



Final Report Of The Visiting Committee To The Accreditation Commission

LEE RICHARDSON ZOO
Garden City, Kansas

UNDER REVIEW FOR ACCREDITATION

Date(s) Visited: June 5 - 7, 2006
Final Review & Hearing on: September 26, 2006

ACCREDITATION COMMISSION PRIMARY REVIEWER
Dennis Pate, Executive Director, Jacksonville Zoo and Gardens, FL

VISITING COMMITTEE INSPECTORS
signatures on file

TEAM CHAIR

Operations Inspector: Hayes Caldwell, Executive Director, Caldwell Zoo, Tyler, TX

Husbandry/Animal Mgt. Inspector: Dan Cassidy, Senior Zoological Curator, Omaha's Henry Doorly Zoo, NE

Veterinarian: Gary West, DVM, Director of Veterinary Services, Oklahoma City Zoological Park, OK

This Visiting Committee recommends that the next team allow at least 2 day(s) to inspect this institution.

NOTE: This is an official document of the Association of Zoos & Aquariums and becomes an intrinsic part of the institution's accreditation processing. The accreditation program is conducted in confidence; only the Accreditation Commission, related AZA staff, Director/CEO of the applicant institution, and Chair of the institution's governing authority shall be provided copies by AZA.

VISITING COMMITTEE REPORT

2006 EDITION

1. STRUCTURED QUESTIONNAIRE SECTION:

A/Q/U NOTATIONS: All questions are answered with "Yes", "No", or "N/A". Except for questions answered "N/A", all questions will also indicate either "A", "Q", or "U" (Acceptable, Questionable, or Unacceptable), in the far right-hand column. If "Q" or "U", a brief explanation of why this is so should be included in the "Comments" area at the end of that section, and again *in greater detail* in the Narrative section of this report.

KEY TO NOTATIONS APPEARING WITH QUESTIONS:

< A >: When the notation "< A >" appears following a question it indicates that the question could be answered by reviewing the materials submitted by the facility.

< A + >: When the notation "< A + >" appears following a question it indicates that the question could be answered by reviewing the materials submitted by the facility in conjunction with additional investigation during the actual inspection.

No Notation: Questions without an < A > or < A + > could *only* be answered by questioning appropriate personnel, obtaining additional documentation, and/or by observances made during the actual inspection.

Appearing On Institution Questionnaire Only: The Visiting Committee Report Form is numbered to sequentially correspond with the institution's questionnaire/application. Often consecutive questions appearing in the questionnaire/application relate to the same basic issue. When this happens redundant or similar questions are deliberately left out of the Visiting Committee Report Form. The "*Appearing On Institution Questionnaire Only*" notation is provided to avoid the impression that questions in a sequence are erroneously missing from this report form.

2. VISITING COMMITTEE'S LIST OF CONCERNS & POINTS OF ACHIEVEMENT: The list of concerns and points of particular achievement noted by the team during the inspection are included at the end of this document. *This list was presented to the institution's Director during the exit interview.*

3. NARRATIVE SECTION: The narrative section of this report follows the List of Concerns. It contains details of items appearing in this report and on the List of Concerns.

Please answer each question yes or no and either A, Q, or U. If the question is not applicable, mark it "N/A". If "Q" or "U", you must provide a brief explanation of why this is so in the "Comments" area at the end of that section, and again in greater detail in the narrative report.

A - Acceptable (Normal within the profession and requires no immediate action.)

Q - Questionable (Should be improved or corrected as soon as possible, but is not a critical matter.)

U - Unacceptable (Must be corrected immediately, does not meet professional standards, may be unsafe or detrimental to the institution, its staff, its collection, or its visitors.)

GENERAL INFORMATION (GI)	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>A/Q/U</u>
GI-1. Does the historical record of the institution reflect an accurate record of continued progressive growth? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
GI-2. Does the institution appear to meet its stated purposes? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
COMMENTS: _____				

GOVERNING AUTHORITY (GA)	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>A/Q/U</u>
GA-1. Are the lines of communication between the director and governing authority clearly defined? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
GA-2. <i>Appearing on institution Questionnaire only.</i>				
GA-3. Does the governing authority recognize the chief executive officer as the sole official liaison between itself and the staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
GA-4. Does the governing authority recognize the right of the chief executive officer to originate all staff appointments, promotions, and terminations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
GA-5. Does the governing authority recognize that the chief executive officer's responsibilities are to the entire governing authority, not to its individual members?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
GA-6. Is the chief executive officer a member of all committees appointed by the governing authority for the operation of the institution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
GA-7. Do the terms of service for those on the governing authority overlap to provide continuity? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
COMMENTS: _____				

