



# JUNGLE FRIENDS

PRIMATE SANCTUARY

## HANDBOOK

*"Not to hurt our humble brethren is our first duty to them, but to stop there is not enough"*

~Francis of Assisi, Patron Saint of Animals

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## Mission and Guiding Principles

### Mission

Jungle Friends Primate Sanctuary provides a permanent, safe haven for New World monkeys who were confiscated by authorities, used in research, kept as pets, or who are simply no longer wanted. Our priority is to provide care to address the individual medical, psychological and behavioral needs of these captive primates. Jungle Friends Primate Sanctuary is unique in that we provide care for many monkeys with special needs who may be unacceptable for other facilities.

### Guiding Principles

Jungle Friends Primate Sanctuary was founded with a very specific philosophy that embodies what we believe and how we operate. Jungle Friends Primate Sanctuary will forever be dedicated to the following guiding principles and practices:

- We embody the philosophy of "Sanctuary" that is defined as a place where animals can come to live and be protected for the rest of their lives. It's a safe haven, where they receive the very best care possible. Animals are not bought, sold, bred, traded, used for commercial purposes, or mistreated in any way. They are given every opportunity to behave naturally in a wonderfully loving environment.
- We care for primates in a safe, permanent and enriching habitat in accordance with their specific species requirements and we strive to provide naturalistic enclosures.
- We provide the primates in our care the opportunity to live full lives. In the event of a debilitating, painful and/or incurable illness we hold fast to the hospice philosophy for the primates in our care.
- We embody the deeply held values of Ahimsa — "dynamic harmlessness"— which includes selfless service. We promote compassion by encouraging service to humanity, animals and nature.
- We discourage keeping primates as 'pets' and hope this practice will end. We work toward creating a better life for the unfortunate monkeys who find themselves in a captive situation. Jungle Friends works with other sanctuaries, veterinarians and other primate organizations around the world. We are committed to primate protection whether the monkeys are in a zoo, lab or in a person's home. Jungle Friends is always available to help primates in captivity in any way possible, from giving the monkeys a permanent home at Jungle Friends to working with their caregivers toward providing a safe, healthy, happy and stimulating environment.
- Jungle Friends' outreach program teaches others about the plight of primates in captivity. We are committed to teaching others how to be better caretakers of our Earth and all its inhabitants. We are dedicated to advocacy for primate protection, animal welfare issues and animal rights issues.
- Vegetarian/vegan communal living is a part of the Jungle Friends experience for staff, interns and volunteers from around the world. As part of the sanctuary culture, people are encouraged to adopt a vegan lifestyle, to have compassion for all of the Earth's remarkable inhabitants, and to

join us in hope that these individual acts of kindness across species will one day reach the critical mass or "tipping point" needed to transform the world.

- Jungle Friends Primate Sanctuary offers communal living on the sanctuary grounds for like-minded, caring and compassionate people to function as care staff, interns and apprentices. It is important for the monkeys' well-being to have care staff living on-site.
- There is a desperate need for more legitimate primate sanctuaries, which is how our intern program originated. We offer training to others interested in starting, or working at, primate sanctuaries. Our intern and volunteer programs also offer qualified individuals, students and groups interested in the well-being of primates and the preservation of the environment, an opportunity to care for our jungle friends.
- Jungle Friends is home to New World monkeys, many of whom are endangered species.

Common name	Scientific name	Species endangerment risk
white-faced or white-throated capuchins	<i>Cebus capucinus</i>	lower risk
white-fronted or cinnamon capuchins	<i>Cebus albifrons</i>	lower risk
tufted, brown or black-capped capuchins	<i>Cebus apella</i>	lower risk
weeper or wedge-capped capuchins	<i>Cebus olivaceus</i>	lower risk
bearded capuchins	<i>Cebus libidinosus</i>	lower risk
common squirrel monkeys	<i>Saimiri sciureus</i>	lower risk
Bolivian squirrel monkeys	<i>Saimiri boliviensis</i>	endangered
black-handed spider monkeys	<i>Ateles geoffroyi</i>	vulnerable
Peruvian spider monkeys	<i>Ateles chamek</i>	endangered
brown spider monkeys	<i>Ateles hybridus</i>	critically endangered
common marmosets	<i>Calithrix jacchus</i>	lower risk
black tufted-eared marmoset	<i>Calithrix penicillata</i>	lower risk
golden or red-handed tamarins	<i>Sanguinus midas</i>	vulnerable
cotton-top tamarins	<i>Saguinus oedipus</i>	critically endangered

## **Monkey Care Policy**

Our monkey care policy is simple: The monkeys' needs come first. They are wild animals who deserve a chance to live as closely to the way nature intended even though they are 100% dependent on humans.

Jungle Friends monkeys live in what we call "Live Habitats," which are specifically designed for each species. The habitats are all built on natural ground with dirt for digging in, grass and edible ground cover, and mulch or pine straw. Trees in and around the habitats provide opportunities for shade, climbing, bark peeling and gouging (marmosets), with leaves, flowers and/or fruit to eat. In addition to the trees, every habitat has bamboo, non-toxic plants, and shrubs, for eating, playing and hiding in. Live habitats also provide their own ecosystem that houses insects and small animals which supplement the monkeys' already-balanced diets. The habitats are also designed with plenty of climbing structures, ladders and ropes, buckets and barrels to swing in, and plenty of 'toys' to entertain the monkeys and enrich their lives. "Lixit" watering systems provide fresh, clean running water on demand. Along with essential hydration, the watering systems provide a way to cool off on hot days. Many of the monkeys have even figured out how to prop them open and create a cool stream. Many of the habitats are also equipped with "monkey rain" systems that can be turned on during hot days.

