



Preparing for a Breeding-and-Transfer Plan

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

Please refer to the PMC calendar (http://www.lpzoo.org/cs_centers_pmc.php) or contact the PMC's Studbook Analyst, Rachel Low (rlow@lpzoo.org), for your planning meeting date.

Six–10 weeks in advance

- Send your studbook to Population Management Center Studbook Analyst Rachel Low (rlow@lpzoo.org) for validation and to confirm your scheduled planning meeting date.

Four–six weeks in advance

- Review all data validation documents received from the PMC's Studbook Analyst and address any data issues as instructed.
- If your data has unknown or multiple parentage issues, doing the following will enable the PMC to work with you at the meeting to create an analytical studbook:
 - o "UNK" parents in the pedigree – consider whether any of these unknown ancestors might have been wild-caught or possibly related to other animals in the studbook.
 - o "MULT" parents – all potential parents should be noted in the MULT assumptions but indicate the most likely parent if possible.
 - o Create a list of your assumptions – DO NOT ALTER YOUR TRUE STUDBOOK WITH ASSUMPTIONS, ONLY TRUTHS
- Gather wants and needs from each holding institution.
 - o Survey each institution as to what they want/need specifically in terms of breeding, holding, placing or receiving animals.
 - o Obtain information on any animals that are unable to breed or be moved.
 - o Also obtain information about exhibits, holding facilities or social groups, if applicable. Please contact the PMC if you would like to see some survey examples or templates.

Three–four weeks in advance

- Send the following to the PMC:
 - Your super-clean studbook (based on validation report) for preliminary analysis. Send via e-mail as a .zip file or by mail on a CD. Include documentation of any assumptions and/or unresolved parentage issues.
 - A compiled list of institutional wants and needs.
 - A list of any animals to be excluded from the breeding population:
 - Non-participating institutions
 - Medical exclusions
 - Behavioral exclusions
 - Other
 - A list of Institutional Representative (IR) contact information (in EXCEL template given to you by the PMC). This will be used to determine the distribution list - include your contact information here too.
 - A list of the expected meeting attendees (for an in-person meeting) and number of people driving.

Two weeks in advance

- Check in with your Population Management Center Advisor.

Meeting day

Bring the following:

- A copy of your studbook and institutional wants and needs for reference during the planning meeting.
- Any last minute updates to the database on CD or flash drive.

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