

Specification for Koi Dealer Best Health Practices Certification Program

Project KHV, a committee of the Associated Koi Clubs of America (AKCA), is soliciting proposals to complete the work described herein on a Koi Dealer Best Health Practices Certification Program.

A description of the program and other informational material is given in the attached document entitled: "A Koi Dealer Best Health Practices Certification Program, Applied to Koi Herpesvirus Disease."

Descriptions of the materials to be prepared and delivered (the work product) are given in the attached document entitled: "Outline for Koi Dealer Best Health Practices Certification Program" (hereinafter referred to as the Outline). Such work product will be delivered to the Director of Project KHV in both hardcopy and electronic form. Ten (10) hardcopies of the Draft (pre beta testing) Manual, wire bound and printed on stock similar to A4, 150 gr silk (0.0045" minimum thickness) with heavy cover stock (approx. 0.0135" thick) front and back shall be delivered. Ten (10) copies of the "Other information and suggestions" given in the Outline (also pre beta testing) and printed on stock as described above shall also be delivered. Three (3) electronic copies of all the material (also pre beta testing) shall be delivered on CDs and be in MS Word 2003 or later format.

After the draft material is complete, beta testing is to be done at sites mutually agreeable to the proposal team and Project KHV. After beta testing is completed, any necessary revisions to the material shall be incorporated and the above requirements for hardcopies and electronic copies shall be duplicated (i.e., 10, 10 and 3) and delivered in final form to the Director of Project KHV.

Proposals shall contain the following information:

Name of the proposal

Date of the proposal

Names and contact information of the proposal participants including identification of the principal contact, i.e., the person responsible for administering the proposal group

Description of the work to be done (may reference attached documents)

Schedule for the preparation and delivery of the required work product and including progress reporting at least quarterly.

Detailed budget

Brief bios or CVs containing education and experience (applicable to this task) for each proposal group member

Proposals will be judged on their completeness, compliance with this specification, qualifications of the proposal group members, timeliness and value for the costs proposed. Proposals will be evaluated within one month of submission.

Note: anyone or group interested in submitting a proposal may contact the Director of Project KHV with questions, suggestions, concerns or requests regarding this work prior to proposal submissions.

Please submit proposals in electronic form attached to an email and all other hard copy work product via U.S. mail to:

Spike Cover, Director
Project KHV
24612 Acropolis Dr.
Mission Viejo, CA 92691
Phone: 949-855-2371
Fax: 949-855-2374
Cell: 949-306-7034
Email: scover@pacbell.net

A Koi Dealer Best Health Practices Certification Program Applied to Koi Herpesvirus Disease

What is it?

A program to provide competent, independent, third-party, veterinarian certification of koi facilities that implement, and continue to comply with, a Best Health Practices program that is structured to identify and deal with active Koi Herpesvirus disease (KHVD) at the wholesale and retail dealer level (the “Program”).

Here is essentially the description Project KHV used in the market research dealer questionnaire to describe the Program:

A group of veterinarians will put together a program to help keep you and your customers safe from the threat of KHV. These veterinarians will get input from dealers so that the program is useful and practical. Once it’s ready, the veterinarians will be able to help you implement the program. They can then issue you a Certificate of compliance. You can display this Certificate in your shop and freely use it in your advertising.

This is essentially a self-regulating action that is verified by veterinarians and participation is voluntary. One of its goals is to prevent further government intervention into your business.

And, here is the description that will likely be used in the veterinarian questionnaire (recognizing the different focus of the different groups):

The project under consideration is one where a team of qualified veterinarians would develop a program with which koi dealerships may be certified to be operating under best health practices relating to koi herpesvirus. The program is intended to be implemented only by qualified veterinarians that are familiar with the materials developed. Those veterinarians will be granted free use of all program materials if they agree to only certify dealerships that meet the specified minimum requirements of the Program. Veterinarians will set their own fees for services rendered and certificates of compliance will be issued at their sole discretion.

The program materials will include a manual containing all the minimum requirements of the program including samples of each document required and will allow tailoring of the program to fit the individual circumstances of the various dealerships.

Additionally, a web site is planned containing information and promotional materials for the Program including how dealers and veterinarians may enroll in the Program

Note: This is only for wholesale and retail koi dealers only and is not a program intended for koi breeders or koi grow-out facilities; nor is it intended to identify carriers of KHV or those

asymptomatic koi with very low-level persistent infections of KHV that are not activated by a relatively simple quarantine procedure.

How will it be done?

A team of veterinarians will write the Program and qualified veterinarians will do the certification of Koi dealers that comply with the Program. Project KHV and the AKCA will own the Program together with the veterinarian authors of the Program. Project KHV and the AKCA will offer free use of the Program to any qualified veterinarian who agrees to only certify dealers that meet the minimum requirements of the Program. Project KHV will provide oversight and funding for the initial market research, the solicitation of proposals, the preparation of the BHP certification program materials, the beta testing of the Program, the initial set-up of a promotional web site and the initial marketing of the program.