We are always mindful that the habitats are the monkeys' homes – 24 hours a day, 7 days a week – and we care for their homes as diligently as we would our own. For the safety of monkeys and humans, we enter the monkeys' habitats only when necessary and never while monkeys are in them, unless it is an emergency. The habitats have double-entry systems that ensure the monkeys' safety. Since monkeys in the wild like to roam, we allow them a change of scene by occasionally moving them from one habitat to another. We also move the monkeys for cleaning, repairing, replanting or enriching their habitats.

Some of the monkeys' habitats are also connected to indoor habitats, where they can sleep, play and socialize. Examples include our oldest monkeys or those with chronic health conditions, new residents, and the smallest monkeys (marmosets, tamarins, squirrel monkeys) that are more sensitive to weather changes.

Thermostat-controlled heat lamps in all the habitats provide extra warmth when the outside temperature falls below 60 degrees Fahrenheit. These lamps are constantly monitored and maintained for safety.

The habitats are connected by a unique runway network that enables monkeys to move between habitats and provides extra space for running, playing, socializing, and even sleeping. The runways are equipped with diet bowl holders, which are covered to keep out the rain. By placing the monkeys'

diet bowls in the runways, most dropped food collects outside of the habitat so that we can clean it up daily.

Moveable metal barriers, or “forks” and drop down capture chutes in the runway system enable us to safely capture and release monkeys, as well as a way to squeeze a monkey inside the runway for injections or to examine an injury. If a monkey needs to be moved to the clinic or other location not accessible via the runway system, we use the forks and chutes. A fork inserted into the runway will block the monkey from returning to his or her habitat and allow us to safely move the monkey through the runway to a drop down chute and into a squeeze cage. This minimizes the stress and danger for both humans and monkeys that would occur if we were to dart or net monkeys for capture.

Most of the monkeys who come to the sanctuary have been isolated from others of their species. Monkeys are social by nature, and interactions such as play and grooming sessions are very important to relieve stress and promote health. Our goal is to make sure every monkey at Jungle Friends Primate Sanctuary is introduced to a compatible monkey friend of the same or like species.

The runways are essential for making monkey introductions. When a new monkey arrives at the sanctuary he or she is placed in a habitat near other monkeys we feel could be compatible. The monkeys can socialize in the runway, with the forks keeping them physically separate. We then allow monkeys closer to each other by moving the forks closer together. After close observation of their interaction, if we determine the monkeys will be suitable companions the forks are removed, allowing the monkeys more than one habitat with connecting runways until we are sure the monkeys will be a match.

The runways are also vital if the monkeys have a disagreement and need to be separated into different habitats.

Many of the monkeys are sensitive to the presence of humans due to neglect or harm by humans in their previous lives. Others, particularly those that have been species-isolated as ‘pets’, can be very friendly to humans and seek our attention when we are nearby. We respect both needs. Since monkeys are wild animals, our goal is to allow them to live their lives fully, and only interact to provide the necessities of life. For those whose psychological health requires some human interaction, only trained, experienced humans provide that interaction.

Along with living full lives, we provide the monkeys in our care the opportunity for long lives. In the event of a debilitating, painful and/or incurable illness we hold fast to the hospice philosophy. Hospice affirms life and neither hastens nor postpones death. It recognizes death as the final stage of life and enables individuals to continue an alert, pain-free life, managing symptoms so that their last days may be spent with dignity and quality, surrounded by their ‘family.’ Euthanasia would only be considered in extraordinary circumstances. If the decision were made to euthanize an animal in our care, this decision would be made by the Executive Director with veterinarian consultation.

## **Acquisition and Disposition Policy**

The Founder/Executive Director has the ultimate authority and responsibility for all aspects of the acquisition of a monkey.

- Acquisition of monkeys can occur through donation or rescue.
- A monkey will only be accepted if he/she will not jeopardize the health, care or maintenance of the rescued monkey or other monkeys currently housed at the Sanctuary.
- The individuals formerly responsible for the monkey's care will be requested to make one or more of the following donations:
  - \$4,000 - \$7,000 toward the cost of building a habitat to house the monkey
  - Minimum \$100 per month sponsorship of the monkey
- Whenever possible and appropriate, the sanctuary will attempt to obtain agreement to a policy of non-replacement of animals with the facility or individual from which the animal is obtained.
- Because Jungle Friends Primate Sanctuary will not engage in the breeding, buying, selling, trading or auctioning of animals or their body parts (in other words, no commercial trade at all), the monkey will become a permanent resident of the sanctuary unless a situation outlined in the disposition policy arises.

## **Disposition Policy**

The Founder/Executive Director has the ultimate authority and responsibility for all aspects of the disposition of a monkey.

