



EAZA Accreditation Application

To enter data, click on the top left of each answer field. This form **MUST** be submitted electronically and as completely as possible.

General Information

1. [Required] Contact Information

Institution Name	
Address 1	
Address 2	
City/Town	
State/Province	
ZIP/Postal Code	
Country	
Institutional Email	
Institutional Phone	

2. [Required] Please provide the following information:

Name of Director/CEO	
Email address of Director/CEO	
Name of EAZA contact person	
Email address of EAZA contact	
Phone of EAZA contact	

3. [Required] Which of the following categories best describes your institution?

- Zoological Park
- Aquarium/Oceanarium
- Other (please specify)

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4. [Required] Appendix 1: History and development of institution

Please submit a summary of your institution's history, including date founded and opened to the public, dates of major events, masterplan, size, list of new facilities/capital improvements undertaken in the last five years and a brief description of the major projects planned over the next five years (in English).

Format: PDF, maximum 2 pages.

- Noted

5. [Required] Provide your institution's mission statement in English:

6. [Required] Approximately how many hectares is your institution?

7. [Required] Select the best description for your governing authority:

- Company, business, or corporation organised for profit
- Non-profit organisation
- Municipal government
- State government
- Federal/National government
- College or university
- Society
- Other (please specify)

8. Does your institution own or operate a branch zoological park, aquarium, off-show breeding facility or other animal holding facilities?

- Yes*
- No

*If yes, please describe briefly

9. Is your institution a member of any other zoo/aquarium organisation, e.g. a national federation?

- Yes*
- No

*If yes, which organisation(s):

Support organisation?

10. Do you have a support organization?

Yes

No

Please provide the requested information about your institution's support organisation.

11. Name and years formed

12. Number of memberships

13. Describe briefly its benefits to members

14. Is your institution locally licensed?

Yes*

No

*Appendix 2: If yes, please submit a copy of the license(s). Format: scanned to PDF or JPG.

15. Who owns the following within your institution?

Buildings

Grounds

Animal collection

16. How many days a year is your institution open to the public

17. What kind of visitor services are available within you institution?

- Toilets
- Restaurant
- Parking Area
- Facilities accessible for handicapped and disabled
- Baby changing facilities
- Gift shop(s)
- Direction signs
- Other (please specify)

General Information - Staff

**18. [Required] Please indicate the number of staff employed by your institution?
(Please convert to full-time positions, e.g. three people at 50%=1.5 full time)**

19. [Required] Please indicate the number of permanent staff employed by your institution in each category below:

Company management	
Curators	
Veterinarians	
Animal keepers	
Educators	
Research	
PR & Marketing	
Technicians	
Administration	
Horticulturists	
Divers	
Other	

20. Please indicate the number of SEASONAL staff employed by your institution in each category below:

Company management	
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Curators	
Veterinarians	
Animal keepers	
Educators	
Research	
PR & Marketing	
Technicians	
Administration	
Horticulturists	
Divers	
Other	

21. Does your institution provide training to staff members/volunteers?

- Yes*
- No

*If yes, please describe briefly:

22. Have any staff members, to your knowledge, ever been found guilty of violating national wildlife regulations or wildlife regulations of any foreign nation?

- Yes*
- No

*If yes, please give an explanation:

Financial Matters

The finance section of this questionnaire will be regarded as confidential and be viewed only by the EAZA Membership & Ethics Committee and the EAZA screening team. If (at the request of the institution being inspected) the screening team reviews financial records during the inspection, confidentiality is assured.

23. Please indicate your institution's current entrance fees (in Euro).

Adults	
Senior Citizens	
Children (pre-school)	
Children (up to 16/18 yrs)	
Students	
Annual Ticket	
Annual Family Ticket	
Other (describe)	

24. How many annual memberships/tickets did you sell last year?

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25. Please provide your institution's attendance figures for the last five years. Use the following format for each box:

Year	Total Visits

Comments on visitor figures (if necessary):

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26. Please indicate your institution's total operating budget (in Euro) over the last three years.

Year	Total Amount	(e.g. 2009/€2.350.000)

Comments on operating budget (if necessary):

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27. Does your institution have liability insurance coverage for your visitors, governing authority, staff, society, docents/volunteers, collection and physical facilities?

