

**Department of Agriculture**

**National Directorate: Animal Health**

**Notice No. VPN/24/2009-01**

**TO: STATE VETERINARY OFFICERS**

**SUBJECT: Standards for the registration of a veterinary approved taxidermy or dip and pack facility.**

**PART I Definitions**


**PART II Procedures for registration of a veterinary approved taxidermy/dip and pack facility.**

**PART III Requirements of a veterinary approved taxidermy/dip and pack facility.**

**ANNEX A Application for official registration of a veterinary approved taxidermy/dip and pack facility.**

**ANNEX B Inspection report of a veterinary approved taxidermy/dip and pack facility.**

This VPN/24/2009-01 replaces VPN/24/2005-01

  
.....  
Acting Director: Animal Health

21/04/2009  
.....  
Date

# PART I

## DEFINITIONS

### FOR THE PURPOSES OF THIS STANDARD DOCUMENT

*Taxidermy*

*means a facility where game trophies receive a complete taxidermy treatment so as to ensure their preservation at ambient temperatures without requiring any other treatment or preservation process.*

*For the purposes of this VPN a complete taxidermy treatment entails that either:*

- (1) the animal trophy has been mounted in a life like manner [e.g. full mount, half mounts, shoulder mount], or*
- (2) skins have been fully tanned and processed so that they can be displayed [e.g. full skin, flat skin, back skins], or*
- (3) skulls (bones), horns / antlers, hooves, claws and teeth have been fully processed and mounted in some manner for display [e.g. skull & horns on shield (skull mount/European skull mount), warthog tusk set].*

*Dip & pack facility  
(Dip & ship)*

*means a facility that performs an initial game trophy treatment prior to export of such trophies*

*High risk taxidermy  
/ dip & pack*

*means a taxidermy or dip & pack facility which handle trophies that are deemed to pose an increased disease risk as they are imported from countries with either a known disease risk or with an unknown disease risk status, or originate from areas under veterinary restriction due to outbreaks of disease or from veterinary restricted zones such as FMD infected areas.*

*Low risk taxidermy  
/ dip & pack*

*means a taxidermy or dip & pack facility which handle trophies that are deemed to pose a low disease risk, including trophies originating from areas in South Africa that are not under any restriction due to animal diseases, trophies imported from countries that are known and proven to be free from diseases of concern, such as FMD, and trophies that are irradiated directly after importation into South Africa*

**Please also refer to the general definitions of terms used in VPNs**

## PART II

### PROCEDURES FOR REGISTRATION OF A VETERINARY APPROVED TAXIDERMY OR DIP & PACK FACILITY

#### 1. REGISTRATION FOR EXPORT / IMPORT STATUS

The applicant must apply in writing to the Provincial Veterinary Authority, using Annex A of this document, if he/she wishes to register for a veterinary approved taxidermy/dip & pack facility for import and/or export purposes.

The below listed documents must be presented to the Provincial Director Veterinary Services on application for registration:

- 1.1 Annex A - Application form, completed and signed by the applicant and the official veterinarian responsible for supervision and certification at the facility.
- 1.2 Site plan – The purpose of the site plan is to assess whether the site is suitably isolated from game and livestock enterprises. This plan must indicate the location of the facility and surrounding structures on the premises. It must also indicate activities on neighbouring properties. The requirements for 'suitably isolated' will differ, depending on the risk profile of the facility. (See explanation in Part III of this VPN)
- 1.3 Detailed plan – The detailed plan must include the structures of the facility, particularly those referred to in the structural requirements (Part III of this VPN). The plans must also indicate the flow pattern of the product, from raw receipt to dispatch of the final product. It must also indicate drainage.

**NB: The site plan and detailed plan(s) must be endorsed by the inspecting veterinary official to confirm the existence of structures and the flow patterns.**

- 1.4 Annex B - Inspection Report completed by the veterinary authority following inspection of the facility.

