# Green Activities application form 2022

# Adventure activities

The Green Activities criteria are based on Criteria for Green Key Attractions with the permission of Green Key International.

## APPLICANT INFORMATION

|  |  |
| --- | --- |
| Company name |  |
| Company ID |  |
| Street address |  |
| Postal adress |  |
| Tel |  |
| Webpage |  |
| Email |  |
| Please give a short description of your main activities (for the auditor): |
| ENVIRONMENTAL MANAGER CONTACT DETAILS: |
| Name |  |
| Position |  |
| Tel |  |
| Email |  |

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| --- |
| MANAGING DIRECTOR CONTACT DETAILS: |
| Name |  |
| tel |  |
| email |  |
| bILLING ADDRESS: |
| Company name |  |
| Company ID |  |
| E-invoicing address |  |
| E-invoice operator |  |
| OVT ID |  |
| background information: |
| Number of staffon/off season |  |
| Annual turnover (previous accounting year) |  |
| Company description for customers in Finnish(approx. 40 words) |  |
| Company description for customers in English(approx. 40 words) |  |

 ⃞ We have read and accept the Green Activities Terms and Conditions.

⃞ We confirm that the submitted data is up to date.

Date: / /202

## Required attachments:

|  |  |  |
| --- | --- | --- |
| chapter | criterium | attachment |
| 1. Environmental management | 1.2 | Sustainability policy |
|  | 1.3 | Sustainability objectives and annual plan of execution |
| 2. Staff | 2.1 | Minutes/notes/other document of meetings |
| 3. Guest information | 3.1 | Planned location of Green Activities certificate (picture) |
|  | 3.4 | Examples of communication to customers regarding environmental actions (or a plan of action in the first application) |
| 4. Corporate Social Responsibility | 4.12 | Responsible purchasing policy (part of sustainability policy) |
| 5. Activities | 5.2 | List of regulation (laws, acts etc) concerning nature- based activities, plan of communication to customers regarding them, plan of communication/training of staff |
|  | 5.3 | 2 security plans including risk analyses (1 for winter season, 1 for non-frost season) |
|  | 5.13 | List of detergents and tissue papers in use, including their ecolabels.  |
|  | 5.14 | Waste recycling instructions to guests |
|  | 5.15 | List of motorised vehicles in use. |
| 6. Animal welfare | Background6.19 | Latest report by Tukes.Emergency plan in case of dogs getting injured |

## 1. ENVIRONMENTAL MANAGEMENT

|  |  |
| --- | --- |
| IMPERATIVE CRITERIA  | YES (x) |
| 1.1 The management is involved and has appointed an environmental manager from amongst the staff of the establishment. |  |
| 1.2 The establishment has formulated a sustainability policy. |  |
| 1.3 The establishment has formulated objectives and an annual action plan for continuous improvement. |  |
| 1.4 All documentation concerning Green Activities is kept and maintained in a binder ready for inspection.  |  |
| 1.5 The establishment establishes active collaboration with relevant local stakeholders. |  |
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| GUIDELINE CRITERIA | Yes (x) |
| 1.6 The establishment calculates its carbon footprint using a carbon measurement tool. |  |
| 1.7 The establishment sets a target to reduce its carbon footprint by at least 5% annually. |  |
| 1.8 The establishment has reached its target of at least 5% reduction in emissions in the past 12 months. |  |
| 1.9 The establishment offsets its greenhouse gas emissions with certified climate offsetting projects. |  |
| 1.10 The establishment is verified carbon neutral. |  |
| 1.11 The establishment offers its guests a possibility to compensate the emissions caused by their visit through an internationally recognised carbon scheme. |  |

## 2. STAFF

|  |  |
| --- | --- |
| IMPERATIVE CRITERIA | Yes (x) |
| 2.1 The management holds periodic meetings with the staff to brief them on issues concerning existing and new environmental initiatives. |  |
| 2.2 The environmental manager participates in meetings with management for the purpose of presenting the environmental developments of the establishment. |  |
| 2.3 All staff members receive yearly training on environmental and other sustainability issues relevant to their job description. |  |
| 2.4 Information is displayed in the staff area/ otherwise available to promote responsible behaviour. |  |

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| GUIDELINE CRITERIA | Yes (x) |
| 2.5 The establishment provides its staff with the opportunity to evaluate its environmental and/or socio-cultural performance. |  |
| 2.6 The establishment encourages its staff to use environmentally friendly means of transport when commuting to work.  |  |
| 2.7 The establishments offers its staff free/subsidised opportunities/spaces to exercise during/after working hours. |  |