Yes*

No

*If no, please explain how potential claims would be met:

Animal Care - Veterinary Care / Nutrition

28. [REQUIRED] Do you employ a full-time veterinarian?

Yes*

No

*If no, describe your veterinary programme, including the number of visits and the contents of the agreement with the veterinarian.

29. [REQUIRED] Are the condition and health of all animals in your collection checked each day by appropriate staff?

Yes*

No

30. Please indicate which of the following facilities are available on the premises:

Off-exhibit holding facilities

Laboratory

Animal hospital

Quarantine facilities

Necropsy/surgery room

31. Appendix 3: Please submit, in English, a description of your institution's quarantine facilities. Please indicate whether your institution meets or plans to meet the requirements for Balai certification.

Format: PDF, maximum 2 pages.

Noted

32. [REQUIRED] Does your institution undertake routine examination, including checks on parasites and zoonotic diseases and a programme for preventive medicine, including vaccination?

Yes

No

33. [REQUIRED] Are antidotes to potentially toxic veterinary products kept either at your institution or at the local hospital?

Yes

No

34. [REQUIRED] Is capture (animal restraint) equipment kept on the premises?

Yes

No

35. Is chemical capture equipment used for sedation / anaesthesia kept on the premises?

Yes

No

36. Does your institution have a pest control programme?

Yes

No

37. [REQUIRED] Is a post-mortem examination (necropsy) generally performed on every vertebrate mortality?

Yes

No*

*If no, please outline your normal protocols in this area:

38. [REQUIRED] Are records of all performed post-mortem examinations kept on file by your institution or the consulting veterinarian?

Yes

No

Example Only - Do Not Submit

39. Please describe how you formulate and present diets for the taxa in your institution and the specialist advice you obtain in this area.

40. Please describe your institution's facilities for food storage and preparation.

Animal Care - Accommodation / Contact with animals

41. Does your institution obtain specialist advice regarding space, furniture and location when building or modifying animal enclosures?

Yes*

No

*If yes, please describe briefly:

42. Does your institution provide animals with environmental and behavioural enrichment?

Yes*

No

*If yes, please include a description of the different types of enrichment used within your institution.

43. Does your institution have appropriate accommodation for animals being temporarily separated from the group available on the grounds?

Yes*

No

44. Have there been any major changes made to the animal enclosures in the last five years or will there be any in the near future?

Yes*

No

*If yes, please include a description of these projects.

45. [REQUIRED] Are visitors allowed to have direct contact with animals in your institution?

Yes*

No

*If yes, please describe what kind of contact and which animal species.

46. [REQUIRED] Does your institution have a written protocol for the contact between animals and visitors?

Yes*

No

*Appendix 4: If yes, please submit the relevant protocol. Format: PDF

47. [REQUIRED] Are visitors allowed to feed animals in your institution?

Yes*

No

*If yes, please describe the animal species and the food given.

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ISIS Membership

48. [REQUIRED] Is your institution a member of ISIS?

Yes

No

Additional information: ISIS members

49. Please provide the following information with respect to your institution:

ISIS Mnemonic:	
ISIS Number:	
Member since:	

50. What percentage of your animal collection (excl. fish and invertebrates) is registered with ISIS?

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51. Are all of your institution's holdings of endangered, CITES App.I, EEP and ESB species registered with ISIS?

Yes*

No

52. Do you regularly submit your animal data to ISIS?

Yes*

No

*If yes, specify how often.

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Additional information: non-members of ISIS

**53. Has your institution applied for ISIS membership yet?
Please note that ISIS membership is obligatory for EAZA membership.**

Yes*

No

54. Does your institution use an animal record keeping system that allows quick access to information?

Yes*

No

*If yes, which system?

55. Does your institution annually produce an 8-column animal inventory list as described in Article 97 on page 13 of the document "EAZA Minimum Standards for the accommodation and care of animals in zoos"?

Yes*

No

Zoological Collection

56. [REQUIRED] How many species do you hold in your institution?

Appendix 5: please submit your most recent animal inventory list. Format: ARKS/ZIMS report or alternative.

