

ORNAMENTAL AQUATIC TRADE ASSOCIATION MEMBERSHIP INFORMATION AND SCHEMES

The Ornamental Aquatic Trade Association (OATA) is recognised as the voice of the aquatic industry by politicians, government agencies and conservation groups. OATA has proved its effectiveness by lobbying in the 'Corridors of Power' and removing the threat of damaging legislation.

OATA has some 700+ members, representing all sectors of the aquatics industry, including importers, manufacturers, wholesalers, retailers and dry goods manufacturers. OATA has fought numerous campaigns and championed numerous causes since its formation.

In addition to lobbying on behalf of the industry, OATA has also purchased various utilities and services and passed the discounts to its' Members.



Current schemes are:

- Training: Distance Learning Package
- Credit and debit card merchant rate
- Insurance Brookers

Services include:

- A free legal helpline

Members are advised they should apply normal business prudence before proceeding with any of the above schemes.

OUR STRENGTH AS AN ASSOCIATION LIES IN OUR MEMBERSHIP

TRAINING: DISTANCE LEARNING PACKAGE

ADVANCED DIPLOMA

The course consists of two manuals; “Water Quality and Filtration” and “Fish Biology and Fish Health” with 350 pages in total. The training packages are filled with diagrams, charts and tables to make the subject easier to understand.

The manuals fill a gap in the provision of training in the industry. Previously available courses were either deemed not relevant, or required unacceptable absence from business. The complete course and assessment cost less than £200 for members.

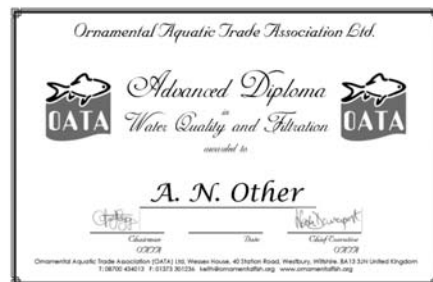
The OATA course allows those interested to study at home at their own speed, before attending a seminar where their understanding of the subject will be tested.

CERTIFICATE COURSES

These compliment our Advanced Diploma Course, and consist of four individual certificates:

- Water Quality
- Filtration
- Fish Biology
- Fish Health

The contents of the certificate courses are less technically demanding than the Advanced Diploma and cost £25 each. All successful candidates of the Advanced Diploma or Certificate course are issued with a certificate of completion.





Another good reason to be with OATA

Discounted rates from the OATA preferred supplier of card payment services

Streamline Merchant Services are the UK's leading card service, processing around one in every two card transactions nationwide. We can set up your system to take every card you see here.

Choosing to take cards can lead to increased turnover as your customers are no longer

limited to spending just the cash they are carrying. If you already take cards, contact us for details of the exclusive Ornamental Aquatic Trade Association Member rates.

Streamline is at the forefront of the new chip & PIN technology designed to make card payments more secure.

Annual Credit Card Turnover £	MCI %	Visa Credit %	Visa Dr p	Maestro Dr p	Solo Dr p	JCB Cr %	Electron Dr p	Commercial Cards Cr %
0 - £150K	1.58%	1.55%	19p	19p	19p	2.10%	19p	2.15%
£150 - £300K	1.43%	1.40%	18p	18p	18p	1.95%	18p	2.05%
£300 - £500K	1.38%	1.35%	17p	17p	17p	1.85%	17p	1.95%
£500K - £1M	1.28%	1.25%	16p	16p	16p	1.75%	16p	1.85%
£1M - £2M	1.18%	1.14%	15p	15p	15p	1.70%	15p	1.75%
£2M & above	1.14%	1.10%	14p	14p	14p	1.64%	14p	1.71%

*Subject to separate agreement.

Please phone OATA on **0870 0434013**
For further information visit **www.streamline.com**



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Quality local service from a nationwide group

Layton Blackham Group

FREE Insurance Review
for OATA members

01793 714444

Layton Blackham Insurance Brokers Ltd and Layton Blackham Financial Services Ltd are each separately authorised and regulated by the Financial Services Authority



Quality local service from a nationwide group

A FREE LEGAL HELPLINE SERVICE

Members and their staff are entitled to use our free legal helpline for any legal inquiry. The scheme is based on each member having a free phone call to a solicitor on an unlimited number of separate issues each year. This will allow you to make an informal decision on whether to proceed any further with a particular issue. If you choose to do so, this will be at your own expense.

Ornamental Aquatic Trade Association (OATA)

1st Floor Office Suite, Wessex House, 40 Station Road, Westbury, Wiltshire BA13 3JN
Telephone 08700 434013 - Fax 01373 301236 - info@ornamentalfish.org
www.ornamentalfish.org - www.aquaticsworldwide.org

Membership Application Form

Trading Name _____

Contact Name _____

Address _____

Postcode _____

Tel _____

E-mail _____

Fax _____

Web _____

Please tick the category that most closely describes your business:

Associate	<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>
Breeder (ornamental fish)	<input type="checkbox"/>	Plant Grower	<input type="checkbox"/>
College	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Dry Goods Distributor	<input type="checkbox"/>	Wholesaler	<input type="checkbox"/>
Importer	<input type="checkbox"/>		

Signed: _____

Date: _____

Associations, Colleges, Retailers –

First years membership	£106.38	+	VAT £18.62	=	£125.00
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Second and subsequent years membership -

If you agree to pay future subscriptions by standing order, subsequent membership will cost

standing order, subsequent membership will cost	£93.62	+	VAT £16.38	=	£110.00
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Associations may include aquatic consultancies, aquarium maintenance businesses, aquatic related magazines, vets etc. Standing order forms are available on request - forms should be returned to your bank (not OATA).