#### 2. INSPECTION TO APPROVE A VETERINARY APPROVED TAXIDERMY/DIP & PACK FACILITY

- 2.1 An authorised veterinary official will inspect the taxidermy.
- 2.2 The owner of the taxidermy and the veterinary official will agree upon a suitable date for the inspection. The veterinary official will inform the owner of the taxidermy of the conditions under which the inspection will be carried out.
- 2.3 The basis for approval will be the requirements as described in this document.
- 2.4 The veterinary official will be responsible for the following actions/procedures:
  - a. Acquaint himself/herself with the minimum requirements for a veterinary approved taxidermy or dip & pack facility.

- b. Provide a new applicant with an application form that corresponds in form and content to the model in Annex A.
- c. Inspect the taxidermy/dip & pack facility and complete Annex B with appropriate comments, upon receipt of the properly completed application form.
- d. If the facility does not comply with the requirements in Part III of this VPN, the veterinary official must provide the owner of a facility with a detailed report with the reasons why a facility can not be approved. The report must correspond in form and content to the model in Annex B.
- e. Arrange for another inspection when the owner indicates that all the deficiencies have been rectified.
- f. Approval will only be considered if an inspection and supervision service by the veterinary official is possible at the facility.
- g. Keep the original application document on file.
- h. Submit a copy of the application and all supporting documents to the National Director Animal Health, Department of Agriculture. The fax number is 012 329 6892.
- i. Receive the original registration certificate, keep a copy thereof on file and give the original certificate to the applicant.

### **3. ANNUAL RE-REGISTRATION**

- 3.1 Registration is only valid for one year, where after the facility must be re-registered. Re-registration is also necessary where there has been a change in ownership and management or physical address of the facility.
- 3.2 For re-registration purposes, the facility must be inspected, and Annex A and Annex B submitted. Copies of site plans need not be submitted annually, unless there are structural changes or changes to the flow of production that have taken place.
- 3.3 Facilities will only be re-registered once the application for re-registration has been received, evaluated and approved by the National Director Animal Health.

### **4. LISTING OF A VETERINARY APPROVED TAXIDERMY/DIP & PACK FACILITY**

- 4.1. All veterinary approved taxidermies/dip and pack facilities must be listed in an official "List of Approved Veterinary Facilities" to be compiled and regularly up-dated by the Veterinary Authority. An updated list of all approved facilities will be kept by the National Directorate Animal Health.
- 4.2. The list must contain the following information for each veterinary approved taxidermy/dip and pack facility:
  - a. Registration / ZA number
  - b. Name of owner
  - c. Registered name of veterinary approved taxidermy.
  - d. Postal address
  - e. Telephone number
  - f. Fax number

- g. Province
- h. District/municipality
- i. GPS co-ordinates
- j. Physical address of facility

4.3 The list will only be made available upon request to interested parties or persons.

4.4 Following registration or re-registration of a facility, the National Directorate Animal Health will issue a certificate of registration, which will be valid for a maximum of 12 months. The original certificate will be sent to the official veterinarian who submitted the application. The official veterinarian must supply the original to the applicant and keep a copy of the certificate on file. A copy of the certificate will also be kept on file at the National Directorate Animal Health.

## **5. DE-REGISTRATION**

5.1 Applications for re-registration must reach the office of the Director Animal Health, National Department of Agriculture, before the date of expiry of the registration certificate. Failing this, the facility will be de-registered.

5.2 The approval of the facility can be withdrawn at any time without warning, at the discretion of the Director Animal Health, if any shortcomings are detected.

## **6. PROCEDURE WHEN IMPORTING TROPHIES**

6.1 The taxidermy/dip & pack facility must be registered for import with the National Directorate Animal Health.

6.2 The supervising official veterinarian must complete the relevant part of the import permit application form, to indicate that the taxidermy/dip & pack facility is able to receive the imported consignment on the date indicated.

6.3 The import permit will specify the date(s) during which the consignment may be imported and the taxidermy/dip & pack facility to which the consignment must go after importation.