3. GUEST INFORMATION

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| IMPERATIVE CRITERIANote! Criteria 3.1–3.3. require a plan from first year applicants. Green Activities certificate may only be displayed after certification by the Green Activities jury. | Yes (x) |
| 3.1 Green Activities certificate is displayed in a prominent place. |  |
| 3.2 Information about Green Activities is visible and accessible to guests. |  |
| 3.3 Information about Green Activities and environmental information is available on the establishment’s website, social media and other online communication channels. |  |
| 3.4 The establishment keeps guests informed about and involved in its environmental work and encourages them to participate in environmental initiatives. |  |
| 3.5 Staff members are able to inform the guests about Green Activities and the establishment’s current environmental/sustainability initiatives. |  |
| 3.6 The establishment informs and encourages guests to use sustainable transportation alternatives. |  |

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| GUIDELINE CRITERIA | Yes (x) |
| 3.7 The establishment provides its guests with the opportunity to evaluate its performance, including sustainability performance. |  |
| 3.8 The establishment has made a marketing/awareness raising campaign about the environment within the past 12 months. |  |
| 3.9 Communication about environmental issues is included in the company’s annual communications plan where various target groups are included. |  |
| 3.10 The establishment rewards its customers for environmental actions taken during their visit. |  |

4. CORPORATE SOCIAL RESPONSIBILITY

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| IMPERATIVE CRITERIA | Yes (x) |
| 4.1 The establishment confirms that it follows all relevant international, national, and local regulations, regarding environment, health, safety, and labour. |  |
| 4.2 The establishment ensures that all its employees, trainees and volunteers are covered by insurance against injury at work.  |  |
| 4.3 Plants and animals, as well as historical and archaeological artefacts, are not sold, traded, or displayed, except those which are permitted by law. |  |
| 4.4 The establishment requires that its subcontractors comply with regulations regarding labour rights. |  |

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| GUIDELINE CRITERIA | Yes (x) |
| 4.5 The staff has received training about inclusivity within the past 12 months. |  |
| 4.6 The establishment offers accessible services and information related to accessibility for people with physical disabilities.  |  |
| 4.7 The establishment has taken into consideration sensory disabilities/limitations in designing its premises/products/services. |  |
| 4.8 The establishment is equitable in hiring women and local minorities, including in management positions. |  |
| 4.9 The establishment provides traineeships and part-time/ flexible terms employment for long term unemployed or people of limited employability.  |  |
| 4.10 The establishment actively supports at least two environmental or social community development activities. |  |
| 4.11 The establishment offers the means for local small entrepreneurs to sell sustainable products that are based on the area’s nature, history, and culture |  |
| 4.12 The establishment has formulated a sustainable purchasing policy. |  |
| 4.13 Discarded material/supplies are reused or collected and donated to charitable organisations. |  |