Breeders, dry goods distributors, manufacturers of glass aquaria, plant growers and wholesalers annual turnover of aquatic related products:

<i>up to £250,000</i>	£128.13	+	£22.42	=	£150.55
<i>£250,001 to £500,000</i>	£205.00	+	£35.88	=	£240.88
<i>£500,001 to £1,000,000</i>	£410.00	+	£71.75	=	£481.75
<i>£1,000,001 to £2,500,000</i>	£820.00	+	£143.50	=	£963.50
<i>£2,500,001 to £5,000,000</i>	£1,230.00	+	£215.25	=	£1445.25
<i>over £5,000,000</i>	£2,050.00	+	£358.75	=	£2408.75

Registered Levy Scheme Importers: Nil. Subject to a minimum £1,000 annual contribution Registered Levy Scheme Importers whose business also includes manufacturing, dry goods wholesaling, dry goods distribution, plant growing or fish breeding will be exempt from paying subscriptions in respect of these categories. However, for the first year, until the £1,000 has been paid members are expected to pay the fees quoted above. Once the £1,000 figure has been reached the fees will be credited in the following year.

Read or download our Code of Conduct at www.ornamentalfish.org

CODE OF CONDUCT FOR RETAILERS

Members:-

- a) should display the OATA Ltd logo and Customer Charter in an appropriate site on their premises.
- The Charter should be displayed prominently in the retail sales area but not behind the counter. Arrangements should be made to allow members of the public to view the Code of Conduct by appointment at an agreed time.
- b) must be in possession of a current Pet Shop Licence. It is an offence under the Pet Animals Act 1951 (Section 1(7)) to trade without one.

LIVESTOCK

Receipt of Animal Livestock

(This section applies when livestock is purchased from a wholesaler's import facility meeting the appropriate section of this code. Retailers who import fish direct or buy fish via a consolidator should also refer to the Code for Unpacking Imported Livestock). *

- 1) The retailer should accept responsibility for any livestock ordered once dispatched, 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 delayed delivery can be dealt with promptly.

- 2) Fish should be carefully unpacked at the place of destination. Preferably in dim light and avoiding strong sun or artificial light sources. The animals 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.

- 3) Newly imported livestock (either direct import or via consolidation) should be separated from previously held stock, clearly marked and rested for a minimum of 48 hours or until a normal behavioural and feeding pattern has been re-established, whichever is the longer period, before re-sale.

- 4) Materials used in packing should either be disposed of hygienically or if it is to be re-used, disinfected appropriately.

- 5) Fish must be acclimatised to the water in the holding facility and a normal feeding pattern should be established, with an appropriate food, prior to re-sale.

- 6) When tanking fish due regard should be paid to the physical and behavioural needs of each species.

- 7) All reasonable precautions must be taken to prevent the outbreak and spread of diseases. This may include disinfecting nets, the use of a specified net for each tank in an individually filtered aquaria. In centralised systems it may include efficient UV filtration or tank isolation.

- 8) Fish showing overt clinical signs of disease should be treated appropriately, this may require the affected individuals or population to be isolated. No sales from these individuals or population should be made. Veterinary consultation may be required. Sick or damaged fish should be removed from public view.

- 9) Antibiotics should only be used on a veterinary prescription.

- 10) Water quality should be assessed regularly and managed so that criteria outlined in Appendix A are satisfied.

- 11) Records of fish purchased should be maintained.

- 12) Records of mortalities should be maintained and related where practicable to batches of fish from which they originated.

Retail Sale of Animal Livestock

- 1) All livestock should be in good health as far as can be reasonably determined without veterinary inspection.

- 2) No animal with an obvious significant abnormality, which would seriously reduce its quality of life, should be offered for sale. If in doubt, veterinary advice should be sought.

- 3) Fish should be caught in such a way as to reduce stress induced and no physical damage occurs to the animal.

- 4) Every reasonable effort should be made to ensure that the customer purchases livestock suitable for the aquarium or pond for which it is intended. Due regard being given to the time the aquaria or pond had been established and the stocking, in terms of species and density, when offering advice.

(Under no circumstances should a brand new aquaria or pond be established and stocked full immediately. If asked to do this the retailer should advise the customer as to the inadvisability of this course of action and explain why he/she must refuse to do so and if necessary refer to the 'Customers Charter'.)

To enable staff to fulfil this requirement a full range of books for reference should be made available. Less experienced staff should be encouraged to consult a senior member of staff whenever they are uncertain.