STAFF (S)		YES	NO	N/A	A/Q/U
S-1.	Do the salaries of the staff appear to be within acceptable limits? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q
S-2.	Are current job descriptions on file? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
a.	Have job descriptions been distributed to staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
S-3.	Do staff members have a clear understanding of their jobs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
S-4.	Do the chief executive officer and staff members have training and/or experience which makes them capable of decisions consonant with the experience of their peers? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
S-5.	Does the organization of staff authority lines appear to cause any problems? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
S-6.	Are staff members provided an opportunity to discuss work-related problems and possible solutions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
S-7.	Is there a good working relationship between management and staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
S-8.	Is there a good working relationship between the zoo/aquarium staff and the governing authority?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
S-9.	Is staff provided an opportunity and encouraged to seek continuing education? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
S-10.	Is the training provided for the staff and docents/volunteers adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
a.	Are staff members offered training to qualify them for management positions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
S-11.	Do the chief executive officer and staff members have access to and knowledge of the literature in the zoological or aquarium field?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
S-12.	Is the level of staff involvement in AZA activities and other professional organizations in line with that of similar-sized institutions? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
S-13.	Is there sufficient staff to properly care for the collection and to conduct the institution's programs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
S-14.	Do staff members appear to have adequate knowledge of the AZA Accreditation Standards and the accreditation process? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A

COMMENTS: S-1. Maintenance Foreman and Registrar salaries should be evaluated and adjusted based on job responsibilities. S-9. While funds are available for continuing education it was felt that management could make staff aware of and encourage further education and training opportunities.

SUPPORT ORGANIZATION (SO) (If not applicable, please mark N/A and move to next section.)		YES	NO	N/A	A/Q/U
SO-1.	Are the bylaws of the support organization adequate? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SO-2.	Do the stated purposes of the support organization meet the needs of the institution? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A

SO-3.	Are the purposes being furthered?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
SO-4.	Is the relationship of the support organization to the institution mutually agreed upon and observed? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
SO-5.	Does the support organization exercise unwarranted influence on the institution, its officers, or staff?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
SO-6.	<i>Appearing on institution Questionnaire only.</i>				
SO-7.	Does the support organization raise funds for the institution? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
SO-8.	Does the support organization participate in the decision-making process on how the funds are utilized?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
SO-9.	Are activities sponsored by the support organization appropriate and meeting the goals of both it and the institution? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>

COMMENTS: _____

FINANCE (F)		<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>A/Q/U</u>
F-1.	Does the institution have continuing financial support? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
F-2.	Is the total financial support adequate to meet the needs of the institution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
F-3.	Is financial support the recognized responsibility of the governing authority? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
F-4.	In the event of financial difficulties, has a plan of action been prepared? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
F-5.	Does the insurance protection appear to be adequate for visitors, governing authority, staff, society, docents/volunteers, collection, and physical facilities? < A+ >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
F-6.	Are sufficient amounts allocated for capital improvements? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
F-7.	Is there a separate budget for capital improvements? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
F-8.	<i>Appearing on institution Questionnaire only.</i>				
F-9.	Are sufficient amounts allocated for conferences, continuing education, maintenance, supplies, training/seminars, etc.? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>

COMMENTS: _____

GUEST SERVICES (GS)		<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>A/Q/U</u>
GS-1.	Are there adequate parking spaces for visitors, staff, and volunteers?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
GS-2.	Does the institution have amusement rides/playground areas near or on the institution grounds?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
a.	If "yes", are they located a sufficient distance from animal exhibits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>

GS-3. Does the institution have animal rides?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
If "yes":				
a. Is the institution's animal ride policy adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
b. Are the animals rotated or replaced regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
c. Are adequate safety precautions in place to protect visitors, staff, and the animals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
GS-4. Is the number of public food service facilities adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-5. Is the selection and quality of food items adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-6. Is the number and location of refreshment stands adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-7. Is the number and location of drinking fountains adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-8. Are drinking fountains clean and operating properly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-9. Are gift facilities adequate and reflective of the institution's mission?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-10. Is there adequate public transportation to the institution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-11. Is the number and location of restrooms adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-12. Are the restrooms maintained in a sanitary condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-13. Are the restrooms wheelchair accessible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-14. Is the gate handout/map adequate to guide guests through the institution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q
GS-15. Are directional signs and maps adequate in number, location, and clarity to guide guests through the institution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-16. Is guest transportation on institution grounds available and adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A
GS-17. Is the number and location of benches and rest areas adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-18. Are there adequate, well-maintained strollers and wheelchairs available to guests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-19. Are staff members/volunteers welcoming and friendly towards guests?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-20. Are the grounds neat and clean?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-21. Are the sidewalks and roadways in good repair?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-22. Is the general impression given by the exhibits positive and acceptable?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-23. Are the exhibits arranged to demonstrate an education theme?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
GS-24. Are the exhibits presented in a scientific and aesthetic manner?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A

COMMENTS: GS-14. Map is good but outdated.