5. ACTIVITIES

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| IMPERATIVE CRITERIA | Yes (x) |
| 5.1 The establishment is committed to the principles of sustainable tourism. We recommend that the commitment is also mentioned in the establishment’s sustainability policy. **Which set of sustainable tourism principles your establishment is committed to? (please specify here):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| 5.2 The establishment is committed to following regulations regarding activities in outdoor/ wilderness areas and instructing its customers on them. We recommend that the commitment is also mentioned in the establishment’s sustainability policy. **(Attachment, please also add to Green Activities binder)** |  |
| 5.3 The establishment has a security plan for all its activities and the plans include a risk assessment. The most important GPS coordinates (starting and finishing points, service points, crossroads), cell phone network coverage and emergency numbers are communicated to the customers. A security plan including descriptions of route and GPS coordinates for at least one winter season and one summer-time activity are attached to the application. **(Attachment)** |  |
| 5.4 The establishment describes each activity route and **its difficulty** using either verbal description or symbols (e.g. by means of route classification system developed by Suomen Latu). The establishment instructs its customers in advance regarding suitable equipment and clothing (what is provided as well as what the customer must bring along). The information is available in several languages according to the needs of each customer group. **Write here the webpage where the description of activities offered can be found (including route description, degree of difficulty, instructions on necessary equipment/clothing):****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| 5.5 Knowledge about local environment and culture form the basis of all nature-based operations. The establishment’s staff know the area and its conditions well. The establishment is in active collaboration with local actors while maintaining clear roles and responsibilities regarding maintenance of the area and providing services.  |  |
| 5.6 The establishment encourages and supports its guests to stay longer in the area and use local services widely by providing advance information on other services, sights and/or local culture.  |  |
| 5.7 The guides/tour leaders have sufficient training for the degree of difficulty of activities offered, or corresponding knowledge gained by several years of working experience. All guides have up to date first aid skills acquired through regular training. **(Document of first aid skills in Green Activities binder.)** |  |
| 5.8 The customers are informed about everyman’s rights and responsibilities. If the establishment offers only indoor workshops this criterium may also be fulfilled by promoting other environmentally friendly practices.  |  |
| 5.9 The establishment advises its customers on how to maintain and protect biodiversity. The staff understand the importance of biodiversity and can inform the guests about it when necessary.  |  |
| 5.10 The establishment follows the guidelines regarding lighting fires and preventing wildfires. In all its activities, the establishments strives to prevent forest fires, informing its customers about restrictions / prohibitions on making a fire during forest fire warning. and instructing them on how to make a fire safely.  |  |
| 5.11 The establishment annually/seasonally monitors the negative impact of its activities on the natural environment (including erosion of trails, littering, water pollution, impacts on living organisms, illegal picking of plants etc.), and when necessary, changes its routes accordingly and informs the relevant authorities.  |  |
| 5.12 The establishment only uses non-disposable tableware. If single-use tableware cannot be avoided (in exceptional cases such as large events), biodegradable products are used, and proper recycling of the resulting waste is ensured. |  |
| 5.13 All detergents and tissue paper provided for guests and staff are eco-labelled. Correct dosage and methods of use are followed when using detergents. **(Attachment.)** |  |
| 5.14 All waste generated during the activities are recycled according to municipal regulations and as eco-efficiently as possible. The establishment also instructs its guests on proper sorting and recycling of waste. When moving in nature, the location of toilets is indicated to the guests. |  |
| 5.15 Motorised vehicles used in activities produce a low level of noise and emissions. Motorised activities are carried out along marked routes. (This refers first and foremost to electric vehicles. For more detailed description, please see explanatory notes.) **(Attachment.)** |  |
| 5.16 Motorised activities form no more than 50 % of the establishment’s total activities in a season. This does not apply to electric vehicles charged with electricity from 100 % renewable sources. **Write here the address to a webpage that displays full list of activities offered during the season:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| 5.17 The establishment does not organise tours where wild animals are attracted by feeding or with sounds to be photographed or where their free movement is otherwise impeded. Wild animals may be observed and photographed in nonobtrusive manner. |  |

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| GUIDELINE CRITERIA: | Yes (x) |
| 5.18 The establishment does not offer any motorized activities. |  |
| 5.19 The establishment encourages its guests to travel to the area using environmentally friendly means. |  |
| 5.20 The establishment monitors the total number of visitors to the area. The establishment is committed to informing relevant authorities if it notices signs of overcrowding and negative impacts of tourism on local environment or culture. |  |
| 5.21 The establishment works in collaboration with local communities and offers local inhabitants and visitors opportunities to contribute to the maintenance and development of the area. Feedback from the local community is actively collected.  |  |
| 5.22 The establishment encourages its guests to use eco-labelled products and services.  |  |
| 5.23 The establishment does not use any single-use tableware. |  |
| 5.24 Locally produced/organic foodstuffs and ingredients are regularly used in catering offered to the guests. Please list here at least 2 such ingredients (product name and origin):1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:
 |  |
| 5.25 Guests are encouraged with concrete actions to pick up trash during the tour or after it.  |  |
| 5.26 When designing new tours and choosing their meet-up/finishing points, the timetables and routes of public transport are considered. |  |
| 5.27 The establishment is committed to the principles of responsible and ethical Sámi tourism and communicates this in its responsibility policy and/or website. |  |
| 5.28 The establishment has a charging station for electric cars. |  |
| 5.29 Member(s) of staff have received the voluntary tourism safety training provided by the Finnish National Rescue Association (SPEK). |  |
| 5.30 Member(s) of staff are trained as /are training to become wilderness guides.  |  |
| 5.31 Member(s) of staff are trained as /are training to become registered National Park guides. |  |
| 5.32 When promoting activities, the carbon footprint of each tour is presented. The calculation tool and method (included/excluded emission sources) are clearly communicated.  |  |

6.A TOURISM ANIMAL WELFARE: SLED DOGS

⃞ The establishment does not own tourism animals.

### BACKGROUND INFORMATION

**Number of dogs**

Ilmoita kokonaismäärä vakituisesti tarhalla asuvista koirista ja erottele kokonaismäärästä:

total: \_\_\_\_\_\_\_\_\_

 0–1-year olds: \_\_\_\_\_\_\_\_\_

working dogs: \_\_\_\_\_\_\_\_\_

retired dogs: \_\_\_\_\_\_\_\_\_

Total number in the past 12 months:

dogs born\_\_\_\_\_\_\_\_\_\_

dogs died/ put down \_\_\_\_\_\_\_\_\_\_

dogs sold /adopted \_\_\_\_\_\_\_\_\_\_

Kennel Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of staff (permanent/ high season): \_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Latest inspection by the supervising veterinarian? Date: \_\_/\_\_/20\_\_

(Report from latest inspection to be presented during audit.)

