
| Timber |  |  |  |  | |  |  |
| Rhinoceros horn |  |  |  |  | |  |  |
| Elephant ivory |  |  |  |  | |  |  |
| Other (please specify) |  |  |  |  | |  |  |

Please continue to more questions below

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **4. Cooperation with other countries.** Is your laboratory able to carry out wildlife forensic  casework for other countries? YES NO | | | | | | |
| **If yes**, please specify: | | | | | | |
| **5. Reference materials.** What type of reference materials does your laboratory use to characterize samples in casework? Please tick all that apply. | | | | | | |
| Physical sample authenticated at your lab | | | | | | |
| Physical sample authenticated by a 3rd party | | | | | | |
| Electronic data generated at your lab | | | | | | |
| Electronic data obtained from an external database | | | | | | |
| **6. Quality Assurance**. For casework, what Quality Assurance standards does your laboratory work to? How are you audited? Please tick all that apply. | | | | | | |
| *Audit:* | External audit | | Internal audit | | |  |
| ISO 9001 |  | |  | |  |  |
| ISO 17025 |  | |  | |  |  |
| GLP/GMP |  | |  | |  |  |
| SWGWILD |  | |  | |  |  |
| Don’t know |  | |  | |  |  |
| None/ research only (please specify) | | | | | | |
| **7. Staff training for forensic casework (if no casework is performed, tick N/A)** | | | | | | |
|  |  | | | **Yes** | **No** | **N/A** |
| Do staff receive training in forensic practice? | | | | | | |
| Does the lab maintain a staff training record? | | | | | | |
| Are staff certified to perform forensic casework? | | | | | | |
| Do lab staff participate in regular proficiency testing? | | | | | | |
| **8. Future plans.** Are there plans for your laboratory to expand its capabilities in the next 3 years? Please tick all that apply | | | | | | |
| Improving Quality Assurance | | | | | | |
| Developing new techniques | | | | | | |
| Increasing staff levels | | | | | | |
| Other/ further information: | | | | | | |
| **9. Contact details** | |  | |  |  |  |
| Institute name: | |  | |  |  |  |
| Address: | |  | |  |  |  |
| Principal contact: | |  | |  |  |  |
| Role: | |  | |  |  |  |
| Email: | |  | |  |  |  |
| Telephone: | |  | |  |  |  |

Thank you for completing this questionnaire.

Please email the completed version Mr. Maroun Abi-Chahine ([maroun.abi-chahine@cites.org](mailto:maroun.abi-chahine@cites.org)),

with a copy to [info@cites.org](mailto:info@cites.org)