PHYSICAL FACILITIES (PF)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>A/Q/U</u>
PF-1. Are veterinary facilities adequate to meet the needs of the collections, including quarantine, isolation, surgery, and holding facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Q</u>
PF-2. Is there a regular program of both building and mechanical maintenance? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
PF-3. If off-premises facilities are operated, did the team visit the site?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>A</u>
a. Are the conditions at the off-site facility acceptable?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>A</u>
b. Does the institution appear to be meeting the same criteria at the off-site facility as at the institution?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>A</u>
PF-4. Is the institution readily accessible to visitors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
PF-5. Is heating adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
PF-6. Is lighting adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Q</u>
PF-7. Is plumbing adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
PF-8. Is the method for disposal of sewage adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
PF-9. Is the method for disposal of toxic/hazardous materials adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
PF-10. Are there adequate provisions for the proper storage and disposal of garbage and animal waste?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
PF-11. Are the buildings in good repair?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
PF-12. Are plantings well-maintained and used to the best advantage in animal exhibits and throughout the facilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
PF-13. Do the animal enclosures provide for the physical and psychological well-being of the specimens displayed throughout the year?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
PF-14. Do aquatic exhibits provide sufficient space or sufficient volume of water for the physical and psychological well-being of the inhabitants?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
PF-15. Are the aquatic water circulation and life support systems adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>

COMMENTS: PF-1. Holding cages for hospital need to be added.PF-6 Additional lighting needed in South American primate holding.PF-11. South America Barn needs to be replaced.PF-12 Landscaping throughout the park is excellent.

SAFETY/SECURITY (SS)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>A/Q/U</u>
SS-1. Is first-aid readily available to the staff and the public? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
SS-2. Is the staff adequately trained in first-aid? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
SS-3. Is the staff adequately trained in CPR? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>

SS-4/SS-5. *Appearing on institution Questionnaire only.*

SS-6.	Is the Risk Management or Safety Audit Plan adequate? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-7.	<i>Appearing on institution Questionnaire only.</i>				
SS-8.	Do employees have access to and knowledge of Material Safety Data Sheets? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-9.	Are the alarm systems and emergency procedures adequate in the event of an attack or injury by a large or venomous animal? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-10.	Is the written procedure adequate in the event of an animal escape? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q
SS-11.	Is the written procedure adequate in the event of an emergency, including natural disasters? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q
SS-12.	Are staff members trained for emergency situations? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-13.	Are emergency drills conducted regularly? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-14.	Are fire extinguishers and alarms readily available? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-15.	Is the staff sufficiently trained in the use of fire extinguishers? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-16.	Are employees adequately trained to deal with HazMat and bio-toxic disposal? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-17.	Is the communication system quickly accessed in the event of an emergency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-18.	If employees are working within the vicinity of ozone generation or hypochlorite (chlorine) systems, are they properly trained to handle emergency conditions involving release of these chemicals? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-19.	Are there enough alarms or indicators in the event of environmental and life-support system failures? < A + >	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A
SS-20.	Are staff members/volunteers who handle animals adequately trained regarding common zoonosis? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-21/22.	Do OSHA-mandated confined space entry and lock out/lock in procedures appear to be followed? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-23.	Is ground fault interrupt electrical service supplied to wet environments and aquatic exhibits? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-24.	Is the dive safety program adequate for this institution? < A + >	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A
a.	Does the institution comply with commercial diving safety standards established By the Occupational Safety and Health Administration?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A
b.	Does the institution claim the exemption from commercial diving standards for "scientific diving" and have an appropriate diving control board and diving safety manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A
SS-25.	Is service from fire and police departments, as well as ambulance services readily available?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-26.	Are there adequate procedures for exhibit servicing without causing danger to the staff?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-27.	Are service areas sufficiently protected from visitor access?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-28.	Are there adequate facilities for crating and transporting animals?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A

SS-29. Are all exits clearly marked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-30. Do all exits open outward?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-31. Are all exits equipped with panic hardware?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-32. Is the animal collection protected from natural and human hazard, including cover and escape areas?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-33. Is the public protected from the animal collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-34. Is protection for the collection and grounds provided 24 hours a day? < A + >	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
SS-35. If 24-hour security personnel are not provided, does the institution have adequate protection during the hours when security personnel are not present? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-36. Is the security program providing sufficient protection? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-37. Do the institution's security personnel utilize firearms? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-38. Are firearms kept in a secured area? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
a/b. <i>Appearing on institution Questionnaire only.</i>				
c. Is the staff adequately trained in the use of firearms?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
SS-39/SS-40. <i>Appearing on institution Questionnaire only.</i>				
SS-41. Is the perimeter fence independent of all animal enclosures? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A

COMMENTS: SS-10,11 Written procedure should be edited to follow actual practice, i.e. use of radio to communicate emergency situation..SS-35. Police Dept. provides drive through security checks at night.SS-36. Police Dept. provides security at night only.