Acceptable reasons for disposition include:

- The death of the monkey;
- Existence of health concerns or medical conditions that can be better addressed by another sanctuary;
- The ability of another facility that meets these same standards to provide better care or to provide a same-species companion for the monkey; or
- The financial insolvency or closure of the sanctuary.

Monkeys will not be transferred to individuals or organizations that lack the expertise, resources, or facilities to care for them appropriately.

Disposition of deceased monkeys shall meet the requirements of all applicable local, state, federal, and international regulations and laws.

Detailed records of the disposition shall be documented and maintained.

## **Values and Code of Conduct**

### **Values**

1. Respect
2. Integrity
3. Transparency
4. Accountability
5. Professionalism
6. Compassion
7. Excellence
8. Cooperation
9. Collaboration
10. Service

### **Code of Conduct/Principles**

1. Abide by, uphold and promote Jungle Friends Primate Sanctuary policies, procedures, mission, and guiding principles.
2. Demonstrate commitment to Ahimsa “dynamic harmlessness” — which includes selfless service — in all actions and interactions with the sanctuary’s primates, staff, volunteers, visitors, and other sanctuaries.
3. Provide the best life possible for the monkeys in our care, enabling each to realize the highest possible state of well-being – physically, emotionally and psychologically.
4. Act within and uphold applicable laws and agency regulations.
5. Be vigilant and aware of potential for misconduct.
6. Operate within an ethic of continuous improvement.
7. Ensure all interactions represent Jungle Friends Primate Sanctuary in a respectful and professional way.
8. Abide by Jungle Friends Primate Sanctuary Conflict of Interest Policy.
9. Act with fairness in relations with staff, volunteers, vendors, partners and supporters.
10. Incorporate principles of safety and security in all actions for the well-being of monkey residents, staff, volunteers and visitors
11. Demonstrate a commitment to the welfare of captive monkeys.
12. Maintain the integrity and reputation of Jungle Friends Primate Sanctuary.
13. Provide/follow procedures for receiving, investigating and addressing complaints, grievances, or other feedback.
14. Transfer monkey residents only if it is in their best interest and only to another licensed and/or accredited true sanctuary.
15. Collaborate with other credible sanctuaries, agencies, primate and animal protection organizations and qualified individuals to secure placement and funding for monkeys in need of homes.

# Grievance and Complaint Resolution

## Policy

Jungle Friends Primate Sanctuary aims to resolve problems and grievances promptly and as close to the source as possible with graduated steps for further discussions and resolution at higher levels of authority as necessary.

Jungle Friends Primate Sanctuary is the only home for the monkeys living here. It is our intent to ensure that their home is as harmonious and stress free as possible for them. Differences of opinion occur when people work together, so we have adopted this policy for Conflict Resolution as one of the ways to promote a peaceful environment for the monkeys.

If a complaint cannot be resolved informally and verbally, the complaints must be fully described in writing by the person with the grievance.

- The person(s) against whom the grievance/complaint is made should be given the full details in writing of the allegation(s) against them.
- The person(s) against whom the grievance/complaint is made should have the opportunity and be given a reasonable time to present their side of the story in writing before resolution is attempted.
- Proceedings should be conducted honestly, fairly and without bias.
- Proceedings should not be unduly delayed.

## Procedures

1. The Employee attempts to resolve the complaint as close to the source as possible. This level is quite informal and verbal.

### If the matter is not resolved:

2. The Employee notifies the appropriate supervisor in writing as to the substance of the grievance and states the remedy sought.
3. Discussion should be held among employee, supervisor and any other relevant party.

The agreements/conclusions reached at this meeting will be documented and signed by all parties.

4. This level should be within one week of the written complaint being received.

### If the matter is still not resolved:

5. The Supervisor must refer the matter to the Founder/Executive Director
6. The Supervisor will forward to the Executive Director any additional information thought relevant.
7. The Executive Director will provide a written response to the Employee. The Executive Director will also communicate with any other parties involved or deemed relevant.  
This level should not exceed one week.

### If the matter is still not resolved:

8. The Employee will be advised of his/her rights to pursue the matter with external authorities if he/she so wishes.

## **Whistle Blower Policy**

Jungle Friends Primate Sanctuary requires officers, directors, staff and volunteers to observe high standards of personal and business ethics and to comply with all applicable laws and regulations in performing all aspects of their duties and responsibilities.

### **Reporting**

This policy is intended to encourage and enable staff and others to raise relevant concerns internally so the issues can be addressed and inappropriate conduct and actions corrected. It is the responsibility of all officers, directors, staff and volunteers to report concerns about violations of Jungle Friends Primate Sanctuary's Values and Code of Conduct or suspected violations of law or regulations that govern the operations. This includes violation of JFPS Values and Code of Conduct such as, for example, acting in a manner that may jeopardize the safety and security of the monkeys, or failing to follow established procedures for addressing complaints. This also includes suspected violation of a law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of Jungle Friends Primate Sanctuary.

### **No Retaliation**

No director, officer, staff or volunteer who, in good faith, reports a perceived violation or concern of the above issues shall be harassed, threatened, discriminated against, discharged or subjected to other forms of retaliation or other adverse consequences. Any person who retaliates against someone who has reported a violation or concern in good faith is subject to discipline up to and including termination of employment or dismissal from association with Jungle Friends Primate Sanctuary.

