

## Preparing for a Breeding-and-Transfer Plan

Check off items to ensure that you are ready to plan.  
Some plans may be conducted electronically.

### 8 weeks in advance

- Send your up-to-date studbook for data validation to the Population Management Center ([kkovar@lpzoo.org](mailto:kkovar@lpzoo.org)).
- Inform your SPMAG Advisor of your intentions to work with the PMC.

### 4-6 weeks in advance

- Address the data issues as instructed in your data validation feedback. Doing the following will enable the PMC to work with you at the meeting to create an analytical studbook:
  - o "Unknown" parents in the pedigree – you will need to consider whether any of these unknown parents might have been wild caught (or at least unrelated to other specimens in the studbook).
  - o MULT parents – you will need to indicate the most likely MULT to be the actual parent if possible
  - o Create a list of your assumptions – DO NOT ALTER YOUR TRUE STUDBOOK WITH ASSUMPTIONS, ONLY TRUTHS
- Gather institutional wants and needs
  - o Survey each institution as to what they want/need specifically in terms of breeding, holding, placing, or receiving animals.
  - o Obtain information on exhibits, holding facilities, or social groups if applicable.

### 3-4 weeks in advance

- Inform the PMC of the expected meeting attendants
- Send your super-clean studbook (based on validation report) to the PMC for preliminary analysis. Include:
  - o A .zip file of your studbook by email or by mail on a CD (rather than a floppy disk)
  - o Specimen-by-specimen documentation of your assumptions and/or unresolved parentage issues
  - o A list of any animals to be excluded from the breeding population:
    - Non-participating institutions
    - Medical exclusions
    - Behavioral exclusions
    - Other
- Completed list of institutional wants and needs
- Completed EXCEL template (given to you by the PMC) of IR contact information. This will be used to determine the distribution list; include your contact information here.

### 2 weeks in advance

- Check in with your Population Management Center Advisor

### Meeting day

Bring the following:

- A copy of your studbook on paper and on CD or flash drive.
- Any last minute updates to the database.

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