

# Membership Application Form

## Consultant/College/Vet



*I wish to apply for OATA membership. Membership runs from January to December. The following is required with this application **the current fee**. Membership of OATA is at the discretion of the OATA Board which will make the final decision. Full voting membership is confirmed once the signed agreement of the code of conduct has been returned to the OATA Office and a membership pack has been sent to you.*

*I agree to abide by the letter and spirit of the Code of Conduct.*

*I also agree to give the health and welfare of all livestock the highest priority consistent with the well-being of customers and staff. I further agree to conduct my business in a manner which does not bring the industry into disrepute locally, nationally, or internationally. I understand that a paid officer may visit my premises without prior appointment. I also understand that appropriate action will be taken by the Board of Directors of OATA Ltd against any member who breaches the Code of Conduct.*

### **DATA Protection, The General Protection Regulation (GDPR).**

*As a trade association with members, we need to process your information as a legitimate interest as provided by you as part of the membership application. This will be kept on the membership database in the office to enable us to contact you with information, on an ongoing basis. Once a year a membership list will be produced and sent to all current members of the association as part of the AGM. You will also be registered the Department for Business Energy and Industrial Strategy for inclusion in the Primary Authority Register to be able to receive Assured Advice. If you wish you can opt out of this in writing a letter or sending an email to the OATA Office. You will be asked to sign and return a form agreeing the Code of Conduct and agreement to the GDPR, before you will become a member.*

College   
Vet

Consultant

Name (Please print):	
Trading Name:	
Address:	
Tel No:	E-mail:
Fax No:	Web:
Signed:	Date:

**Membership cost is £195.30 Gross per year. Reviewed Annually.**

## ***Code of Conduct***

### *General points*

- 3.1. Members should display the OATA Ltd logo and Customers' Charter in an appropriate site on their premises. The Charter should be displayed prominently in the retail sales area but NOT behind the counter.*
- 3.2. Arrangements should be made to allow members of the public to view the Code of Conduct by appointment at an agreed time.*
- 3.3. Members must be in possession of a Pet Shop Licence or any other permission to trade as required by the current legislation*
- 3.4. Members should ensure that they are aware of the current legislation on the matters relating to their business, including but not limited to non-native species, aquatic organisms' welfare, import and ownership concerning*

### *Receiving*

#### *8.1. General*

- 8.1.1. Suitably trained and/or experienced staff should be available during unpacking at any stage of the supply chain.*
- 8.1.2. Aquatic organisms should be promptly and carefully unpacked upon arrival, preferably in dim light and avoiding strong sun or artificial light sources.*
- 8.1.3. The aquatic organisms should be acclimatised to the physical and chemical water conditions in the holding facility using all reasonably practicable means to reduce the stress experienced by them during the procedure.*
- 8.1.4. During acclimatization particular attention should be paid to those factors which may have altered substantially during transport. e.g., pH, temperature, and ammonia.*
- 8.1.5. When tanking aquatic organisms, due regard should be paid to the physical and behavioural needs of each species.*

#### *8.2. Unpacking imported aquatic organisms*

*This section of the Code applies on the first occasion aquatic organisms are unpacked following import. Thus, it may apply to:*

- i. Traditional wholesalers*
- ii. Retail outlets importing directly*
- iii. Businesses buying aquatic organisms through consolidators in unopened boxes following import*

- 8.2.1. The provisions laid out in this section are similar to those applied whenever aquatic organisms are unpacked or handled. However, they must be applied bearing in mind the species concerned, their origin and the length of time they have been in transit.*

8.2.2. *Businesses receiving aquatic organisms in the manners described above should be able to provide the additional care and husbandry required by them immediately following import. Particular attention and expertise are necessary when wild caught specimens are concerned.*

8.2.3. *Newly imported aquatic organisms should be separated from previously held stock, clearly marked and rested until normal behaviour, appearance and feeding patterns have been re-established before sale.*

8.3. *Unpacking live aquatic organisms at retailers purchasing from wholesalers*

*This section (in addition to 8.1.) applies only when aquatic organisms are purchased from a wholesaler's import facility. (Or directly from an aquatic organism farm based in the UK where the aquatic organisms are acclimatised prior to dispatch.)*