## PART III

### REQUIREMENTS OF A VETERINARY APPROVED TAXIDERMY/DIP & PACK FACILITY

#### 1. CATEGORIZATION OF FACILITIES

- 1.1 Applicants must indicate clearly, on application to register a facility for import/export, what the intended purpose of a facility will be. This should include the following information:
  - a. Is the facility operating as a taxidermy, or as a dip & pack facility or both?
  - b. Will the facility be used for import only, export only, or both?
  - c. Does the facility receive trophies for processing from area in South Africa under restriction due to FMD, or any other relevant disease?
  - d. If the facility plans to import trophies, from which countries?
- 1.2 For the purposes of this document, the definitions as given in Part I apply. All references/recommendations by the applicant and recommending veterinarian must be in terms of these definitions. This refers to the definitions on:
  - a. Taxidermy
  - b. Dip & pack facility
  - c. High risk taxidermy/dip & pack
  - d. Low risk taxidermy/dip & pack
- 1.3 The inspecting and recommending veterinary official must evaluate the information supplied and indicate the category of the facility clearly on the application. The category must be considered when assessing the facility in terms of the requirements supplied hereunder.
- 1.4 Where the facility does not fall within any of the given categories, or if there are special circumstances to consider, the recommending veterinary official should supply these details with the application.
- 1.5 In the requirements hereunder and in the Inspection Report (Annex B), any reference to 'high risk facilities' include high risk taxidermies and high risk dip & pack facilities.

## **2. MINIMUM STRUCTURAL REQUIREMENTS FOR A VETERINARY APPROVED TAXIDERMY/DIP & PACK FACILITY**

- 2.1. The site must be suitably isolated from game and livestock enterprises. The requirements for 'suitably isolated' will differ, depending on the risk profile of the facility.
- For high risk facilities, there should not be cloven hoofed animals on adjacent properties. Ideally these facilities should be in industrial areas with no livestock.
  - For low risk facilities, it will be acceptable if the facility is located adjacent to other animal holdings, such as on farms. However, the facility should still be isolated from livestock in terms of the fencing requirements in point 2.2 hereunder.

- 2.2. The facility must be surrounded by a minimum of 1,8m high security fence. The fence must be secure enough to prevent access of any livestock to the taxidermy. The bottom 1m must be constructed with a mesh to restrict access of small animals. The fence should be dug into or secured to the ground, to prevent animals crawling underneath it. In the case of facilities located on game farms, the fence should be game proof.

The facility must be separately fenced to restrict access. Fencing that include houses of the manager, owner or workers will not be sufficient and an additional fence must separate the facility from such areas.

- 2.3. There must be lockable gates, which are locked when unmanned.
- 2.4. A sign "Veterinary Restricted Area. No unauthorised entry allowed." must be posted at all entrances.
- 2.5. There must be facilities to wash delivery vehicles. This area should:
- be near the delivery entrance,
  - be within the area with controlled access, ie within the perimeter fence,
  - have a concrete surface to enhance cleaning and disinfection,
  - have controlled drainage.

(In the case of packed and wrapped imported trophies, the supervising veterinary official may use his/her discretion in deciding on the necessity to wash the delivery vehicles.)

- 2.6. In the case of a high risk facility, there must be showers for personnel handling raw material near the delivery and off-loading area.
- 2.7. There must be a one-way flow of production so that raw materials cannot contaminate the finished products. This includes:
- an established production flow that proceeds from raw to processed products in such a manner so as to ensure no cross-flow between products that are raw/unprocessed and products that have undergone further processing,
  - separate stores for raw and finished products,
  - effluent flow must be one way in opposite direction to that of the trophies (ie from "processed" to "raw"),
  - separate personnel for handling raw and finished products. For small operations, it will be acceptable if personnel wash and put on clean protective clothing between raw and processed areas/processes.
- 2.8. Contaminated water and fluids from the taxidermy must leave the premises in such a way that animals are prevented from making any physical contact with it. If it is not disposed of through municipal or other sewer systems, provision must be made to dispose of the effluent through proper underground channels.