Noted

57. [REQUIRED] How often are records brought up-to-date?

Daily

Weekly

Monthly

Other (please specify)

58. Are duplicates of the animal records stored in a separate location?

Yes*

No

59. [REQUIRED] Does your institution use a reliable individual animal identification system?

Yes*

No

*If yes, what kind:

60. [REQUIRED] Does your institution have a written animal acquisition/disposition policy?

Yes*

No

*Appendix 6: If yes, please submit a copy of the policy (in English) Format: PDF

61. Does your institution use written animal loan agreements?

Yes*

No

62. [REQUIRED] Does your institution utilise animals from its collection for one of the following off-premises situations:

Yes*

No

Commercial Events (e.g. film)

Non-commercial programmes (e.g. school, hospital)

*If yes, what kind of activities and with which species:

63. [REQUIRED] Are any of the animals in your collection part of a training and/or behavioural display programme (e.g. parrots, dolphins)?

Yes*

No

*If yes, please describe briefly:

64. Does your institution have an Institutional Collection Plan (ICP)?

Yes*

No

*Appendix 7: If yes, please submit a copy Format: PDF

Safety and Security

65. [REQUIRED] Are first-aid facilities readily available to your staff and the visiting public?

Yes*

No

66. Is there always someone on duty who is trained in first-aid during visiting hours?

Yes

No*

*If no, please explain how incidents are handled:

67. [REQUIRED] Are there written procedures to deal with emergencies (e.g. animal escapes/recapture, attack by a dangerous/venomous animal, fire, flood or other disasters)?

Yes*

No

*Appendix 8: If yes, please submit the relevant document(s). Format: PDF

68. Have there been any major injuries or deaths, caused by a dangerous animal, in the last five years?

Yes*

No

*If yes, please provide a short description of the event, the actions taken during/after the event and changes made in procedures or facilities as a result of the event.

69. Have there been any major animal escapes in the last five years requiring tranquilisation or medical treatment?

Yes*

No

*If yes, please provide a short description of the event, the actions taken during/after the event and changes made in procedure or facilities as a result of the event.

70. Are all staff members provided with regular training on all emergency procedures?

Yes

No

71. Do you provide employees and volunteers who handle animals with training/information on common zoonosis?

Yes

No

72. [REQUIRED] Are firearms kept on the premises?

Yes

No

73. [REQUIRED] Is staff provided with regular training in the use of firearms?

Yes

No

74. [REQUIRED] Is your institution enclosed by a perimeter fence that is independent of all animal enclosures?

Yes

No

75. [REQUIRED] Are there any electrical installations near aquatic facilities?

Yes*

No

Not applicable

*If yes, what safety measures have been taken.

76. [REQUIRED] Do divers working for the institution have a permanent control of the aqua-lungs?

- Yes*
- No
- Not applicable

Conservation and Sustainability

77. [REQUIRED] Please list all conservation organisations of which your institution is a member:

78. [REQUIRED] Does your institution participate in one or more EEPs (European Endangered species Programmes)?

- Yes*
- No

*If yes, please specify the programme(s) and the year your participation in each began (give scientific species name and English name):

79. [REQUIRED] Which species at your institution are included in national and/or international studbooks, e.g. European StudBook (ESB)?

Please provide the scientific species name and English name along with the level/type of studbook.

80. [REQUIRED] Please list the in situ conservation projects* with which your institution is currently involved.

*Please indicate the species, countries and other organisations involved.

**81. [REQUIRED] How much money did your institution spend on conservation projects last year?
(In euro - €)**

82. Have any sustainability projects or activities been implemented at your institution?

Yes*

No

*If yes, please describe briefly:

Education

**83. Appendix 9: Please provide your institution's written Education Policy.
Format: PDF**

(Please note that a written Education Policy is obligatory for EAZA membership - see Education Standards.)

Noted

84. [REQUIRED] Does the educational message of your institution emphasise the importance of biodiversity conservation and sustainability?

Yes

No

85. Do all of your institution's animal enclosures have sufficient signs present that provide basic information about the animals displayed?

Yes

No

86. Are classroom facilities available at your institution?

Yes*

No

*If yes, please describe briefly:

87. How many members of your educational staff have a teaching qualification?

88. [REQUIRED] Please indicate what types of educational activities are conducted by your institution.