ANIMAL COLLECTION (AC)	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>A/Q/U</u>
AC-1. Does the institution's Institutional Collection Plan (ICP) conform to the institution's mission and vision? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-2. Does the institution's ICP incorporate the suggested elements outlined in AZA's Accreditation Standards? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-3. <i>Appearing on Institution Questionnaire only.</i>				
AC-4. Is the ratio of males to females in the animal collection appropriate for the individuals being maintained? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-5. Does the animal collection fulfill the stated objectives of the institution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-6. Are all endangered, CITES I, SSP®, and studbook species maintained by the facility registered with ISIS? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-7. Is the animal cataloging system adequate? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-8. Does the animal marking system meet the needs of the collection? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A

AC-9.	Are animal records duplicated? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-10.	Are the collection's records protected from fire, flooding, and other natural hazards? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-11.	Are duplicate records stored in an appropriate separate location? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-12.	Is an individual designated as being responsible for the institution's animal record-keeping system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-13.	Are records kept current with up-to-date information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-14.	Is the institution's animal acquisition/disposition policy in accordance with relevant Legislation, AZA's A&D Policy, and AZA's conservation policies? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-15.	Does the management of the collection appear to conform with the stated acquisition/disposition policy?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-16.	Is there an adequate system for the preservation of important data on acquisitions/dispositions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-17.	If the facility maintains elephants, is it in compliance with AZA's Guidelines for Elephant Management and Care (see pages 50-58 of the 2006 "Inspector's Handbook")? < A + >	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-18.	Do the institution's elephant management protocols meet the requirements as outlined in AZA's Standards For Elephant Management and Care? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-19.	Does the facility have an elephant restraining device? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
a.	If "no", are the facility's alternative methods acceptable in terms of meeting AZA standards of veterinary care and examination, method of restraint, and the ability to safely manage dominance and aggression, or the introduction of a new animal? < A >	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>A</u>
AC-20.	Does the institution have protocols for training new staff in the elephant management program? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-21.	Do elephant behavior profiles appear to be acceptable? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-22.	Does the institution have a designated, qualified elephant manager? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-23.	Has the institution adequately addressed the concerns/deficiencies noted on the USDA Inspection of Animal Facilities, Sites or Premises (VS form 18-8) report forms (or the equivalent for those not inspected by USDA)? Please provide details in the comment section on this form and, if necessary, in your narrative report. < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-24.	Do formal animal training programs provide for the overall health and psychological well-being of the animals participating? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
AC-25.	Are "touch pools" integrated into displays adequately managed for the protection of the animals involved? < A + >	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<u>A</u>
AC-26.	Does the institution use animals for education purposes on site (animals that are used outside their normal exhibit or holding areas or are intended to have regular, physical contact with the public within their normal exhibits, e.g., contact area with domestic animals, browse feeding programs with giraffes, lorikeet feeding, etc.)? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>A</u>
a.	If "yes", please respond to the following: < A + >				

- | | | | | |
|------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|----------|
| 1. Are the species utilized appropriate? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| 2. Are both the animals and public provided adequate protection? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>Q</u> |
| 3. Does the institution make certain that the way in which animals are handled causes no undue stress for the animals? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| 4. Are isolation/quarantine facilities adequate? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>A</u> |
| 5. Are animals kept separate from the rest of the collection? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| 6. Are animals used being rotated sufficiently? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |

AC-27. Does the institution utilize wildlife in off-premises situations (i.e., shopping malls, sporting/events, school programs, theatrical productions, etc.)? < A >

A

a. If "yes", please respond to the following: < A + >

- | | | | | |
|---------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|----------|
| 1. Are the species utilized appropriate? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| 2. Are both the animals and public provided adequate protection? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| 3. Does the institution make certain that the off-premises programs cause no undue stress for the animals? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| 4. Is sufficient transportation and care provided when animals are off the premises? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| 5. Are isolation/quarantine facilities adequate? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| 6. Are animals kept separate from the collection, especially following an appearance off institution grounds? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| 7. Are life support systems, designed for aquatic animals shown off-site, adequate? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <u>A</u> |
| 8. Are animals used being rotated sufficiently? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |

AC-28. Does the institution use animals for photo opportunities with the public? < A >

A

a. If "yes", please respond to the following: < A + >

- | | | | | |
|------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|-------------------------------------|-------|
| 1. Are the species utilized appropriate? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____ |
| 2. Are both the animals and public provided adequate protection? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____ |
| 3. Does the institution make certain that the way in which animals are handled causes no undue stress for the animals? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____ |
| 4. Are isolation/quarantine facilities adequate? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____ |
| 5. Are animals kept separate from the rest of the collection? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____ |
| 6. Are animals used being rotated sufficiently? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____ |
| 7. Are animals being taken off site for photo opportunities? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | _____ |

AC-29. Does the water quality methods and controls program appear to be adequate for the aquatic exhibits? < A >