### **Reporting Procedure**

Care-giving staff shall address their questions, concerns, suggestions or complaints with the Sanctuary Manager. If, for any reason, a staff member believes the concern is not being responded to, or if the member is not satisfied with the supervisor's response or if the individual is uncomfortable going to the Sanctuary Manager, the staff member should communicate directly with the Founder/Executive Director.

Other staff, directors, officers and volunteers may submit their questions, concerns, suggestions or complaints directly to the Founder/Executive Director. (Note:This step is in recognition of the very limited number of management roles and does not indicate concerns from those listed as being any more significant than those of the care-giving staff). If, for any reason, the reporting individual believes their concerns are not being properly addressed, or if the individual is not comfortable submitting a report to the Founder/Executive Director, the individual should submit the report to the Chairman of the Board (if not previously involved) or Secretary of the board. All reports should be in writing if possible.

The Board shall receive reports of all matters reported to the Chairman or to the Secretary of the Board, either directly or through the escalation process above. The complainant (if the complainant's identity is known) will be notified of the Board's receipt of the report and an investigation will be initiated to determine whether the allegations are true and what action, if any, is necessary to correct the matter set forth in the report.

The Board of Directors shall be authorized to investigate all matters raised by employees in reports submitted in accordance with this policy, including, but not limited to concerns or complaints regarding accounting, audit practices or internal financial controls; violations of Jungle Friends' Primate Sanctuary Values or Code of Conduct; and applicable laws and regulations. The Board may retain outside counsel, accountants, private investigators or any other third party deemed reasonably necessary to conduct a full and complete investigation of the allegations set forth in the report.

### **Acting in Good Faith**

Anyone filing a complaint or report must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation of any matter set forth therein. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense subject to disciplinary action.

### **Confidentiality**

Complaints and reports of violations or suspected violations of any matter set forth herein may be submitted on a confidential basis or may be submitted anonymously. Reports and complaints of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

## Staff & Volunteer Rules

**LEAVE YOUR EGOS AT THE GATE!**

Please read the rules below and sign at the bottom, therefore acknowledging that you understand them. These rules are for your safety and the well being of the monkeys.

1. Due to insurance and health considerations, smoking is not permitted at Jungle Friends.
2. Do not use your cell phone while working.
3. If you are a regular volunteer, sign in when you arrive and use a volunteer radio to announce your arrival. At the end of your shift, always sign out and return radio to charger.
4. Always make sure someone in your group, if not everyone, has a two-way radio.
5. **DO NOT** come to Jungle Friends if you are ill or have a canker/cold sore, as you can transmit viruses to the monkeys.
6. **NEVER** go into any enclosures where monkeys are present. Do not enter buildings with indoor enclosures without specific permission from the sanctuary manager or your team leader.
7. **DO NOT** come within 3 feet of the monkeys' habitats or put your hands on or in the enclosures.
8. **DO NOT** run around the premises or make loud noises - be respectful of the monkeys' space.
9. **DO NOT** feed the monkeys or pick up and hand them food they drop. We must know exactly what they eat so that their diet remains balanced; many monkeys require special diets.
10. **NEVER** touch the monkey's food once it is in their possession. Never hand food to the monkeys, as it can cause fights between them.
11. **NEVER** ever try to take anything away from a monkey. If a monkey takes something from you, it will certainly be damaged and should be considered lost for good. If a monkey has or takes something he or she should not have, let your team leader know immediately.
12. **DO NOT** touch each other or hand anything to another person in the monkeys' presence.
13. Most monkeys do not like to be stared at. If they make it apparent that they don't want your company, avert your eyes and walk away. Please be considerate of their ways of communication.
14. **DO NOT** talk to any of the monkeys without specific permission from the team leader. When and if the sanctuary manager or your team leader gives you permission, always talk to the monkeys in a low soothing voice. Monkeys communicate more through gesturing than vocalizing. Never use negative words (such as no, don't, stop, bad, etc.) or argue in the monkeys' presence.
15. While cleaning a habitat, always make sure the outside entry gate is closed while inside. Keep dogs out of the habitat you are cleaning.
16. **DO NOT** place cleaning products or any tools or equipment within 3 feet of an occupied habitat or on the top of any runway.
17. If you take something into an animal's space when working, always remember to take it out, i.e. rags, brush, bucket, scissors, ladders, etc. Have someone double-check the area before you leave.
18. Always lock habitats before leaving, and have your locks double-checked by the sanctuary manager or a team leader, who alone may give the monkeys access back to their habitats.
19. Always close gates and doors after entering or exiting.
20. Clean up after yourself and put away everything you use. A clean sanctuary is a happy sanctuary!
21. If you do not understand the rules or have questions or concerns, please talk to the sanctuary manager or team leader.

Print your name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## Dress Code

You are **required** to wear shoes that completely cover your feet. Rubber boots, hiking boots, or sneakers all work fine.

Pants or shorts with pockets and belt loops are recommended. You will sometimes be cutting zip ties, pieces of wire, or some other piece of hardware and you will need somewhere to temporarily place the pieces so nothing is ever left on the ground where animals can get it. Belt loops are great for hanging your two-way radio or a pair of work gloves. Rugged shorts such as denim or khakis also hold up better. Scrubs are also great in the summer; they are cool and dry quickly in a rainstorm.

