



23

*Standard operating procedures for
rhinoceros horn stockpile management
in KwaZulu-Natal
— Ezemvelo KZN Wildlife*

CHAPTER 23

Standard operating procedures for rhinoceros horn stockpile management in KwaZulu-Natal – Ezemvelo KZN Wildlife

Background

A process was started in 1999 to develop a standard procedure for the receipting and recording of rhinoceros horn recovered at Protected Area level. The system was adopted and is implemented at all protected areas in KwaZulu-Natal.

Procedure

1. *Recovery and transfers*

All horns recovered must be recorded and documented as follows:

From Field to Section Ranger

- All field rangers and all staff based in rhinoceros reserves including contract workers to be instructed that ALL rhinoceros horns from natural or poached carcasses found in the field MUST be reported and handed in to their supervisor immediately (**within the same day**).
- Field Rangers recover horn from the carcass – informs Section Ranger.
- Patrol data must be collected and entered into the Patrol Management System or Cybertracker PDA.
- Natural death to be entered into a post-mortem database.
- Illegal death reported to Ezemvelo-KwaZulu-Natal Wildlife (EKZNW) Compliance database per template and a post-mortem database.
- Horn kept in firearm Outpost/Picket safe until transfer can be made to the Section Ranger
- Horn collected by Section Ranger or Officer in Charge, issue voucher given to Field Ranger
- Inventory Voucher book to contain 4 duplicate copies:
 - Original to Field Ranger who recovered the horns
 - Hard copy to be retained in Section Ranger Inventory Voucher Book
 - Two copies to accompany the rhinoceros horn

From Section Ranger to Protected Area Head Quarters

Section Ranger issues horns with accompanying:

- Inventory Voucher to the Protected Area Head Quarters
- Horn stock should be recorded in the rhinoceros horn register immediately when it is received from the field and the temporary weighing should be conducted and chipped as this may prevent misallocation of horn stock
- Horns entered in register with numbered pages.

From Protected Area Head Quarters to Ezemvelo-KwaZulu-Natal Wildlife Head Quarters

Arrangements to be made with EKZNW Head Quarters before transferring the horn – contact to be made telephonically (not e-mail or other high risk methods) and involve contact between the recipient and the handler.

- Inventory Voucher to accompany the horns, 2 copies per horn. Both copies signed, one remains at EKZNW Head Quarters, one is returned and filed at Protected Area Head Quarters.
- Rhinoceros horns to be transported in concealed containers, and discreetly packed in vehicle.
- The following minimum standards must be met when transporting horn:
 - The driver must be armed with a pistol with at least two fully loaded magazines and the escort must be armed with a semi-automatic rifle with at least two fully loaded magazines. The driver and escort must have a cell-phone and/or radio communications with which they can request assistance. When available bullet resistant vests (Level II soft armour with front ceramic plate for Level III) should be worn.
 - The vehicle may not be left unattended under any circumstances.
 - The vehicle must be in a roadworthy condition.

2. *Safe keeping*

- All protected areas must be in possession of a valid Threatened or Protected Species permit that includes the possession of rhinoceros horn.
- All rhinoceros horn must be stored in a suitable safe/strong room.
- The safe/strong room must be locked at all times and all reasonable precautions must be taken to safe guard the stockpile.
- In order to minimise the threat of theft, the stockpile should be accessible to a minimum number of trusted staff members only.
- Never disclose the amount of horn in safe keeping.
- Rhinoceros horn must be transferred to the Pietermaritzburg central safe as soon as a “reasonable” collection of rhinoceros horn has accumulated.

3. *Storage*

Application of diatomaceous earth in Stockpiles

- Wash horns thoroughly with water to get rid of any chemicals.
- Leave in sun to dry.
- Sprinkle with shaker over the surface of the horn (**See picture below**).
- Use paint brush to spread the product evenly over horn surface.
- Room corners along the wall of the store room can be sprinkle with the powder.

Application in fresh horn

- Remove all flesh from the horn base with a knife.
- Wash horns thoroughly with water to get rid of blood and soil.
- Leave in sun to dry.
- Sprinkle with shaker over the surface of the horn (**See picture below**).
- Use paint brush to spread the product evenly over horn surface.
- The base of a fresh horn can be dipped in the powder. Any excessive powder can be brushed off.

4. *Marking*

- All rhinoceros horn must be micro-chipped and tagged in the approved manner. The horns must be thoroughly scanned for existing chips to prevent duplication before inserting new micro-chips.
- GN 170 of 2009 refers to the marking of rhinoceros horn and applies as follows:
 - All horns must be micro-chipped and recorded in register.
 - Measurements of the circumference, inner and outer length must be taken.
 - All horns to be photographed (attach reference label, denoting the register entry number to horn).
 - All drill shavings must be collected, labelled and stored in a sealed container. The micro-chip number must be placed in the container as well as attached to the outside of the container.
 - The information of each container must be entered into the register.
- In addition to the legislated requirements for marking rhinoceros horn, EKZNW requires the following:
 - All horns must be tagged using the prescribed PA prefix and reference number (sequential) – enter information in register.
 - A distinction must be made between black and white rhinoceros horn.
 - A tag for “unknown” rhinoceros horn to be attached when the distinction between black and white rhinoceros is difficult to determine.
 - All rhinoceros horn must be weighed to the nearest 100 gram.