8.3.1. *The retailer should accept responsibility for any aquatic organisms ordered once despatched, in good faith, for delivery at a reasonable time or at another pre-arranged time. An out of hours contact should be available so that any delay in delivery can be dealt with promptly.*

*Sales of live aquatic organisms*

9.1. *General*

*This applies to both business-to-business sales and to sales to retail customers.*

9.1.1. *All aquatic organisms sold should be in good health as far as it can be reasonably determined without veterinary inspection.*

9.1.2. *No aquatic organisms with an obvious significant abnormality, which would seriously reduce its quality of life, should be offered for sale. If in doubt, expert advice, which may or may not be from a vet, should be sought.*

9.1.3. *Aquatic organisms should be caught in such a way as to reduce the stress induced and ensure no physical damage occurs to the animal.*

9.1.4. *No animal should be stocked unless at least one member of staff is familiar with its care and welfare*

9.1.5. *CITES Species*

*The import permit number or a photocopy should be obtained, either when the order is delivered or with the invoice for such an order.*

9.2. *Retail*

9.2.1. *Every reasonable effort should be made to ensure that the customer purchases aquatic organisms suitable for the aquarium or pond for which it is intended. When offering advice due regard should be given to the time the aquaria/pond has been established and the stocking, both in terms of species and density.*

*The containers should:*

*i. Contain a sufficient oxygen supply for the organisms for the duration of their journey.*

*ii. Contain an appropriate quantity of water.*

*iii. Have sufficient insulation to prevent large fluctuations in temperature.*

*iv. Be covered to exclude light.*

*v. Ensure aquatic organisms which may be aggressive to one another are, as appropriate, packed separately. It may also be necessary to prevent these aquatic organisms from having any visual contact.*

*9.2.4. The new owners of aquatic organisms should be very carefully instructed in the technique required to acclimatise them to their aquaria/pond.*

*9.2.5. 'After sales' advice should be offered to customers who purchase aquatic organisms.*

*9.2.6. Accurate instructions on the care and welfare of the animal purchased should be given to the customer at the time of any sale as appropriate.*

*9.2.7. No live animal, with the exception of invertebrate live food, should be sold to any person under the age of 16 years.*

*9.2.8. No live vertebrate animal should knowingly be sold for use as live food.*

### *9.3. Internet*

*If sales are accepted for aquatic organisms via the internet, then the following must apply:*

*i. All the current legislation at source and destination.*

*ii. The website must clearly identify the country from which the aquatic organisms are to be delivered to the client.*

*iii. All relevant provisions for transporting the aquatic organisms to a member of the public must be followed.*

*Business supplying aquatic organisms must ensure that they have proof that the customer will be at home when the delivery is scheduled, and they are aware that failure to meet his obligation may compromise the welfare of the aquatic organisms concerned.*

### *Routine care of live aquatic organisms*

*Advice on the care and maintenance of aquatic organisms must be available at the time of sale (this is a requirement of the welfare legislation). Customers should be advised that aquatic organisms must never be released or disposed of in the wild*

### *Aquatic animals*

*4.1.1. Aquatic organisms shall at all times be kept in accommodation that is adequate in construction, size, facilities, and position in the premises and appropriate for the species and specimens concerned. No aquatic organisms should be exposed to excessive light or heat, or lack of adequate warmth.*

*No fish or other organism should be subject to rapid fluctuation in light, temperature and chemical composition of their water, other than for the controlled treatment of disease or as part of a controlled breeding programme.*

*All aquaria should be sited so that visual inspections are easily carried out. (This does not necessitate them being wholly visible from the shop floor).*

*4.1.2. Water quality should be assessed regularly and managed so that the criteria outlined in Appendices A and B are satisfied.*

*4.1.3. Aquaria shall be checked daily and cleaned as often as is necessary to maintain good hygiene standards, consistent with the rate of stock turnover and consequent stocking densities.*

*Notes:*

*i. Particular attention should be paid to removal of uneaten food and mortalities, as both of these can release ammonia as they decay.*

*ii. The filtration system, whether internal or external, should be maintained in efficient order. The performance of the filter should be checked by chemical analysis of water quality using commercially available test kits as appropriate.*