Latest control visit and report by Tukes (if carried out within the past 2 years).

Date: \_\_/\_\_\_/20\_\_

Subcontractors used during the season

Name of operator(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of dogs\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| IMPERATIVE CRITERIA | Yes (x) |
| 6.1 Each dog has a safe doghouse that provides adequate warmth and aeration. The doghouse floor must be elevated and insulated against cold, and it mustn’t become submerged during snow melting time. Doghouses must be equipped with sufficient bedding, especially in the winter. The doghouses must be regularly cleaned and disinfected annually. |  |
| 6.2 The enclosures are cleaned at least once a day. |  |
| 6.3 The dogs are kept in a safe enclosure. The grouping of dogs is planned keeping in mind the specific needs of each individual. The maximum number of adult dogs kept in the same enclosure is 4. |  |
| 6.4 The kennel is under 24/7 surveillance. In the premises of the kennel or in its immediate surroundings, there must always be at least one person who can get to the site within 20 minutes if necessary. |  |
| 6.5 Dog faeces are collected to a site where their environmental impact can be managed, e.g. an area with a compacted bottom or a transportable container. There is a management plan for the final treatment and disposal of the faeces that prevents leakage of seepage water into groundwater. |  |
| 6.6 The harnesses are clean, intact and fitting. Tuglines must be covered (not made of bare wire). When necessary, additional equipment is used, e.g. booties and coats. Coats must be wind-proof and lined. On overnight trips, dogs should have lined coats for sleeping outdoors.  |  |
| 6.7 The equipment for transporting dogs must be in good shape, safe and undergo regular check-ups. |  |
| 6.8 The staff has written instructions for feeding the dogs. High-quality feed is used (minimum fat content 15 %, minimum protein content 30 %). In the winter season, the dogs must receive food at least 2 x day, one of these may be in liquid form.  |  |
| 6.9 The staff has written instructions for watering the dogs. In the winter, this must take place at least twice a day, during non-frost months water must be available at all times. Dogs must be given liquids, eating snow does not replace watering. During warm weather, water in bowls must be replaced minimum twice a day. |  |
| 6.10 Dogs receive regular exercise throughout the year, weather conditions permitting. Outside of sledding season, the dogs are given exercise at least 16 times a month, minimum 45 min at a time. Exercise may be in the form of pulling, walking on leash or in a walker or moving freely in a run that is at least 500m2. The maximum temperature for pulling exercises is +15/ +20 C° depending on breed. Exceptions may be granted if it doesn’t risk the wellbeing of the dogs. On short-coated breeds, coats must be used when the temperature, including wind chill factor, falls below -25 C°. |  |
| 6.11 The dogs are exercised and used for work bearing in mind each individual’s physical condition and eagerness to work. A log is kept on exercise, work and rest days. During the season, the dogs must have at least 8 rest days/month.  |  |
| 6.12 The establishment has formulated and described in writing guidelines for how each dog’s eagerness to work is monitored. Dogs may not be forced to work in any way. |  |
| 6.13 Lead dogs are never fastened solely by the collar/ neckline in order to keep the team straight.  |  |
| 6.14 A dog must be at least 1 year old before it starts to work. |  |
| 6.15 Training is started at least 3 months before carrying out full-length tours.  |  |
| 6.16 The kennel has a plan for the retirement/re-homing of dogs for when they no longer can work / if they aren’t suitable for sledding. |  |
| 6.17 For each dog, at least the following information is logged: pedigree, health details, medication, vaccinations and de-worming, training, behaviour, breeding, retirement, euthanasia. |  |
| 6.18 Each dog must be fitted with a microchip (dogs that were born/acquired after September 2021), vaccinated and dewormed, and its health must be regularly monitored. Nails must be regularly trimmed also during the off-season months.  |  |
| 6.19 The establishment has an emergency plan in case of dogs getting injured. The plan must include: * Rescue plan to evacuate dogs from the kennel (in case of fire etc)
* Written instructions on taking care of the dogs in case of regular personnel getting injured/ill ( e.g. recognising individual dogs etc)
* Contact information for the nearest/regular veterinarians must be easily available to all staff members
* Plan on how an injured dog can be transported to a veterinary clinic