- Guided tours
- Presentations at schools
- Special lectures and/or demonstrations
- Classes, clubs or study groups held at the institution
- Interpretive demonstrations/shows
- Interactive educational tools
- Exhibitions
- Travel/field programmes
- Lecture series
- Radio/TV programmes
- Other (please specify)

89. Approximately how many people have participated in formal educational programmes (i.e. classes, guided tours, lectures, etc.) at your institution in the last 12 months?

90. Does your institution have cooperative EDUCATIONAL programmes or special affiliations with colleges and universities?

Yes*

No

*If yes, please describe briefly:

91. Does your institution evaluate its educational programmes?

Yes*

No

*Appendix 10: If yes, please provide an outline of the methodology and results of such evaluation. Format: PDF, maximum of 2 pages.

Research

92. [REQUIRED] Did your institution carry out or support scientific research projects during the last three years?

Yes*

No

*Appendix 11: If yes, please submit a description of these projects (abstracts only). Format: PDF

93. Does your institution have a specific budget for scientific research?

Yes

No

94. Are the results of research projects published or otherwise disseminated to the professional and scientific community?

Yes*

No

*Appendix 12: If yes, please provide a list of publications over the last three years.

95. Does your institution have cooperative RESEARCH activities or special affiliations with colleges and universities?

Yes*

No

*If yes, please describe briefly:

Miscellaneous

96. Which of the following are published or produced by your institution:

All such materials should be provided to the screening team when they visit your institution. (There is no requirement to submit these materials in advance.)

- Brochure(s)
- Annual report
- Guidebook
- Website
- Smartphone apps
- Video
- DVDs/CD-ROMs
- Other regular periodicals (e.g. newsletter, journal, proceedings)
- Other (please specify)

97a. [New Applicants - REQUIRED]

Appendix 12: Please submit a letter in which the motivation of your institution to apply for membership of EAZA is explained (in English). Format: PDF

- Noted

97b. [Existing Members] Please describe the ways in which your institution participates in the activities of the EAZA community. (e.g. committee or working group membership, event attendance, policy development, submission of magazine/website articles, etc.)

Checklist - Appendices

97. [REQUIRED] Please indicate which of the following documents you have submitted as appendices.

All appendices are to be submitted electronically by uploading them to the EAZA Dropbox.

	Submitted	Not Applicable
1. History of institution	<input type="checkbox"/>	<input type="checkbox"/>
2. Scan of license	<input type="checkbox"/>	<input type="checkbox"/>
3. Description of quarantine facilities	<input type="checkbox"/>	<input type="checkbox"/>
4. Protocol for visitor/animal contact	<input type="checkbox"/>	<input type="checkbox"/>
5. ARKS inventory report	<input type="checkbox"/>	<input type="checkbox"/>
6. Animal acquisition/disposition policy	<input type="checkbox"/>	<input type="checkbox"/>
7. Animal collection plan	<input type="checkbox"/>	<input type="checkbox"/>
8. Emergency protocols	<input type="checkbox"/>	<input type="checkbox"/>
9. Education policy	<input type="checkbox"/>	<input type="checkbox"/>
10. Evaluation of education activities	<input type="checkbox"/>	<input type="checkbox"/>
11. Research project abstracts	<input type="checkbox"/>	<input type="checkbox"/>
12. Research publications	<input type="checkbox"/>	<input type="checkbox"/>
13. Letter of motivation for joining EAZA (new applicants only)	<input type="checkbox"/>	<input type="checkbox"/>

Other documentation submitted (if applicable):

Final Steps

Place the completed document in the EAZA Dropbox, along with all appendixes, and the provided declaration, signed by the institution's Director of CEO.

Please email anouchka.jaquier@eaza.net or april.adams@eaza.net that you have completed the accreditation questionnaire.

For New Applicants Only: (institutions that have never been a member of EAZA)

Please send the €500 application fee to:

ABN AMRO
Leidseplein
1005 EJ Amsterdam
IBAN: NL80 ABNA 0839 9648 97
BIC/SWIFT: ABNA NL2A

Example Only - Do Not Submit