



## VOLUNTEER TRAINING NOTE 10

### Standard Operating Procedures

This Note extends onward from the overview in Note 5. "Resources".

The purpose of Standard Operation Procedures (SOP's) is to provide SAVEM volunteers with clear direction and description of SAVEM's sanctioned and acceptable actions, which translate the SAVEM Plan into practical in-field activities.

SOP's make the SAVEM Plan (whereby SAVEM is written into the SEMP – see Note 1) into a practical reality.

They have been written by working parties of SAVEM volunteers.

SOP's are decided by consensus after active discussion regarding legitimate, defensible and practical actions. Actions which are unacceptable on practical, ethical or legislative grounds are identified and rejected.

The selected actions agreed and defined in SOP's are the only acceptable SAVEM practices, and these bind all volunteers.

SAVEM holds its own **drug licence**. The receipt, dispensing, use and return of drugs, and the accompanying paper trail is mandated by the licence conditions. This is why the Team Leader veterinarian is the only holder of access to in-field drugs. The Logistics Manager is the only person to receive drugs, in conjunction with a Veterinarian.

Hazards exist in multiple forms for in-field activities.

SOP's make clear which actions and in what form are acceptable to avoid risk to volunteers, animals and others.

The methods developed both limit types of actions to acceptable forms, and define the people suited to undertaking actions under controlled conditions.

For example – an animal assessed as extensively injured which can not be caught, may need to be euthanased by firearm. Only appropriately licensed individuals with existing relationship to SAVEM can participate. The protocols describe securing the area, and achieving best animal welfare outcome standards.

SOPs Standard Operating Procedures currently completed are 1A, 1B, 1C, 1D, 2A, 3A, 5A. Please refer to separate hand outs during your training.