For high risk facilities, all water from the facility is regarded as contaminated and must go into the municipal sewer, a septic tank, or evaporation tank that is protected from animals. French drains or soak-aways are not acceptable as first receptacle of contaminated water.

- 2.9. All solid waste products must be suitably disposed of in a hygienic manner to prevent contamination of the surrounding area.

In the case of high risk facilities, solid waste must be incinerated on the premises or disposed of at an approved high hazardous waste site.

- 2.10. High risk facilities must have a quarantine store room which is big enough to accommodate high risk trophies and this store must be lockable. Alternatively, provision can be made with the supervising state veterinarian that imported trophies can be processed immediately upon arrival. The number/volume of imported trophies that are allowed per consignment will depend on the size of the quarantine store or the initial processing receptacle. If there is no quarantine store, the supervising state veterinarian must clearly indicate on each application form the number of trophies that can be imported at that specific time.



### 3. MANAGEMENT REQUIREMENTS FOR A VETERINARY APPROVED TAXIDERMY/DIP & PACK FACILITY

- 3.1 There must be good co-operation and communication with the Veterinary Official.
- 3.2 The owner/manager of the facility must supply the site plan and detailed plans of the facility. The plans must be endorsed by the Veterinary Official performing the inspection and/or the Supervising Veterinarian to confirm the existence of the structures and the flow pattern.

Site plan – The purpose of the site plan is to assess whether the site is suitably isolated from game and livestock enterprises. This plan must indicate the location of the facility and surrounding structures on the premises. It must also indicate activities on neighbouring properties. The requirements for 'suitably isolated' will differ, depending on the risk profile of the facility. (See explanation in Part III of this VPN)

Detailed plan – The detailed plan must include the structures of the facility, particularly those referred to in the structural requirements (Part III of this VPN). The plans must also indicate the flow pattern of the product, from raw receipt to dispatch of the final product. It must also indicate drainage.

- 3.3 The manager/owner of the facility must complete the application form, Annex A, for registration or re-registration of the facility.
- 3.4 The facility must be re-approved on an annual basis and the onus of application for re-approval rests with the owner of the facility. The owner of the facility must arrange for re-inspection for annual re-registration at least 3 months before the current registration expires.
- 3.5 The following registers must be kept:
- A complete inventory register of all trophies which enter and leave the taxidermy, as well as all processes undergone while at the taxidermy. This must be strictly monitored when high risk trophies are received.
  - A pH register to indicate that the pH of solutions is regularly monitored
  - Pest control register which must include details on activity, mortality, date of re-bait and actions taken where necessary
  - An inspection register must be signed by the inspecting veterinary official after each visit, with details of what was inspected and any non-conformances found.

All records must be available for inspection by any veterinary official  
Supporting documents, eg. movement permits, certificates of origin (from farm owners), hunters certificates, release documents, red cross permits, health attestations, etc., should be available for inspection.

- 3.6 Access to the facility must be restricted to only those people who have been granted permission by the owner/manager of the facility.
- 3.7 Good housekeeping standards of premises and equipment are to be maintained at all times.
- 3.8 Protective clothing must be provided to all personnel and these clothes should be colour coded to visually distinguish personnel working in the raw/contaminated area
- All personnel handling raw material must be provided with overalls and gumboots
  - For high risk facilities, protective clothing worn by personnel handling unprocessed materials must be disinfected and washed separately on the premises under management supervision.

- 3.9 All trophies in the facility must be tagged and easily identifiable. A system must be in place to trace a trophy anywhere in the process, as well as back to origin.
- 3.10 The processed products must be completely dry and without residual meat, except in the case of dip & pack products, where the products can be wet salted.  
Processed products must be protected from recontamination by raw products or handlers of raw materials.  
Only processed products may leave the premises.
- 3.11 Once the facility has been registered, the certificate of registration must be prominently displayed at the facility.
- 3.12 Where the facility is subject to municipal regulations, proof of approval by the municipal authority must be furnished by the manager of the facility.
- 3.13 Trophies originating from high risk areas must be off-loaded under official supervision and stored separately (lockable quarantine room) until they can be processed under official supervision.
- 3.14 The approval of the facility can be withdrawn at any time without warning, at the discretion of the Director Animal Health, if any shortcomings are detected.

