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**PROTOCOL FOR HANDLING LIVE PETS ARRIVING INTO BARBADOS AND/OR  
INTRANSIT THROUGH BARBADOS AT THE ANIMAL RECEPTION CENTRE  
(ARC)**

The following outlines the protocol to be followed by the Veterinary Services Officers/ Inspectors, Customs Officers, airline agents and customs brokers when handling animals being imported into or transhipped through Barbados.

**FOR TRANSITING ANIMALS (AIRCRAFT TO AIRCRAFT)**

All live animals transiting through Barbados must receive permission to do so from the Senior Veterinary Officer. Applications for a permit to tranship a live animal may be obtained from the Veterinary Services Department and should be submitted for approval **at least two working days** prior to the expected date of transhipment of the animal.

**Commercial Flights**

1. The animals must be accompanied by a valid Transhipment Permit. Transhipment under this protocol is only allowed for animals being transferred from one aircraft to another. The maximum time period for transfer is 24 hours.
2. Airlines must not accept an animal for transhipment through Barbados unless the exporter has presented a valid transhipment permit, issued by the Senior Veterinary Officer.
3. Animals that must remain in the island for more than 24 hours or those being transferred from an aircraft to another means of conveyance (e.g. ship) will need to satisfy the appropriate conditions for importation into Barbados unless special permission is granted by the Senior Veterinary Officer.
4. The animals must travel as accompanied baggage in the hold of the aircraft or as manifest cargo, not in the cabin of the aircraft.
5. The animal must be transported in a container approved by the International Air Transport Association (IATA) appropriate for the species and size of the animal. The cage must be sealed by an official (Veterinary, Customs or Airline) at the point of origin.

6. The following information must be securely attached to the animal's cage:
  - a. The Veterinary transshipment permit
  - b. Airline and Flight number
  - c. Name, address and contact information for the owner/agent
  - d. Connecting airline, flight number and destination
  - e. Any special needs (dietary, medications)

## **PROTOCOL**

7. Upon arrival of the aircraft, the airline will notify both the Customs Department and the Veterinary Services Department that there is an animal on board;
8. The animal is taken off airplane by the airline's handling agent and transported directly to the Animal Reception Centre (ARC);
9. A Customs Guard and Veterinary Quarantine Officer/Animal Health Assistant (AHA) are despatched to the ARC by the Customs Supervisor and the Veterinary Officer respectively;
10. At the ARC, the Animal Health Assistant/Veterinary Quarantine Officer and Customs Guard open double-locked airside gate and allow entry of the animal;
11. The airline handling agent places the caged animal into the ARC holding area;
12. The AHA acknowledges receipt of the animal and notes the following information:
  - a. Airline, flight number, date and time of arrival;
  - b. Name, address and contact information of owner/agent:
    - i. in country of origin,
    - ii. in Barbados (if relevant),
    - iii. in Country of destination.
  - c. Departure: Airline, flight number, date and time of departure;
  - d. Time of collection of animal for transfer to connecting flight;
13. The AHA and Customs Guard lock the airside gate to the ARC and agree upon a time to return to unlock the gate for transfer of the animal to the connecting flight;
14. **If the animal's stay is 3 hours or less:**
  - a. The AHA will remain at the ARC until the time for transfer to the connecting flight,
  - b. The AHA will offer the animal fresh clean water to drink, and tend to the basic needs of the animal as appropriate,
  - c. At the agreed upon time prior to departure of the connecting flight, the airline handling agent comes to the ARC to receive the animal,
  - d. The AHA and Customs Guard unlock the airside gate and the animal is delivered to the airline handling agent,
  - e. The airline handling agent acknowledges receipt of the animal (Signed confirmation of receipt of animal),
  - f. AHA ensures that the animal is placed on the airplane and that aircraft departs
  - g. AHA and Customs Guard lock airside gate,
  - h. AHA cleans and locks the facility.

### **15. If the animal's stay is more than 3 hours or overnight:**

- a. The AHA will ensure that the animal has been properly cared for (clean water, food, bedding as appropriate) transferring it to a larger cage if necessary and will lock the animal in the facility, ensuring that the ventilation and temperature of the facility is adequate,
- b. Once the animal has been placed securely in the ARC, the owner, at the discretion of the Veterinary Officer on duty and the Customs supervisor, may be allowed brief access to the animal. If the animal has any special care needs, it is the responsibility of the owner/agent to provide for these. Under no circumstances will the animal be allowed to be taken out of the ARC,
- c. The AHA may lock and leave the ARC until the time of departure of the connecting flight,
- d. At the agreed upon time prior to departure of the connecting flight, the airline handling agent comes to the ARC to receive the animal,
- e. The AHA and Customs Guard unlock the airside gate deliver the animal to the airline handling agent,
- f. The airline handling agent acknowledges receipt of the animal (Signed confirmation of receipt of animal),
- g. AHA ensures that the animal is placed on the airplane and that aircraft departs,
- h. AHA and Customs Guard lock the airside gate,
- i. AHA cleans and locks the facility.