Anything goes for upper garments as long as you don't mind getting them dirty or even ripped (monkeys like to grab shirts). Wear work gloves to protect your hands and a hat for sun protection.

Even though we are in Florida, the temperatures can drop to 20 degrees Fahrenheit in the winter. Wear appropriate clothing and layer so that you can adjust as the day warms up or cools off. Long johns under your work clothes are great. Make sure to have gloves, a hat, warm socks, and a jacket you can move around in easily.

In the summer, it rains practically every afternoon, but we continue to work, so always be equipped with a rain poncho or a raincoat. Having an extra set of clothes is a good idea as well. Rubber boots are good to have in the rain and mud, and as protection from fire ants and snakes.

**DO NOT** wear jewelry. Jewelry can not only be hazardous in the workplace, but monkeys are attracted to shiny, dangly items. They will do anything they can to try to rip it off of you.

Monkeys also like to steal hats and glasses, and pull hair. And monkeys love cell phones. If a monkey takes something from you, you may not get it back.

## Jungle Friends Phone Numbers

Main Office:	386-462-7779
Fax:	386-418-0808
Volunteer Center:	386-418-0988
Clinic/Washateria:	386-418-0070
Kari's Trailer:	386-418-0106
Kari's Cell:	386-266-2037

## **First Aid Plan (Staff, Volunteers, Visitors)**

Jungle Friends Primate Sanctuary expects everyone on site to conduct themselves in a safe and orderly manner. It is expected that good judgment and common sense is used in matters of safety, and that all safety rules will be followed. For employees, your attitude toward safety procedures will be a factor in your performance evaluation. Repeated violations of safety procedures will result in disciplinary action, up to and including termination.

Use the radio to seek assistance as needed. First-aid kits are located in the on-site medical clinic and in the human residences. Supplies of bandages and antibiotic ointments are located in other work area buildings.

### **Policy**

Any accident or injury involving an employee, visitor, volunteer or Jungle Friends equipment, no matter how minor, must be reported to the Sanctuary Manager or team leader immediately. Any accident involving any person while on or near Jungle Friends equipment should also be reported to the Sanctuary Manager or team leader immediately. The Sanctuary Manager will ensure documentation of the event as appropriate and shall notify the Executive Director, within an appropriate time-frame, about the incident and relevant details.

### **Procedures**

**NOTE: These are general guidelines not intended to provide or replace medical attention.**

1. **Cuts:** Wash thoroughly and treat with antibiotic ointment. Bandage as indicated. For significant or deeper wounds that may require stitching (or other medical intervention), arrangements should be made as soon as possible for the injured person to get to a walk-in clinic or ER.
2. **Animal bites:** Wash the wound thoroughly and hold under running water for 15 minutes. Apply an antibiotic cream to prevent infection and cover the bite with a clean bandage. If the bite is a deep puncture, or the skin is badly torn and/or bleeding, apply pressure with a bandage to stop the bleeding and get medical attention (your doctor, walk-in clinic, or ER).
3. **Infection:** If you notice signs of infection, such as swelling, redness, increased pain or oozing, see your doctor immediately.
4. **Burns:** For first and second-degree burns (redness, blistering, pain), flush with cool water (no ice). Do not use creams, butter or other ointments, and do not pop blisters. Third-degree burns (skin is white, may be brown or black and stiff) should be covered with a damp cloth. Remove any clothing or jewelry from the area, as long as not charred and adhering to burns and seek medical attention immediately.

6. **Head trauma:** Knocking your head on a runway or by falling is usually a “minor” event without consequence. However, in the event of a more serious injury, medical evaluation is essential. This includes:

- Loss of consciousness—brief or longer
- Disorientation or memory impairment
- Vertigo
- Nausea
- Lethargy

7. **Trips and falls:** Severe pain, immediate swelling, or deformity may indicate a sprain or fracture. Radio for assistance as needed. If medical intervention is indicated or desired, arrangements should be made as soon as possible to transport the injured person to a walk-in clinic or ER. Steps to assist in preventing further injury and helping the pain include the following:

- Immobilize the area. Make sure that the broken bone doesn't have to move or any other body parts.
- Numb the pain which can be done with an ice-pack covered by a towel.
- Improvise a splint (piece of wood or PVC and tape).

8. **Heatstroke:** caused by prolonged exposure to high temps or physical activity in hot weather.

Heatstroke symptoms include:

- A temperature of 104 or higher is the main sign of heatstroke.
- In heatstroke brought on by hot weather, your skin will feel hot and dry to the touch. However, in heatstroke brought on by strenuous exercise, your skin may feel moist.
- You may feel sick to your stomach or vomit.
- Your skin may turn red as your body temperature increases.
- Your breathing may become rapid and shallow.
- Your pulse may increase to help cool your body.
- You may experience a throbbing headache.
- You may have seizures, hallucinate, or difficulty speaking or understanding.
- You may pass out or fall into a state of deep unconsciousness (coma).
- Your muscles may be tender or cramped in early stages, but may later go rigid or limp.