## 4. MINIMUM REQUIREMENTS OF PROCESSING

### 4.1 Requirement for dip & pack for export to the EU:

This pertains to treated game trophies of birds and ungulates, being solely bones, horns, hooves, claws, antlers, teeth, hides or skins that have been processed to the dip & pack stage for export to the EU.

- a. Game trophies that consist solely of hides and skins must have been either:
  - i. Dried or
  - ii. Dry-salted or wet-salted for at least 14 days before dispatch
- b. Game trophies that consist solely of bones, horns, hooves, claws, antlers and teeth must have been:
  - i. Immersed in boiling water for an appropriate time so as to ensure that any matter other than bone, horns, hooves, claws, antlers or teeth have been removed and,
  - ii. where parts consisting of bone are concerned they must have been disinfected with hydrogen peroxide at an appropriate concentration and time combination to ensure that the bone is cleaned and bleached.
- c. The game trophies must be packaged, immediately after treatment, without being in contact with other products of animal origin likely to contaminate them, in individual, transparent and closed packages so as to avoid any subsequent contamination.

### 4.2 Requirements for game trophies that have received a complete taxidermy treatment.

- a. Hides and skins must have received a process that ensures their preservation at ambient temperature. This process can include salting, increasing pH to above 11 for 24 hours and decreasing pH to below 3 for 24 hours.
- b. Bones, horns, hooves, claws, antlers and teeth must have been processed as indicated at point 4.1 b) above prior to being incorporated into the trophy mount or finalised for display.

### 4.3 Minimum processing requirements for implementation at high risk facilities:

In the case of high risk facilities, one of the following procedures should be used prior to a complete taxidermy treatment:

- a. Boiling in water for an appropriate time so as to ensure that any matter other than bone, hooves, claws, antlers, or teeth is removed;
- b. Gamma irradiation at a dose of at least 20 kiloGray at room temperature (20°C or higher);
- c. Soak with agitation in a 4% (w/v) solution of washing soda (sodium carbonate –  $\text{Na}_2\text{CO}_3$ ) maintained at pH 11.5 or above for at least 48 hours;
- d. Soaking, with agitation, in a formic acid solution [100kg salt ( $\text{NaCl}$ ) and 12 kg formic acid per 1000l water] maintained at below pH 3.0 for at least 48 hours; wetting and dressing agents may be added;
- e. In the case of raw hides, salting for at least 28 days with sea salt containing 2% washing soda (sodium carbonate –  $\text{Na}_2\text{CO}_3$ ).

## 5. REQUIREMENTS FOR CHEMICALS USED

- 5.1 The choice of a disinfectant and of the procedures used for disinfection should take into account the concerned causal agents of infection and the nature of the premises, vehicles and objects that require treatment.
- 5.2 Only chemicals approved as effective against diseases of concern may be used. All products must be registered in terms of the relevant Acts. Most products will require registration in terms of Act 36 of 1947.
- 5.3 The following products are suggested for use:
  - a. Virkon S: at a dilution of 1:100.
  - b. F10SC (Super Concentrate) Disinfectant: at a concentration of 1:100
  - c. F10CL General Farm Disinfectant: at a concentration of 1:20
  - d. Formalin (37% formaldehyde): To be used at a 10% dilution
  - e. Sodium hypochlorite (Bleach): a concentration of at least 0.5% active chlorine is required. Common household bleach has a 5% available chlorine and should not be diluted at greater than 1:10. Only freshly prepared solutions should be used.