A

AC-30. Is the animal collection protected from weather detrimental to their health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q
AC-31. Does it appear that the animals' sociobiological needs are being met?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-32. Are the animal enclosures clean and well maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q
AC-33. Does the institution's pest control program appear adequate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-34. Are enclosure substrates, design features, and "furniture" sufficient to provide shelter for, and meet the behavioral needs of, all specimens displayed, especially those kept in multi-species exhibits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-35. Does the institution allow the public to feed the animal collection?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
AC-36. Is the animal collection identified for the public?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-37. Are endangered species appropriately identified as such?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-38. Does the institution utilize AZA SSP®, vanishing animal, endangered species, and other appropriate logos on all exhibits containing animals with special designations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-39. Does the institution have a written animal enrichment program that incorporates the elements outlined in AZA's Accreditation Standards? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
a. If yes, has a specific staff member or committee been assigned program oversight? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-40. Are there sufficient resources and staff available to implement the animal enrichment program? < A+ >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
a. Is there adequate involvement by all departments?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
b. Is enrichment being provided on a regular basis?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-41. Does management carefully scrutinize the origins of collected aquatic animals to minimize environmental damage caused by unacceptable collection techniques (e.g., cyanide collection, etc.)? < A + >	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A
AC-42. Does the institution have current and complete copies of all applicable local, state, federal and/or international permits to collect the animals purchased (including aquatic animals) from all commercial animal collectors utilized ? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-43. Does the institution take appropriate measures to ensure the safety of animals during transport? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
AC-44. Does the institution permit hunting of captive wildlife? < A + >	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
AC-45. Does the institution utilize auctions, the pet industry, or hunting ranches for the disposal of captive wildlife? < A + >	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A

COMMENTS: AC-17. Institution has received a variance for indoor holding space. Plans are in place for remodel of elephant barn
AC-23. Most recent USDA inspection March '06 had no deficiencies. AC-26- Hand washing should be provided at Asian Farm animal contact area. Should have warning sign to stay away from fence at Zebra Exhibit.
AC-30. Supplemental heat should be added for Dromedary Camel shelter
AC-30. AC-32 Feed animal room lacks proper ventilation.

VETERINARY CARE (VC)		YES	NO	N/A	A/Q/U
VC-1.	Is there a full-time veterinarian? < A >	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
a.	If not, indicate the frequency of visits made by the part-time or consulting veterinarian: <u>4hrs./week</u>				
VC-2.	In the event of an emergency, when the veterinarian is not on the premises, is the response time adequate? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-3.	Does the institution utilize Carfentanil, M99, M50-50, or other controlled animal drugs? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q
a.	If yes, are there appropriate protocols established for the use of such animal drugs (i.e., procedures established in the event the veterinarian is not present to administer the drugs)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
b.	Are the animal drugs stored in a Class 5 or other DEA-approved safe?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-4.	Are protocols for the use of capture equipment being followed? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
a.	Is the staff properly trained in the use of capture equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-5.	If chemical capture equipment is used, are established protocols being followed, staff adequately trained, and equipment stored properly? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q
a.	Are there a sufficient number of staff members trained in the use of chemical capture equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-6.	Is there a program for regular disposal (or removal and separate storage) of outdated animal drugs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-7.	Is the institution's preventative medicine program adequate and implemented; i.e., TB tests and appropriate vaccinations annually, etc.? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-8.	Does the veterinary care provided the animal collection appear sufficient?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-9.	Does the animal collection appear to be in good health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-10.	<i>Appearing on institution Questionnaire only.</i>				
VC-11.	Does the institution normally perform necropsies? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-12.	Are deceased animals disposed of properly?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-13.	Are deceased animals stored away from food?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-14.	Are necropsy results reviewed periodically and subjected to analysis to determine health trends and long-term problems with the collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-15.	Does the institution maintain up-to-date records on the health of the collection?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
VC-16.	Does the institution comply with the FDA requirements for the use of drugs with fishes and in public aquariums? < A + >	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A
VC-17.	Is the institution's animal food nutrition, acquisition, and preparation program adequate? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A

- VC-18. Are the animal diets of adequate quality and quantity and suitable for the collection? Q
- VC-19. Are the animal diets prepared and stored hygienically? A
- VC-20. Overall, are food items provided in a way that promotes the physical and psychological well-being of the animals? A
- a. Is the timing and location of food provisioning biologically appropriate and stimulating? A

COMMENTS: VC-3. Consideration should be given to having an adequate supply of naloxone available in case of human exposure to carfentanil. Protocol should include instructions for administration of naloxone. VC-5. Consideration should be given for immobilization protocol which could be used in the absence of Dr. Sells. VC-18. Animal diets are being evaluated by new General Curator; should evaluate the form of Vitamin E in Black Rhino and elephant diets

CONSERVATION (C)

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> | <u>A/Q/U</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|--------------------------|--------------|
| C-1. Is the institution's level of participation in SSPs, TAGs, and other such programs in line with similar-sized institutions? < A > | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| a. Is the institution supporting an appropriate number of conservation program leaders? (i.e., SSP coordinators, TAG chairpersons, etc.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| b. Does the institution participate in an appropriate number of conservation programs? (i.e., TAGs, IGs, etc.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| C-2. Is the institution participating in every SSP® that pertains to an animal held in its collection? < A > | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| a. If "no", please list those in which it should, but is not participating: _____ | | | | |
| C-3. Is the institution involved in energy and natural resource conservation in an appropriate manner? < A > | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| C-4. Do the institution, governing authority, and staff members actively participate in local, regional, state/province, academic, national, and international conservation endeavors? < A > | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| C-5. Does the institution participate in appropriate conservation initiatives (e.g., educational programs/materials that increase public awareness on the importance of preserving ecosystems, training programs that provide field experiences, programs that aid the transfer of relevant technology for use in the field, programs that purchase land or contribute funds to establish reserves, field research programs, and development of economic incentives to preserve the ecosystem)? < A > | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| C-6. Is conservation the foundation of the institution's overall message to the general public? < A > | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| C-7. Are the institution's contributions to elephant research and conservation in line with similar sized institutions? < A > | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| C-8. While on site, did the institution provide you with ARCS reports (Annual Report on Conservation and Science) for the previous five years? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <u>A</u> |
| a. If "no", please explain: _____ | | | | |