**Heatstroke treatment includes:**

- Immerse your body in cold water or ice water to quickly lower your temperature.
- Some doctors prefer to use evaporation instead of immersion. In this technique, cool water is misted on your skin while warm air fanned over your body causes the water to evaporate, cooling the skin.
- Another method is to wrap you in a special cooling blanket and apply ice packs to your groin, neck, back and armpits to lower your temperature.
- If any treatments to lower your body temperature make you shiver, your doctor may give you a muscle relaxant, such as a benzodiazepine. Shivering increases your body temperature, making treatment less effective.

9. **Dehydration:** Dehydration occurs when you lose more fluid than you take in. If you don't replace lost fluids, you may get dehydrated. Not drinking enough water during hot weather or exercise may cause dehydration.

- Symptoms of mild to moderate dehydration:
- Dry, sticky mouth
- Sleepiness or tiredness
- Thirst
- Decreased urine output
- Few or no tears when crying
- Dry skin
- Headache
- Constipation
- Dizziness or lightheadedness
- You can usually reverse mild to moderate dehydration by drinking more fluids, but severe dehydration needs immediate medical treatment.

10. **Signs of heart attack or stroke:** Call (911) for assistance

- Heart attack—person may have chest discomfort/pain, or upper body pain, shortness of breath, dizziness, anxiety, sweating, nausea
- Stroke—person may have/show
  - F:** facial weakness, drooping on one side
  - A:** arm weakness or numbness
  - S:** speech difficulty
  - T:** time is critical, immediate help needed to save brain function

11. **Snake bites:** Treat all snake bites as venomous unless 100% positive it is non-venomous.

**Venomous snakes:**

- Remain calm; try to identify the snake (this is important for treatment).
- Immobilize the bitten area, stay still to prevent the spread of the poison.
- Remove restrictive clothing and jewelry or boots before you start to swell.
- Position the bitten area so that it is at or below the level of your heart.
- Cleanse the wound, but don't flush it with water. Cover it with a clean, dry dressing.
- Apply a splint to reduce movement of the affected area but keep it loose enough so as to not restrict blood flow.
- Don't use a tourniquet or apply ice.
- Don't cut the wound or attempt to remove the venom.
- Don't drink caffeine or alcohol.
- Call 911 or seek immediate medical attention, especially if the area changes color, begins to swell or is painful.

**Non-venomous snakes:** Bites from non-poisonous snakes are unlikely to be life threatening, but they still require first aid treatment to prevent infection.

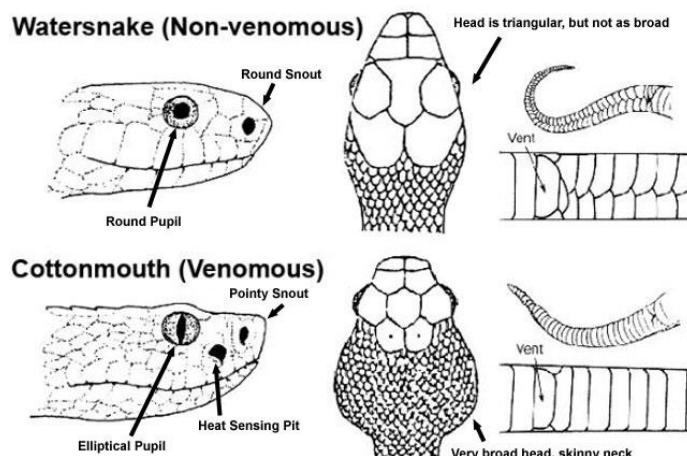
- Apply firm pressure to the wound with a clean bandage or gauze to stop the bleeding.
- Wash the bite with clean water and soap for several minutes, rinse thoroughly and then wash it again.
- Pat dry with a sterile piece of gauze or an alcohol swab.
- Apply a thin coat of antibiotic cream to the wound and wrap with a bandage.
- Watch the wound for redness, streaking or other signs of infection.
- Seek medical attention to ensure proper healing and reduce the risk of infection.

## Snake Identification

Many snakes live in Florida, both venomous and non-venomous. Snakes pose a threat to the inhabitants of Jungle Friends and if/when they are found need to be removed from the premises.

If you find a snake:

- Identify the type of snake
  - Look at the coloring, does it have a particular pattern? Is it venomous?
  - Venomous snakes can be identified by the shape of their head. Due to their venom glands, they tend to have more triangle-shaped heads.
  - Maintain a visual of the snake at all times.
  - Calmly radio that a snake has been found, give the location and request the snake catching kit (trash can, lid, and snake hook, which is located behind Rainforest).



The highly-venomous Coral snake shares its coloring with the Scarlet King Snake (nonvenomous), but you can tell them apart by the color pattern. Remember... “Red touches Yellow, you’re a dead fellow; Red touches Black, you’re safe Jack.”