*4.1.4. Fish and other aquatic organisms should be displayed in a manner which precludes interference by unauthorised people as far as is reasonably practicable.*

*4.1.5. The care given to aquatic organisms kept in outdoor ponds or aquaria must reflect the climatic conditions.*

*For instance:*

*i. an air hole should be created in ice.*

*ii. shading might be required in intense summer sun. This may be by planting appropriately.*

*4.1.6. Food should be offered to aquatic organisms on a regular basis taking into account the water temperature and the biology of the species concerned. Food should be stored in appropriate containers which can, if necessary and appropriate, be cleaned easily.*

*4.1.7. Good hygiene in this area will minimise the risk of insect or rodent infestation both of which should be avoided.*

## *4.2 Care of Plants*

*This Code should apply equally to plants in respect of satisfying import controls (particularly phytosanitary and conservation legislation).*

*Plants should be carried and handled so as to minimise damage.*

*Diseases should be treated as appropriate.*

*Appropriate advice on the choice of plants by customers should be given taking account of the intended use to be made of the plant*

### *Stocking densities for ornamental fish*

*It is virtually impossible to determine the quantity of fish to be kept in a system purely on the weight or number of fish per unit volume or area of water surface.*

*The variation in holding system used, the quality of husbandry and the types of fish stocked vary so greatly that it would render any such system too complicated to be practical or too simple to be useful.*

*The maintenance of water quality standards can be used to determine working stocking densities.*

### *Record keeping*

*5.1. A record of all aquatic organisms purchased and sold (except retail sales) including source and destination, should be maintained. This may be achieved by retention of orders and invoices. It is not required that individual specimens be traceable.*

5.2. Water quality should be assessed regularly, the results recorded, and systems managed so that criteria outlined in Appendix A are satisfied.

5.3. Water quality testing should be carried out at least once a week in centralised systems. In individually filtered aquaria or holding vats at least 10% of them should be tested in the same way at least once a week. Unsatisfactory results must be recorded in a register together with the corrective action taken. Further tests must be carried out when visual inspection of the tanks indicates the need. While no general rule for the normal behaviour of all fish can be given, if they are gasping at the surface, or normally active species are lethargic, then water quality testing or other investigation may be necessary.

Tests should be undertaken at different times of the day to ensure that the readings are representative of normal conditions in the aquarium or pond.

5.4. Records of disease outbreaks, treatments and mortalities should be maintained. These should be related to particular batches of aquatic organisms if practicable.

Water quality criteria

#### ***Cold Water Species***

Free Ammonia - max 0.02mg/l

Nitrite - max 0.2mg/l

Dissolved Oxygen - min 6mg/l

Nitrate- max 50mg/l above ambient tap water

#### ***Tropical Freshwater Species***

Free Ammonia - max 0.02mg/l

Nitrite - max 0.2mg/l

Dissolved Oxygen - min 6mg/l

Nitrate - max 50mg/l above ambient tap water

#### ***Tropical Marine Species***

Free Ammonia - max 0.01mg/l

Nitrite - max 0.125mg/l

pH - min 8.1

Dissolved Oxygen - recommended 5.5mg/l (never lower than 4.0mg/litre)

Nitrate - max 100 mg/l

#### ***Guide stocking densities***

The water quality standards should not be met at the expense of a correct feeding regime.

#### ***Cold Freshwater***

8kg/1000 litres

### ***Tropical Freshwater***

*Fish up to 2” - 1.5kg/1000 litres*

*Fish over 2” - 2.5kg/1000 litres*

### ***Tropical Marine***

*Fish up to 2” - 1kg/1000 litres*

*Fish over 2” - 2kg/1000 litres*

*Guide stocking levels are advisory only. They may be exceeded if the water quality standards are satisfied. When the water quality standards are exceeded at lower stocking, this must then be considered as the maximum stocking density permissible.*

*The total volume of the system must be measured and taken into account in determining actual stocking densities.*

*These sections of the Code are included in the complete Code of Conduct which is available at [www.ornamentalfish.org](http://www.ornamentalfish.org) or a hard copy is available on request. You will receive a copy in your membership pack.*