COMMENTS: _____

EDUCATION AND INTERPRETATION (EI)		YES	NO	N/A	A/Q/U
General Information: Is the education department under the direction of a paid professional trained in education programming? < A >		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
EI-1.	Are the institution's educational programs clearly tied to AZA conservation messages? < A+ >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
a.	If "yes", do the institution's education programs address local <i>and</i> global conservation issues, and the role of zoos/aquariums in conservation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
b.	Do the institution's conservation and education messages relate to it's overall mission?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
EI-2.	<i>Appearing on institution Questionnaire only.</i>				
EI-3.	Does the institution have a written education plan for the education program? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
a.	If "yes", does this plan address the goals and objectives of the department? < A+ >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
EI-4.	Do the institution's educational programs meet the needs of its visitors? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
a.	If "yes", has the institution adequately assessed the needs of under-represented groups and visitors with special needs? < A+ >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
EI-5.	Does the facility have educationally focused partnerships with local/national groups, (universities/colleges, nature centers, conservation organizations, museums, governmental agencies, etc.) and are the arrangements/agreements appropriate? < A+ >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
EI-6.	Are the education programs evaluated regularly and effectively (including assessment of impact as well as satisfaction)? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
EI-7.	Is the animal collection identified and interpreted for the public?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
a.	If "yes", are exhibit labels and other graphics legible and in good condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
b.	If interactive exhibits are used, are they in working order?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
c.	If docents/volunteers or staff are utilized in interpretive programs, do they appear to be well-trained in both content and interpretive abilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
d.	Are the institution's messages clearly conveyed by the interpretation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
e.	Does the institution address conservation issues in their interpretation (e.g., referencing related <i>in situ</i> conservation efforts for select species, utilizing AZA SSP logos, etc., as appropriate to the institution's conservation messages)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
EI-8.	Is the volunteer/docent program adequate for the needs of the institution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
EI-9.	<i>Appearing on institution Questionnaire only.</i>				
EI-10.	Do staff members have an adequate and accessible library available? < A+ >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A

COMMENTS: _____

RESEARCH (R)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>A/Q/U</u>
R-1. Is the institution's participation in research programs in line with similar-sized institutions? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
R-2. Are research philosophies and activities consistent with the overall goals and objectives of the institution?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
R-3/R-4/R-5. <i>Appearing on institution Questionnaire only.</i>				
R-6. Does the institution have a means of screening, evaluating, and monitoring research projects? < A >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A

COMMENTS: _____

OTHER PROGRAMS/ACTIVITIES (OP)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>A/Q/U</u>
OP-1. Are the brochures, reports, newsletters, and other publications produced by the facility appropriate and adequate? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
OP-2. Is the facility reasonably following the goals included in the master plan? < A + >	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A
OP-3. If the facility has a strategic plan, are the goals being evaluated and met? < A + >	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A

COMMENTS: _____

MISCELLANEOUS (M)

	<u>YES</u>	<u>NO</u>	<u>N/A</u>	<u>A/Q/U</u>
M-1/M-2/M-3/M-4. <i>Appearing on institution Questionnaire only</i>				
M-5. Has any member of the institution's staff ever been found guilty of violating wildlife regulations enacted by any of the various states of any agency of the U.S. Government or those of a foreign country? < A + >	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A
M-6. Is any member of the institution's staff currently under investigation for alleged violation of any wildlife regulations enacted by any of the various states or any agency of the U.S. Government or those of any foreign country? < A + >	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A

COMMENTS: _____

List of Concerns/Achievements

PART I:

Items of Concern Noted by Visiting Committee

INSTITUTION DIRECTOR: •IMPORTANT• The items listed below were of noted concern during the inspection. Please address as many of these concerns as possible prior to the Commission's meeting. Status reports and estimated completion schedules are expected for items that cannot be finished by the time of the hearing. It is possible that, after reviewing all supporting materials (including the Visiting Committee's written report), the Commission may have issues or concerns to be addressed during the meeting *that are not included below*. [NOTE: all items must be addressed, regardless of whether they are designated as "Major" or "Lesser".]

A written report to the Commission on how you are responding to these concerns must be submitted by the established deadline (check with the Director, Accreditation Programs if uncertain of date). The written report is for informational purposes only. At the hearing, the Commission will ask for a verbal update on additional progress made *after* the written report was submitted. The Commission cannot accept written reports during the hearing as they do not have time to read them.