Snakes common to Florida:



Cottonmouth (venomous)



Eastern Diamondback Rattlesnake (venomous)



Pygmy Rattlesnake (very small)  
(venomous)



Eastern Coral snake (venomous)



Rat snake (non-venomous)



Rat snake (non-venomous)



Rat snake (non-venomous)



Common Garter snake (non-venomous)

## **How to Handle Hazardous Materials and Animal Waste**

- All needles used for injections are put into the sharps box in the clinic. When full they are taken to our local fire station for disposal, there we can purchase more sharps boxes.
- Medical gloves are worn when performing medical procedures and disposed of after use.
- All animal waste is picked up using a small rake and pooper-scooper. It is then put into a plastic bag that is tightly tied when full and disposed of in our dumpster. The dumpster is emptied once a week by Waste Management. Pooper-scoopers are regularly washed and bleached.
- Be sure to disinfect your cart, buckets, wheel barrels, etc. with bleach/water solution, if you have had animal waste in it. See "Cleaning Up" section for disinfecting procedures.
- Rubber gloves should be worn when using disinfectants, such as bleach.
- Rubber gloves should be worn when using pesticides, such as ant granules, and then washed thoroughly or disposed of appropriately.

## **Medical Policies and Procedures**

### **Medical Emergencies**

In the event of a medical emergency that we cannot handle at the sanctuary clinic by our on-site vet, the monkey(s) will be transported in a squeeze cage to the veterinarian. **Our veterinarian:**

**Dr. Frederick Schirmer**  
Westend Animal Hospital  
15318 W Newberry Rd.  
Newberry, Florida  
**352-472-7626**

**We can also contact Dr. Bobby Collins (our USDA vet of record) in Virginia. His cell phone is (804) 814-4582.**

In the event of a death, the monkey(s) must be put in one of the red bags located in the clinic and refrigerated (NOT in the freezer) until they are taken to the vet to have a necropsy performed, which must be performed within 48 hours after death. Additional information that Dr. Collins asks they always look at is the liver, spleen, lymph nodes and bone marrow for hemochromatosis. Also examine the pituitary, thyroid/parathyroid, adrenal gland, testes, breast tissue, ovaries and pancreas. After the necropsy, the deceased monkey will be cremated or brought back to the sanctuary for burial.

# **Preventative Medicine and Parasite Control Programs**

## **General Disease Prevention Protocols**

- a) To prevent transmission of disease from humans to the monkey population, depending on the type and severity of the illness, sick employees are instructed to either not come to work, or they are assigned to tasks that do not involve food-handling or direct exposure to monkeys. Sick employees must wear gloves and surgical masks at the sanctuary.
- b) Strict traffic-flow and isolation protocols are followed by all staff, volunteers, and visitors to prevent transmission of herpetic diseases from squirrel monkeys and spider monkeys to the callitrichids (marmosets and tamarins).
- c) Monkey food is stored and handled according to USDA regulations, stored in closed buildings, coolers, and freezers at appropriate temperatures. Fruits and vegetables are washed in diluted bleach. Food handlers wear single-use gloves during preparation. Unpackaged food is stored in sealed, dated, and labeled containers. Food is frequently inspected for freshness.
- d) Food handling areas are cleaned and disinfected daily. Food bowls are impervious stainless steel and are washed in hot, soapy water and air-dried.

## **General Health Maintenance Protocols**

- a) Every monkey is observed several times daily by trained caregivers and medical staff, to make sure every monkey appears normal and healthy. Any abnormality (for example: lethargy, lack of appetite, mobility problems, visible lesions, diarrhea, vomiting, or unusual behavior or vocalization) is reported to the Executive Director, the Sanctuary Manager, and the on-site veterinarian, and all care staff for further evaluation.
- b) Most health issues will be handled by the on-site veterinarian. More seriously ill or injured monkeys may need to be transported to a local animal hospital for more in-depth diagnostics and treatments.
- c) Any time a monkey needs to be anesthetized for examination or treatment, we take that opportunity to run fecal tests and a serum chemistry profile, CBC, A1C and other diagnostics as appropriate.
- d) Diabetic monkeys are treated daily with either long-acting insulin injections, or oral medications. Additional “borderline diabetics” are managed with nutritional supplements and a special, low glycemic index diet. All diabetics and borderline diabetics are monitored in a timely manner via the use of urine or blood glucose and ketone testing devices, hemoglobin A1C tests run on-site, and fructosamine tests sent to an outside lab. Diabetic monkeys’ diet bowls are painted bright pink for easy identification.
- e) A population of monkeys are maintained on daily fluoxetine (Prozac), to prevent psychotic behaviors such as self-mutilation. We also use neuropathy medications and diazepam (Valium) when indicated. Decisions to medicate monkeys or to discontinue medication are made only by the veterinarian, Sanctuary Manager, and/or Executive Director. Medications are stored in a locked cabinet.

## **Parasite Control Protocols**

- a) Ectoparasites: Due to their meticulous grooming habits, monkeys normally have no ectoparasites (external parasites). Jungle Friends takes measures to control mosquitoes and fire ants. Electrically-powered, propane-attractant mosquito vacuums are positioned at strategic places throughout the sanctuary. We avoid standing water, and large rain puddles are treated with an insect growth regulator. Fire ants are controlled with strategic applications of diatomaceous earth or other products.
- b) Endoparasites: Any monkey requiring individual medical evaluation or intervention of any kind will have fecal tests performed. Other occasions that may prompt fecal analysis on an individual monkey are: unthriftiness, weight loss, unusual color or consistency of stool, etc. Occasional, random fecal flotation tests are also performed. Anthelmintic (deworming) drugs are limited to monkeys diagnosed with intestinal parasites.