### **Private aircraft**

Under Study

### **FOR ANIMALS BEING IMPORTED INTO BARBADOS**

All live animals entering Barbados must receive permission to do so from the Senior Veterinary Officer. Applications for a permit to import a live animal may be obtained from the Veterinary Services Department. Once issued, import permits are valid for up to six months from the date of issue.

At least **three (3) working days'** notice of the expected date of arrival of the animal must be given to the Veterinary Services Department. The following information must be provided:

- a. Import permit number,
- b. Name, local address and contact information of owner/agent,
- c. Name and contact information of the Customs Broker,
- d. Airline, flight number, expected date and time of arrival.

Customs duties are levied on all animals imported into Barbados. In order to facilitate this, owners/importers must employ the services of a customs broker. Failure to do so WILL result in significant delays in receiving the animal.

1. Airlines must not accept an animal for importation into Barbados unless the owner/exporter has presented a valid import permit, issued by the Senior Veterinary Officer.
2. All animals destined for importation into Barbados must travel either as manifest cargo or as accompanied baggage in the hold of the aircraft. Animals are not permitted to travel to Barbados as carry-on baggage in the cabin of the aircraft.

3. The animal must be transported in a container approved by the International Air Transport Association (IATA) appropriate for the species and size of the animal.
4. The animal must travel by the most direct route from the country of origin to Barbados. If the most direct route involves transiting a third country, prior permission for this must be sought from the Senior Veterinary Officer and all terms and conditions attached to such permission must be complied with.
5. Original copies of both the Import Permit (issued by the Veterinary Services of Barbados) and the Export Health Certificate (issued by the Veterinary Services of the Country of Origin) must accompany the animal and be presented to the Veterinary Officer upon arrival.

### **PROTOCOL**

6. Upon arrival of the aircraft, the airline will notify both the Customs Department and the Veterinary Services Department that there is an animal on board;
7. The animal is taken off airplane by the airline's handling agent and transported directly to the Animal Reception Centre (ARC);
8. A Customs Officer is despatched to the ARC by the Customs Supervisor;
9. At the ARC, the Veterinary Officer and the Customs Officer open double-locked airside gate to allow entry of the animal;
10. The airline handling agent places the caged animal into the ARC holding area;
11. The Customs Officer and Veterinary Officer double lock the airside gate;
12. The Customs Broker receives the Health documents and import permit from the airline and proceeds to the ARC;
13. Owner/agent and Customs broker arrive at ARC through landside entrance. (In the case of animals accompanying passengers arriving on the same flight, the passenger clears Immigration and Customs and travels to the ARC);
14. The Veterinary Officer performs documentary and health checks, on the animal;

#### **If the animal satisfies the Conditions for entry into Barbados:**

15. The Veterinary Officer issues a Landing Certificate, giving clearance for the animal to enter the country, collects all appropriate veterinary inspection fees and gives the Landing Certificate to the Customs Broker;
16. Customs Broker gives the Landing Certificate and other relevant documents to the Customs Officer, and pays appropriate duties;
17. The animal is released for entry into Barbados.

#### **If the animal fails to satisfy the conditions for entry into Barbados,.**

## NOTE

**An animal landed in contravention of the provisions of the Animals (Diseases and Importation Control) Regulations may be seized by the Veterinary Officer, and, in his discretion, detained, destroyed or otherwise disposed of as he shall direct. - *Animals (Diseases and Importation Control) Regulations, 1961, 7.(3)***

18. The Veterinary Officer issues a certificate to the Customs Broker denying entry, which outlines the reason(s) for the failure to satisfy the conditions of entry and detains the at the ARC for a maximum of 48 hours, pending a final determination as to the disposition of the animal.
19. If the reason for denial of entry can be resolved, the matter is dealt with in the appropriate manner and the animal is given permission to enter.
20. If the decision is made to return the animal to the country of origin, the Veterinary Officer notifies Customs and the airline that the animal has been denied entry and that it must be re-exported on the next available flight;
21. All costs incurred in the repatriation of the animal, including quarantine and overtime costs for the Veterinary Officer or Animal Health Assistant must be borne by the owner/agent or the airline, depending on the reason for the refusal of entry;
22. The airline makes the necessary arrangements for repatriation of the animal and informs the Veterinary Officer of the flight number) and time of departure;
23. The Veterinary Officer (VO) coordinates delivery of the animal to the aircraft with Customs and the airline. The VO may then assign further duties to an Animal Health Assistant (AHA):
  - a. The VO/AHA ensures that the animal has been properly cared for (clean water, food, bedding as appropriate) transferring it to a larger cage if necessary and will lock the animal in the facility, ensuring that the ventilation and temperature of the facility is adequate ,
  - b. At the agreed upon time prior to departure of the flight, the airline handling agent comes to the ARC to receive the animal,
  - c. The VO/AHA and Customs Guard unlock the airside gate and the animal is delivered to the airline handling agent,
  - d. The airline handling agent acknowledges receipt of the animal (Signed confirmation of receipt of animal),
  - e. The VO/AHA ensures that the animal is placed on the airplane and that aircraft departs,
  - f. The VO/AHA and Customs Guard lock airside gate,
  - g. The VO/AHA cleans and locks the facility.