MAJOR CONCERNS

1. Maintenance Foreman and Registrar salaries should be evaluated and adjusted based on expanded job responsibilities.
2. Additional lighting needed for South American Primate holding building.
3. Having been told replacement of South American barn is budgeted for 2007, we strongly encourage replacement of this building.
4. Should provide hand washing or hand sanitation for Asian Farm animal contact area.
5. Should supply Naloxone in case of human exposure to Carfentanil.
6. Written document should be produced for immobilization protocol which could be used in the absence of Dr. Sells.

LESSER CONCERNS

1. Hospital holding cages need to be added.
2. Should have warning sign to stay away from fence at zebra exhibit.
3. Supplemental heat should be provided for Dromedary Camel shelter.
4. Live feed animal room lacks proper ventilation.

PART II:

Points of Particular Achievement Noted by Visiting Committee

INSTITUTION DIRECTOR: During the inspection the Visiting Committee was particularly impressed with the items listed below.

1. Landscaping in the park is outstanding.
2. Graphics are well done.
3. Education program is excellent, particularly distance learning program.
4. The Zoo is a source of pride and is well supported by the community.

**NARRATIVE REPORT
LEE RICHARDSON ZOO
GARDEN CITY, KANSAS
JUNE 5-7, 2006**

The inspection committee consisting of Hayes Caldwell(Executive Director, Caldwell Zoo), Dan Cassidy(Curator, Henry Doorly Zoo), and Dr. Gary West (Veterinarian, Oklahoma City Zoo) inspected the Lee Richardson Zoo, Garden City, Kansas on June 5-7, 2006.

As part of this inspection, the committee met with Bob Halloran, City Manager, Matt Allen, Assistant City Manager, Colleen Sternberger, President, FOLRZ, Kathy Sexson, Zoo Director, Kristi Newland, General Curator, Hiram Thoman, Maintenance Foreman, Dr. David Sells, Consulting Veterinarian, Andrea Smith, Curator of Education, Tonya Kirker, Senior Elephant Keeper, Charles Blair, Senior Keeper/ Vet. Tech, Ryan Schaffer, Distance Learning Coordinator, Donna Wohler, Administrative Assistant, Stephanie Fontenot, Registrar, and several keeper, maintenance, and visitor service staff members.

It was noted during the inspection that all previous concerns had been addressed since the prior inspection.

Governing Authority

The Lee Richardson Zoo is owned and operated by the City of Garden City. The Zoo Director reports to the City Manager. We met with long-time City Manager Bob Holloran as well as his Assistant City Manager Matt Allen. They are both very supportive of the Zoo and the job that Kathy Sexson has done since becoming Zoo Director in 2005. There is also a Zoo Advisory Board in place to receive public feedback. The community is very proud of its Zoo and its programs.

Staff

The visiting committee had the opportunity to talk with the majority of the staff either individually or as we toured the facilities. Overall the staff seems happy with the work environment and confident in the relatively new leadership of the Zoo. The salaries of the Maintenance Foreman and the Registrar seem low for the responsibilities of these two individuals and should be adjusted to reflect that level of responsibility. Although there seems to be resources to send Keepers for continuing education, there should be a mechanism for the senior staff to communicate these opportunities to the junior staff.

Support Organization

The Friends of the Lee Richardson Zoo was established in 1975 (Garden City Friends of the Zoo at the time). The organization has a long history of raising funds for new exhibits at the Zoo. They work well with the Director in determining priorities and projects for capital dollars raised.

The FOLRZ also oversee the adopt an animal program, special events, membership program, membership newsletter, some marketing, and providing support for educational activities. They also operate the gift and food operation.

Finance

Finances appear to be adequate for maintaining a quality zoo in a community of 15,000. The Zoo's budget has been stable over the past 5 years and has increased since 2005. The Zoo is dependent on the General fund in the case of financial difficulties, however, it is very evident that the Zoo is a great source of pride for the community and is a primary benefactor of local and regional philanthropy.

corrected @ board meeting corrected in app.

Guest Services

This may be the only zoo in the AZA that allows visitors to walk or drive through. Visitors are allowed to drive through the Zoo from 8:00a.m. - 10:00a.m. for free. From 10:00a.m. to closing there is a charge of \$3.00 to drive through. General admission for pedestrians is free. The zoo is laid out nicely and exquisitely landscaped. It is located in a large City park and parking is not a problem. The roads are in good repair as they are seen to by the City Street Department. The Gift shop/snack shop is small, but probably appropriate for this size facility. The graphics are some of the best any of the committee has seen. Rest rooms are plentiful, clean and in good repair. Drinking fountains also were in good working condition. Animal exhibits are laid out in a zoogeographic theme, are well planted, and well maintained.

Physical Facilities

For the most part, the physical facilities are adequate with a few minor concerns.

- The veterinary hospital could use some small treatment cages for short term small animal cases.
- The South American barn that is the shelter for the tapirs, rheas, and alpacas is not large enough for the number of specimens that it currently holds. We recommend that a new, larger barn be built with a pool in it for the tapirs.
- The night holding for the howler/spider monkeys is pretty old and poorly lit. We recommend that additional artificial lights be added.
- The dromedary camel barn is a barn with one open side and no supplemental heat. We recommend that some sort of supplemental heat source be added and doors on the open side would keep this species warm in the winter.
- The Asian Farm animal contact area should have a hand washing station or hand sanitation provided.
- The live feed animal room lacks proper ventilation.