**ANNEX A (VPN/24)**

(Logo of Controlling Authority)

**APPLICATION FOR IMPORT/EXPORT APPROVAL  
FOR A TAXIDERMY/DIP & PACK FACILITY**

Provincial  
Reference no

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**A. GENERAL INFORMATION ON THE ESTABLISHMENT**

DATE OF INSPECTION	
NAME OF REPORTING VETERINARY OFFICER	
NAME OF HOLDING	
GPS COORDINATE	
REGISTRATION / ZA NUMBER	
PHYSICAL ADDRESS	
POSTAL ADDRESS	
POSTAL CODE	
TOWN	
DISTRICT / MUNICIPALITY	
PROVINCE	
TELEPHONE NUMBER	
FAX NUMBER	
NAME OF THE MANAGER / OWNER TELEPHONE NUMBER FAX NUMBER	
E-MAIL ADDRESS OF MANAGER / OWNER	
NAME OF AUTHORISED VETERINARIAN RESPONSIBLE FOR VETERINARY INSPECTIONS AND EXPORT CERTIFICATION	
NAMES OF AUTHORISED VETERINARY OFFICERS RESPONSIBLE FOR INSPECTING THE HOLDING ON A REGULAR BASIS	
TYPE OF ESTABLISHMENT	TAXIDERMY
	TROPHY DIP & PACK FACILITY

**B: DECLARATION BY OWNER/MANAGER OF THE FACILITY**

I, \_\_\_\_\_, the owner/manager of the establishment mentioned above, hereby agree to comply with all the requirements set by the Department of Agriculture for the approval of this establishment and I agree to co-operate with the veterinary officials in this regard.

I understand that the approval of the facility can be withdrawn at any time if any shortcomings are detected.

I am aware that the facility must be re-approved on an annual basis and that the onus for the application for re-approval rests with the owner of the facility.

Signed at (place) \_\_\_\_\_ on (date) \_\_\_\_\_

\_\_\_\_\_  
Signature of owner/manager

**C. DECLARATION BY OFFICIAL VETERINARIAN AT THE FACILITY**

I, \_\_\_\_\_ the official veterinarian responsible for providing an inspection and certification service at the facility mentioned in the preceding pages hereby agree to abide by the conditions set by the Department of Agriculture and importing countries (where applicable) for the approval for this facility.

This application is for approval of this facility as: *((indicate as applicable))*:

- a taxidermy
- a dip & pack facility
- a taxidermy and dip & pack facility

for the purposes of *(indicate as applicable, more than one option may apply)*:

- processing trophies from the FMD free area of South Africa only, for export,
- processing trophies from FMD affected areas of South Africa, for export
- processing local and imported trophies, for export
- importing trophies from Lesotho, Swaziland, and FMD free zones of Botswana and Namibia
- importing trophies from other African countries
- importing trophies from overseas countries

List countries \_\_\_\_\_

Other purposes, if not covered above:

\_\_\_\_\_  
\_\_\_\_\_

In terms of the definitions given in Part 1 of this VPN, this facility is regarded as:

- a high risk facility      or       a low risk facility

A comprehensive inspection report (Annex B) is attached to this application and, in case of a new registration, all supporting documents are provided.

The suggested date of re-registration is \_\_\_\_\_.

If this date is not the same as the expiry date of the current registration, please supply supporting reasons

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Official Veterinarian

Designation: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax No: \_\_\_\_\_

Email address: \_\_\_\_\_

Official stamp

**D: DECLARATION BY STATE VETERINARIAN OF THE AREA** (where applicable, if different from official state veterinarian at the facility)

I, \_\_\_\_\_ (Name)

of \_\_\_\_\_ (Department)

hereby certify that the necessary veterinary control will be provided in the district/municipality where the above described facility is located.

\_\_\_\_\_  
Official Signature

Designation: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Fax No: \_\_\_\_\_

Email address: \_\_\_\_\_

Official stamp

## ANNEX B

### INSPECTION REPORT FOR A VETERINARY APPROVED TAXIDERMY / DIP & PACK FACILITY

1. The veterinary authority must be able to apply official veterinary control in the area and at the facility.

Yes

No

2. The site and location must be approved by the Provincial Director: Veterinary Services. A plan, indicating surrounding structures and neighbouring activities must accompany the initial application for approval, and in the case of re-approval, must indicate where structural changes have been made. This plan must be endorsed by the state official.