- 5) Particular attention should be paid to informing the customers of the risks associated with any potentially harmful or venomous species. This information should include first aid procedures.

- 6) Transport of livestock sold to a customer in a retail outlet:

Fish and other aquatic organisms should be sold in containers suitable for the journey to be undertaken and thus ensure that they arrive in good health. Special regard should be paid to the climatic conditions and length of journey.

The container should:-

- (i) contain sufficient oxygen supply for the organisms for the duration of the journey;

- (ii) contain appropriate quantity of water;

- (iii) have sufficient insulation to prevent large fluctuations in temperature;

- (iv) be covered to exclude light.

Fish which may be aggressive to one another should be packed separately. It may be necessary to prevent these fish from having any visual contact.

- 7) The new owners of fish should be carefully instructed in the technique required to acclimatise fish to their aquaria or pond.

- 8) 'After sales' advice should be offered to customers purchasing livestock.

- 9) 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.

- 10) No animal should be sold to any person under 16 years who is unknown to the licensee unless that person is accompanied by a parent or legal guardian or provides appropriate written consent.

Subsequent sales to a juvenile less than 16 years (but over 12 years) of age who is known to the licensee can be carried out in the absence of a parent or legal guardian or appropriate written consent, provided that the licensee is satisfied as far as possible that:-

- (i) the parent/guardian would not object to the acquisition;

- (ii) the juvenile is sufficiently knowledgeable as to the needs, care and nature of the species acquired;

- (iii) the juvenile's intention towards the acquisition is consistent with the well-being of the animal concerned.

- 11) No venomous or potentially harmful species be sold to anyone under 16 years of age.

ROUTINE CARE OF LIVESTOCK

Animal

- 1) Animals shall at all times be kept in accommodation that is adequate in construction, size, amenities and position in the premises.

- (i) no livestock should be exposed to excessive light or heat, or lack of adequate warmth.

- (ii) no fish or other organism should be subject to rapid fluctuation in light, heat or chemical composition of their water; other than for the controlled treatment of disease or as part of a controlled breeding programme.

- (iii) 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).

- 2) Aquaria should be checked and cleaned as often as necessary to maintain good hygiene standards, consistent with the rate of stock turnover and consequent stocking densities. Appendix A lists the water quality targets to be maintained.

Notes:

- (i) Particular attention should be paid to the 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 using commercially available test kits as appropriate.

- 3) Fish and other aquatic organisms should be displayed in a manner which precludes interference by unauthorised people as far as reasonable practicable.

- 4) The care given to fish kept in outdoor ponds or aquaria must reflect the climatic conditions.

For instance:

- (a) an air hole should be created in ice,

- (b) shading might be required in intense summer sun, this may be by planting appropriately.

- 5) Food should be offered to fish on a regular basis taking into account the water temperature and the biology of the species concerned. Food should be stored in impervious closed containers, which can, if necessary, and appropriate be cleaned easily. Good hygiene in this area will minimise the risk of insect or rodent infestation.



RETAILER MEMBERSHIP APPLICATION

Please enrol me as a voting member of OATA Ltd.

I have read and agree to abide by the letter and spirit of the Code of Conduct as set out overleaf.

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.

WATER QUALITY CRITERIA

Cold Water

Dissolved Oxygen - min 6mg/litre
Free Ammonia - max 0.02mg/litre
Nitrite - max 0.2mg/litre
Nitrate - max 50mg/litre above ambient

Tropical Freshwater

Dissolved Oxygen - min 6mg/litre
Free ammonia - max 0.02mg/litre
Nitrite - max 0.2mg/litre
Nitrate - max 50mg/litre above ambient

Tropical Marine

Dissolved Oxygen - min 5.5mg/litre
Free Ammonia - max 0.01mg/litre
Nitrite - max 0.125mg/litre absolute
Nitrate - max 40mg/litre absolute
pH - min 8.1

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.

6) Water quality should be assessed regularly and managed so that the criteria outlined in Appendix A are satisfied.

Items 4-9 and 11 in the section headed 'Receipt of Animal Livestock' apply equally to routine care.

CARE OF PLANTS

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

They should be carried and handled to minimise damage.

Diseases should be treated as appropriate.

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

Advice on the care and maintenance of the plant should be given at the time of sale.

APPENDIX A

STOCKING DENSITIES - 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.

* This section of the Code is included in the complete Code of Conduct which you will receive in your membership package.

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

Membership runs from 1st January to 31st December. Enclosed is my cheque for £122.34 (£106.38 fee + £15.96 VAT). A VAT receipt will be forwarded to you along with:- An Approved Member window logo, Code of Conduct, Customer Charter & Leaflets

Please return this completed application form to:-

Chief Executive

Ornamental Aquatic Trade Association Ltd

1st Floor Office Suite, Wessex House,

40 Station Road, Westbury, Wiltshire, BA13 3JN

United Kingdom T: 08700 434013

F: 01373 301236 info@ornamentalfish.org

visit us online at: www.ornamentalfish.org

If you agree to pay future subscriptions by *standing order*, membership will cost **£107.66 inc. VAT** (£93.62+ £14.04 VAT).