The Finnup Center for Conservation Education is now 10 years old and is still an outstanding facility for this community. As previously stated, the layout and landscaping of this zoo make it a real oasis for the visitors.

Safety/Security

Safety training programs that are offered by Garden City are exceptional in that first aid and CPR training is provided to all zoo employees. Consideration should be given to having a written Emergency Procedures Protocol that reflects how staff members react during emergencies e.g. radio use should be included in the protocol. Also during life threatening emergencies any staff member can call 911 (current written protocol states they should call a supervisor first and wait for them to respond).

Consideration should be given to having more than 1 zoo keeper shifting animals and locking down the zoo at night.

Animal Collection

While touring the grounds with the Director and Curator, the Inspection Team discussed the Animal Collection. It appears that the institution follows the ICP and in most cases the ratio of males to females is appropriate. The team also spent time with the Registrar and adequate records are being kept and duplicates are kept in a safe at a different location. The institution seems to be following its stated A/D policies and all relevant State, Local and Federal permitting regulations.

The most recent USDA report was without any concerns.

The institution does not use animals for photo opportunities and there is no touch tank. The Education Animal Policy and holding area well done.

LRZ graphics are some of the best the inspection committee has ever seen. It was recommended that a sign warning visitors to stay away from the zebra fence should be considered.

Pest control seems to be adequate as there was no sign of roaches or mice anywhere on the grounds.

LRZ has a written enrichment policy and an Enrichment Committee, chaired by the General Curator.

The Team met with the Elephant Manager and two of the primary elephant keepers to tour the facility and discuss the LRZ's Elephant Program and observe the elephant training routine.

LRZ currently houses two female African elephants. The plan is to send these two females to Jacksonville for breeding and receive two non-reproductive females for display. The outside yard is large enough to accommodate 2 females. It has a pool and a shade structure.

LRZ currently has a variance on the inside stalls as one needs to be enlarged slightly to meet the minimum standards. Hay and feed appeared to be clean and of good quality. Doors are operated remotely and there appeared to be adequate light and heat. Big street brushes were provided for scratching and concrete water bowls were clean and full. There

is a restraint device leading to the outside yard that the elephants have to walk through daily.

Both elephants were worked for the Inspection Team. All of the keepers are very involved in the training, health, and overall well-being of the animals in their charge. They have regular elephant management meetings, keep a foot log and animal profiles. The Team was impressed with range of commands, and general health of the animals. Particular attention was given to the condition of the elephants' feet, as this has been given recent media attention, and were satisfied with their good condition.

Safety and animal well being are key components of their current program. The Inspection Team feels that with the exception of inside stall size, the LRZ is very close to being in compliance with the AZA Guidelines for Elephant Management and Care.

Veterinary Care

The veterinary care for the Lee Richardson Zoo is provided on a contractual basis by Dr. David Sells who has a local small animal-exotic practice. Dr. Sells spends four hours each Tuesday at the Zoo and provides medical services as needed beyond that. The Zoo also has a senior keeper who serves as a veterinary technician (they do not have a licensed vet. tech.).

When the decision has been made to euthanize a zoo animal the staff should have a euthanasia check list. This will help to ensure that the veterinary staff is well prepared to perform the procedure, the euthanasia is completed in a timely manner, and that the euthanasia is performed using the most humane methods available.

An emergency immobilization protocol should be developed that can be easily used by zoo staff or veterinarians providing services to the zoo. Equipment and immobilization drugs should be organized and easy to access in the event of an animal escape.

The zoo should include the use of naloxone in its carfentanil protocol. The protocol should reflect how it should be used and administered. Naloxone is a specific antagonist to carfentanil and can be used in the case of accidental human exposure. Care should be taken to insure an adequate supply is available.

Conservation

The conservation education program is very effective at the zoo. Conservation messages have permeated the community and measurable knowledge of conservation issues exist among citizens. Involving zoo animal staff more directly in conservation programs should be a goal of the institution. The zoo is actively involved in SSP programs for the species that it holds. The zoo has provided good financial support to conservation programs and appears to be consistent or better than other institutions of similar size.

Education

The Education program at the Lee Richardson Zoo is top notch. The Zoo has a large variety of programs and also includes a state of the art distant learning program that reaches an additional 13,000+ "visitors" from coast to coast. Before becoming Zoo Director, Kathy Sexson put together the foundation for this excellent program. Andrea Smith, the new curator and Ryan Schaffer, Distance Learning Coordinator seem to have the skill and energy to take it to new heights.

Research

The Zoo has made adequate contributions to research projects through its Animal Care and Use Committee. New management staff will likely help develop and foster more in-house research projects.

Contributions are consistent with similar sized zoos.

In conclusion, the Zoo is a well deserved source of pride for the citizens of Garden City. The inspection committee appreciates the cooperation and hospitality shown to us by Kathy Sexson and her staff.