Yes

No

3. A detailed plan of the facility, showing the structures of the facility and flow patterns and the facility's effluent flow pattern, must accompany the application. These plans must be endorsed by a state official to confirm the existence of structures and the flow pattern.

Yes

No

4. The site must be suitably isolated from game and livestock enterprises. The requirements for 'suitably isolated' will differ, depending on the risk profile of the facility.

a. For high risk facilities, there should not be cloven hooved animals on adjacent properties. Ideally these facilities should be in industrial areas with no livestock.

b. For low risk facilities, it will be acceptable if the facility is located adjacent to other animal holdings, such as on farms. However, the facility should still be isolated from livestock in terms of the fencing requirements in point 7 hereunder.

Describe:

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5. A descriptive report about the management of the facility must be supplied. This must be supplied in all applications – new and re-registrations. This report must include the following detail:

a. From the management of the facility, an organogram of management and a flow chart detailing the whole process, to show how minimum requirements of processing are met.

b. From the official veterinarian, a report on co-operation and interaction level between official and management, as well as perceived commitment of management to adhere to the requirements.

Yes

No



6. Where the facility is subject to municipal regulations, proof of approval by the municipal authority must be furnished with the initial application and upon local authorities rezoning land use.

Yes

No

Not applicable

7. The facility must be surrounded by a minimum of 1,8m high security fence. The fence must be secure enough to prevent access of any livestock to the taxidermy. The bottom 1m must be constructed with a mesh to restrict access of small animals. The fence should be dug into or secured to the ground, to prevent animals crawling underneath it. In the case of facilities located on game farms, the fence should be game proof.

Describe in detail:

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8. Access to the facility must be restricted and only authorised persons may enter the premises. The facility must be separately fenced to restrict access. Fencing that include houses of the manager, owner or workers will not be sufficient and an additional fence must separate the facility from such areas. There must be lockable gates, which are locked when unmanned.

Describe access control:

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9. A notice must be prominently displayed on all exits and entrances to the facility stating:

"Veterinary Restricted Area. No unauthorised entry allowed."

Yes

No

10. There must be facilities to wash delivery vehicles. This area should:

- a. be near the delivery entrance,
- b. be within the area with controlled access, ie within the perimeter fence,
- c. have a concrete surface to enhance cleaning and disinfection,
- d. have controlled drainage.

(In the case of packed and wrapped imported trophies, the supervising veterinary official may use his/her discretion in deciding on the necessity to wash the delivery vehicles.)

Describe area where delivery vehicles are washed, with specific mention of drainage. Also indicate this area clearly on the detailed facility plan.

Describe:

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11. In the case of a high risk facility, there must be showers for personnel handling raw material near the delivery and off-loading area.

Is there a shower and is the location indicated on the detailed facility plan?

Yes

No

Not applicable

12. Protective clothing must be provided to all personnel and these clothes should be colour coded to visually distinguish personnel working in the raw/contaminated area

- a. All personnel handling raw material must be provided with overalls and gumboots
- b. For high risk facilities, protective clothing worn by personnel handling unprocessed materials must be disinfected and washed separately on the premises under management supervision.

Describe protective clothing: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

In the case of high risk facility, describe where and how protective clothing is washed and disinfected.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. There must be a one-way flow of production so that raw materials cannot contaminate the finished products. This includes:

- a. an established production flow that proceeds from raw to processed products in such a manner so as to ensure no cross-flow between products that are raw/unprocessed and products that have undergone further processing,
- b. separate stores for raw and finished products,
- c. effluent flow must be one way in opposite direction to that of the trophies (ie from "processed" to "raw"),
- d. separate personnel for handling raw and finished products. For small operations, it will be acceptable if personnel wash and put on clean protective clothing between raw and processed areas/processes.