5. *Rhinoceros Horn Register (Central register at Protected Area Head Quarters)*

- All receipting and issuing of rhinoceros horn must be recorded in the approved rhinoceros horn register.
- Central register to be kept in the strong room along with the rhinoceros horn.
- All relevant fields of entry must be completed; in addition, a distinction must be made between legal and illegally recovered horn and the species (black or white rhinoceros).
- The register must be up to date at all times and be available for auditing at short notice.

6. *Micro-chips*

- Only use Trovan micro-chips.
- Micro-chips are purchased and issued centrally, a Central Data Base records where the chips issued and applied.
- Only use approved micro-chip scanner, care must be taken to secure these scanners as they can be used for illicit purposes.

7. *Horn tips, and horns recovered by game capture*

- Rhinoceros horn tips removed during game capture operations must be collected, labelled and stored in the same manner as prescribed for rhinoceros shavings.
- Game capture unit must maintain their own records.
- Rhinoceros horns dislodged during game capture,



and whilst the animal is still in the protected area, must be returned to the Conservation Manager.

- Rhinoceros horns dislodged whilst in transit must be collected, labelled and stored as described in this operating procedure, unless the rhinoceros was purchased. In this case the horn is issued to the owner.

8. *Horns used in exhibits*

Horns recovered/confiscated as a result of a law enforcement intervention must be entered into the relevant SAPS register as an exhibit. In some instances the horns are issued to the state (relevant protected area or investigating officer) for safe keeping. Therefore two situations may result, namely:

Horns retained by the SAPS: upon completion of the court case the horns may be issued to the state. These horns must be entered into the register following the procedures described in this SOP. They must be clearly identified as illegal in the register.

Horns issued to EKZNW for safe keeping: these horns must be stored separately and clearly marked/labelled (placed in a cardboard box with the relevant information attached). They must not be tampered with in anyway. The same procedure will apply once the court case is concluded.

9. *Minimum equipment requirements*

The equipment listed below is the minimum required to affect the standard operating procedures for the management of rhinoceros horn.

- Suitable strong room
- Rhinoceros register
- Inventory Voucher Book
- Scale (weigh to the nearest 100 gram)
- Tape measure (sewing type)
- Digital camera and blank CD's for digital photo's
- Microchips, scanner and transponder applicator
- Tags (black rhinoceros/white rhinoceros and unknown)
- Wire/cable ties and seals to attach tags
- Cordless drill
- Sealable containers and labels for horn shavings
 - Internal and external label to include to following details:
 - Tag
 - Micro-chip
 - Register entry date
- Scene of Crime grab kit
- Permanent marker pen
- Wood glue
- Diatomaceous earth



Horns treated with diatomaceous earth

10. Auditing

Auditing of the stock pile must be undertaken by line management on a bi-annual basis. The need for this audit must be factored into the goal setting process. Audits may be undertaken independently by internal and external auditors.

Annexure

PROTECTED AREA:

PICKED UP IN THE FIELD (<i>Information from Section Rangers</i>)								
Entry No.	Item Type (Tick)	Locality By	Located (Grid Ref/ GPS)	Handed To	I/V No.	Date to Section	Signature (Receiver)	Cause of Death (Code)
1	Anterior							
	Posterior							
	Unknown							
	Shavings	...						

Notes:

- 1) Entry number usually relates to the finding of a pair of horns (i.e. an animal)
- 2) If two pieces of horn are found of unknown (u/k) item type are found, two entry numbers are used.
- 3) Code of cause of death from Rhino Management Group and list printed out and stuck to inside back and front cover.
- 4) Back of register used for ivory - item column will reflect left, right, unknown.
- 5) Mortality reference number from numbered mortality record form.

SECTION TO RESERVE HQ (<i>Information from Officer-in-Charge</i>)														
Section Name	Handed To	I/V No.	Date	Signature (Receiver)	Tag No.	Microchip No.	Weight (kg) Nearest 100g	Length (inner) (mm)	Length (outer) (mm)	Circumference (mm)	State Legal/Illegal	Photographed (Y/N)	Photo Reference #	Species Black/White/U/K

Notes:

- 1) Tag number will have as a prefix, the Biodiversity Reserve Reference Code or U if unknown (recovered outside Reserve)
- 2) Tag number will have as a suffix, the Code B (Black) W (White) U (Unknown) indicating the species.
- 3) I/V: Inventory Voucher Reference Number.
- 4) Tag No: plastic tag attached to horn.

RESERVE HQ TO HEAD OFFICE <i>(Information from Head Office)</i>								
Treated With (agreed product then state (Y/N))	Name Issue Officer	Name Transport Officer	Transport Officer (Signature) Received	Transport Date	I/V No.	Name (Person Receiving at Head Office)	Date Completed (Signed I/V Filed at Reserve)	Remarks

Notes:

- 1) The treated with column can state “not” if not treated.
- 2) Remarks column can refer to the Case No. if applicable.
- 1) Separate I/V Nos. have been retained for each of the 3 steps until funds are available to have new re-designed I/V book printed.

Annexure B

RHINOCEROS HORN INSPECTION SHEET

Name of Inspecting Officer: Date:

Physical address and name of the place of inspection:

Name of rhinoceros horn stockpile manager:

Contact telephone:

Reference number of current ToPS possession permit:

Total number of horns inspected:

Horn no.	Species W/B/U	Microchip Serial Number (Trovan)	External tag no.	Length (mm)	Circumf. (mm)	Weight (0,1 kg)	Photo no.	Shavings collected (Y/N)	Entered in register (Y/N)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

Comments: _____

Signature of permit holder/rhinoceros horn stockpile manager: _____

Print Surname and initials: _____

Signature of Inspecting Officer: _____

Print Surname and initials: _____