Note: A goal of the BHP certification program is to balance the best ways to uncover and stop KHV at the dealer level with the need for a program that is practical and worth the money and effort. In this regard, “best” in the term “Best Health Practices” means the “best” balance between effective and practical.

What has been done?

The original RFP has been revised and redrafted in the form of a specification. It includes important new information based on feedback from the koi community and prior attempts to start this project.

A significant market research effort has been completed and surveyed 53 koi dealers and 21 veterinarians. The vast majority of those surveyed think such a program is worth while, want to know more. The dealers are generally willing to pay to participate and several have indicated they would be willing to be beta test sites. The summary results of this market research will be available to any group wishing to submit a proposal (as described herein).

What needs to be done?

1. The market research is completed and needs to be circulated to interested teams of veterinarians for consideration while preparing a BHP proposal.
2. Groups of qualified veterinarians who are positively disposed toward the project need to form teams, decide what needs to be done, who will do what, when they can have their various parts completed and how much money they would require for their efforts.
3. Those teams need to submit formal proposals to Project KHV incorporating the results of “2” above.
4. If one of the proposal is selected by the Project KHV Steering Committee, a simple letter agreement will be drafted, hopefully signed by all parties and then the chosen team will prepare the Program materials.
5. Subsequent to the initial draft of the BHP program, the original team shall conduct the beta testing of the draft materials. Any required changes found to be necessary and/or desirable as a result of the beta testing, shall be incorporated into the final work product.

6. Project KHV will formulate and implement an initial marketing plan. This plan would include identification of beta sites for testing the Program materials and for the nation-wide promotion of the Program.

Follow-on or additional possibilities:

It is the intention of Project KHV and the AKCA to provide all material free of charge for the benefit of the entire koi hobby. Once the program is in the hands of implementing veterinarians, there will be nothing prohibiting them from adding to the Program. As a matter of fact, the Program should be fairly easily upgraded to include screening for, and eradication of, such things as common parasites and bacterial and fungal diseases. This will be at the total discretion of the certifying veterinarian as will be the fee charged for their services.

Any veterinarian who wishes to do so, may freely use the Program materials to set up and conduct classes to train other veterinarians to implement the program and/or to provide informational programs to any other interested segment of the industry or hobby, e.g., a continuing education course for the AKCA Koi Health Advisors. There will be no restrictions other than natural market forces on fees charged for these activities. Veterinarians may also choose to form organizations that provide certification services in various areas (or throughout the entire country or world).

Hopefully by the above, the reader will conclude that the intention of these actions are to identify, develop and implement a program that will not only work well for the benefit of all involved but also to be as widely accessible as is practical. Toward that end, the administrators of Project KHV actively solicit constructive suggestions and/or criticisms from any and all interested parties.

Outline for Koi Dealer Best Health Practices Certification Program

BHP Certification Manual shall contain the minimum requirements for each of the sections given below and include illustrative examples:

Dealer requirements:

1. Facility
 1. Overall layout - entire facility
 2. Stock movement thru facility diagram
 3. Quarantine facility location and isolation means
 4. Hospital facility (optional)
 5. Signage
 6. Other as applicable
2. Quarantine protocol
 1. Minimum physical requirements
 2. Time at temperature
 3. Observation and testing protocol for suspected KHVD
 4. Other as applicable
3. Biosecurity
 1. Equipment sanitation
 2. Quarantine entry and exit foot and hand sanitizing
 3. Separate equipment requirements
 4. Effluent water
 5. Dead fish disposal
 6. Other as applicable
4. Personnel training plan
 1. Initial training
 2. Maintenance
5. Record keeping, including forms
6. Reporting – by dealer to certifying veterinarian

Veterinarian certification procedures– to be included in BHP Manual

1. Minimum verification requirements by veterinarian relative to dealer certification
 - a. Initial set-up – all paperwork, facilities, personnel training
 - b. Ongoing verification to maintain certification
 - c. General conditions for revocation of certification
 - d. Provisions for potential re-certification post revocation
2. Response by veterinarian in reply to reports of the following:
 - a. General, i.e., no problems
 - b. Minor biosecurity breach
 - c. Serious biosecurity breach
 - d. KHV infection suspected or found

Other information and suggestions for the benefit of certifying veterinarians – separate from BHP Manual:

1. Possible options for implementation – description of multiple ways implementation might be accomplished, e.g., largely DIY set-up with veterinarian review vs. veterinarian planning and direction of set-up
2. Any training that may be available for Certifying veterinarians
3. How the program might be used to facilitate veterinarian certificates of individual fish or entire lots of fish.

Materials to be prepared by AKCA with input from legal counsel, veterinarians and dealer groups and included in separate materials for veterinarians:

1. Sample certificate (issued to Dealer)
2. Sample agreement between veterinarian and dealer
3. Conditions of use by AKCA for certifying veterinarians granting free use of all Program materials