Describe for each of a -d: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. High risk facilities must have a quarantine store room which is big enough to accommodate high risk trophies and this store must be lockable. Alternatively, provision can be made with the supervising state veterinarian that imported trophies can be processed immediately upon arrival. The number/volume of imported trophies that are allowed per consignment will

depend on the size of the quarantine store or the initial processing receptacle. If there is no quarantine store, the supervising state veterinarian must clearly indicate on each application form the number of trophies that can be imported at that specific time.

Describe:

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15. All solid waste products must be suitably disposed of in a hygienic manner to prevent contamination of the surrounding area.

In the case of high risk facilities, solid waste must be incinerated on the premises or disposed of at an approved high hazardous waste site.

Describe how waste is disposed of:

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16. Contaminated water and fluids from the taxidermy must leave the premises in such a way that animals are prevented from making any physical contact with it. If it is not disposed of through municipal or other sewer systems, provision must be made to dispose of the effluent through proper underground channels.

For high risk facilities, all water from the facility is regarded as contaminated and must go into the municipal sewer, a septic tank, or evaporation tank that is protected from animals. French drains or soak-aways are not acceptable as first receptacle of contaminated water.

How is waste fluid dealt with?

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17. Please attach a flow chart, detailing the whole process, to show how minimum requirements of processing are met. Minimum requirements for processing will differ, depending on the purpose and risk profile of the facility (ie export to EU, high risk imports, low risk).

The minimum requirements for processing are met in that \_\_\_\_\_

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18. Only chemicals approved as effective against diseases of concern may be used. All products must be registered in terms of the relevant Acts. Most products will require registration in terms of Act 36 of 1947.

Chemicals used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Good housekeeping standards of premises and equipment are to be maintained at all times.

Describe: \_\_\_\_\_  
\_\_\_\_\_

20. The following registers must be kept:
- a. A complete inventory register of all trophies which enter and leave the taxidermy, as well as all processes undergone while at the taxidermy. This must be strictly monitored when high risk trophies are received.
  - b. A pH register to indicate that the pH of solutions is regularly monitored
  - c. Pest control register which must include details on activity, mortality, date of re-bait and actions taken where necessary
  - d. An inspection register must be signed by the inspecting veterinary official after each visit, with details of what was inspected and any non-conformances found.

All records must be available for inspection by any veterinary official  
Supporting documents, eg. movement permits, certificates of origin (from farm owners), hunters certificates, release documents, red cross permits, health attestations, etc., should be available for inspection.

Confirm that records described above are kept and documents available as described above.

\_\_\_\_\_  
\_\_\_\_\_

21. All trophies in the facility must be tagged and easily identifiable. A system must be in place to trace a trophy anywhere in the process, as well as back to origin.

Is this system in place? \_\_\_\_\_

Did you test the system by tracing a trophy in the facility? \_\_\_\_\_

22. The processed products must be completely dry and without residual meat, except in the case of dip & pack products, where the products can be wet salted.  
Processed products must be protected from recontamination by raw products or handlers of raw materials.  
Only processed products may leave the premises.

Describe: \_\_\_\_\_  
\_\_\_\_\_

23. The facility must be re-approved on an annual basis. The onus of application for re-approval rests with the owner of the facility. Once the facility has been registered, the certificate of registration must be prominently displayed at the facility.

If this is a re-approval, where is the current certificate of registration displayed at the facility? \_\_\_\_\_

Was the request for re-approval received at least 3 months before expiry of the current certificate? \_\_\_\_\_

Will the request for re-approval reach the office of the National Directorate Animal Health before expiry of the current certificate? \_\_\_\_\_

If no, please provide reasons. \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_  
(Name)

of \_\_\_\_\_  
(Department)

certify that I have today inspected the facility \_\_\_\_\_  
(Name of facility)

at \_\_\_\_\_  
(Physical Address)

and found the above detailed conditions.

I recommend the registration of this facility.

\_\_\_\_\_  
Official Veterinarian

Designation: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_

Fax/Email: \_\_\_\_\_

Official stamp