The emergency plan must be presented to any new members of staff during their introduction to the job. **(Attachment)** |  |
| 6.20 The kennel must be equipped with a first aid kit for dogs and the possibility of placing sick/injured dogs indoors (e.g. at home or in a convalescence pen with 24/7 surveillance). |  |
| 6.21 The establishment has a written policy for putting down dogs. The policy must include the acceptable grounds for euthanasia as well as a procedure for disposal of the remains. It is recommended that euthanasia is only performed by a veterinarian. **Please tick the relevant boxes:**In our kennel, a dog may be put down for the following reasons: serious illness/injury ⃞ permanent immobility ⃞ severe behavioural problems ⃞ Healthy and fit litters born accidentally may not be put down. Instead, efforts must be made to find them a home.  |  |
| 6.22 A log must be kept of all dogs that have died/been put down in the kennel, including the cause of death/euthanasia. In case of suspected infectious disease, an autopsy must be performed. If a dog is shot it mustn’t be done in front of other dogs.  |  |
| 6.23 The breeding of dogs is planned and logged. Accidentally produced litters are avoided by all possible means. Healthy and fit to live accidental litters are not put down. Instead, efforts are made to find them a home. **Please specify how?****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| 6.24 There must be an indoor whelping area that provides a stress-free, dry, and warm place for the bitch and the pups apart from other dogs.  |  |
| 6.25 Pups and young dogs must be socialised and taught to interact with people and other dogs. During the audit, the establishment explains how socialisation is taken care of and monitored. By careful teaching and socialising of young dogs many kinds of problem behaviour can be avoided or minimised. |  |
| 6.26 The staff consists of animal tourism professionals who have either a degree from a vocational training institute or several years of working experience. In case trainees are used, they must never be solely in charge for looking after the dogs or carrying out activities. |  |
| 6.27 The establishment ensures that all its employees, trainees and volunteers are covered by insurance against injury.  |  |
| 6.28 The establishment has a training plan that ensures that all personnel working with animals are aware of animal welfare related issues. |  |
| 6.29 The establishment has a plan in case of injury/death of owners/kennel manager. The plan must indicate who will take responsibility for the operations in case the owners cannot do it.  |  |
| 6.30 The establishment communicates to its customers regarding animal welfare and has a plan for this communication. |  |
| 6.31 Commitment to animal welfare is mentioned in the establishment’s responsibility policy (Green Activities criterium 1.3.). |  |

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| GUIDELINE CRITERIA | Yes (x) |
| 6.32 The dog run/exercise area includes a cooling pool or sprinkler. |  |
| 6.33 The kennel has a run of at least 1000 m2 or am automatic walker. |  |
| 6.34 No dogs are kept in chains. |  |
| 6.35 The dog enclosures are at least 1,5 times the minimum size dictated by law.  |  |
| 6.36 Dogs are provided with stimuli (elevated platforms/climbing structures, searching for treats, fetching ball, learning tricks or similar) in the enclosures or dog run.  |  |
| 6.37 On overnight safaris, all dogs have an insulated, sheltered sleeping place (doghouse or similar). |  |
| 6.38 During off-season, dogs have the possibility to exercise/ run free every day (weather conditions allowing).  |  |
| 6.39 Training is started at least 3 months before the start of the season. |  |
| 6.40 Retired, healthy dogs remain in the kennel, or the establishment has an adoption or sponsoring programme so that guests can commit to taking care of the expenses of retired dogs. If the establishment has an adoption programme, it must include rehabilitation to indoor living as well as instructing and minimum 6 months of monitoring of adoptive homes. If the adoptive home cannot keep the dog, the kennel must be committed to either taking it back to the kennel or finding it a new home.  |  |
| 6.41 All dogs that retired within the past 12 months have either been placed in the kennel, given to adoption or a sponsor paying for their expenses has been found.  |  |
| 6.42 Dog faeces are composted in a centralised manner or delivered to a biogas factory if there is one in the area.  |  |
| 6.43 Staff are permanently living within the premises or in the immediate vicinity of the kennel.  |  |
| 6.44 During safaris, one guide is responsible for maximum 6 teams. |  |
| 6.45 All staff taking care of dogs have a professional degree from animal husbandry, wilderness guiding or other relevant field.  |  |
| 6.46 All staff participating in safaris are employed by the establishment (no unpaid volunteers or trainees are used in carrying out safaris). |  |
| 6.47 All trainees are students of veterinary science, animal husbandry or wilderness guiding. |  |
| 6.48 The kennel manager and/or staff participate annually in training and seminars on working dog health, nutrition, training, or breeding.  |  |