## **Disease Susceptibility**

The squirrel monkeys, marmosets and tamarins are more susceptible to disease than the capuchins or spider monkeys. These diseases and conditions include the common cold, flu, pneumonia, hypothermia, campylobacter, salmonella, hepatitis B, herpes, toxoplasmosis, fading syndrome from rodent urine, wasting disease and other bacterial and viral infections. Other potential problems are enteritis, nutritional deficiencies and colon cancer. Renal disease and periodontal disease are common, as well as, antibody reactive diseased kidneys. Rodent and roach control is extremely important in the squirrel monkeys', marmosets and tamarins' habitats.

## **Disease Transmission Between Primates**

The squirrel monkeys can carry a strain of the herpes virus that is not harmful to them or to humans or capuchins. However, this virus is potentially deadly for callitrichids (marmosets and tamarins). Spider monkeys may also carry a disease that can be deadly to callitrichids.

If you have been in contact with or around the squirrel monkeys or spider monkeys and need to work in "Munchkinland" with the marmosets and tamarins, ALWAYS take a full shower, including washing hair, and change your clothes before going to Munchkinland. Store and prepare food separately, and wash marmoset and tamarin laundry in separate washers and dryers.

**DO NOT** travel from squirrel monkeys to marmosets or tamarins

**DO NOT** travel from spider monkeys to marmosets or tamarins

## **Chemical Restraint Policy**

Any direct handling of a monkey causes detrimental psychological and physiological stress to the monkey, and potential physical injury to both monkey and human handler. Therefore we avoid having to physically restrain any monkey at Jungle Friends, even the smaller callitrichids and squirrel monkeys, unless absolutely necessary.

An elaborate system of overhead runways (many with “drop down” chutes that can be connected directly to squeeze cages), and moveable metal barriers (“forks”) allows us to move monkeys from one habitat to another, or into a squeeze cage, without touching them.

If direct handling is necessary (usually due to some kind of medical intervention) we use sedative and anesthetic drugs. For planned interventions we may give a dose of oral diazepam (0.5 – 2.0 mg/kg) an hour or so ahead of time, to calm the monkey down and smooth anesthetic induction and recovery. We also have used midazolam for this purpose when diazepam was not available (same dose range.) This sedation is followed by intramuscular injection of ketamine (5 – 20 mg/kg depending on duration and depth of anesthesia desired.)

If pre-sedation is not done, we will add a small amount (about half the oral dose) of injectable diazepam or midazolam into the syringe with the ketamine and inject the mixture – again, this helps smooth the often jerky, spastic response to ketamine alone.

If the monkey is regaining consciousness and mobility before we are finished with any procedures, we may prolong the anesthetic interval by giving additional increments of ketamine alone.

For excessive salivation during deep sedation, we may inject 0.25 – 0.5ml atropine sulfate. This is seldom used because our on-site procedures are usually quite brief and do not require deeper planes of anesthesia.

The chemical agents used for monkey restraint at Jungle Friends are controlled substances regulated by the U.S. Drug Enforcement Administration and can only be obtained and used under supervision of a DEA-certified, licensed veterinarian.

## **Hospice Philosophy/ Euthanasia Policy**

We provide the monkeys in our care the opportunity to live. In the event of a debilitating and/or incurable illness we offer hospice care. The hospice philosophy recognizes death as the final stage of life and seeks to enable patients to continue an alert, pain-free life and to manage other symptoms so that their last days may be spent with dignity and quality, surrounded by their loved ones. Hospice affirms life and neither hastens nor postpones death.

Euthanasia will only be considered in extraordinary circumstances. The decision will be made by the Executive Director and euthanasia will be performed by our veterinarian technician or one of the sanctuary veterinarians, at the sanctuary among friends (the Jungle Friends staff), if at all possible.

The method of euthanasia, only considered in extraordinary circumstances, is Ketamine HCL anesthesia IM, followed by IV barbituate overdose.

## **Psychological Well-Being Program**

The psychological well being of the monkeys at Jungle Friends is our top concern and priority. We have taken extensive measures to ensure that the monkeys feel comfortable and are kept active. The caregivers at Jungle Friends Primate Sanctuary are responsible for maintaining a daily keeper's log of the monkeys' physical and behavioral health. The log reflects any change in behavior, positive or negative, to be quickly recognized and a plan of action taken, if necessary. The keeper's log and Plans of Action are also recorded in their individual medical files.

The following is a detailed description of some of the enrichments provided to the monkeys at Jungle Friends. We are continuously seeking and implement new ideas for enriching their lives.

1. We introduce and socialize the Jungle Friends monkeys in pairs or small groups. This allows the monkeys to play, groom and interact with their own species or like-species.
2. Multiple feeding stations are provided in every habitat. This ensures that all monkeys are able to eat safely and adequately, as some of the monkey's exhibit dominance over food. We also serve food such as garlic and citrus to elicit natural anointing behaviors.
3. Habitats are equipped to encourage species-specific behaviors such as swinging, climbing and brachiating. All habitats have perches, swings, ladders, hammocks, buckets and barrels in varying positions and levels. They are added and/or re-organized to the monkeys' habitats frequently after their enclosures are cleaned to mentally and physically stimulate them.
4. We build the habitats as naturally as possible with grass, ground cover, branches, vines, trees, bushes, bamboo, mulch and other foliage used inside and around the habitats. Props and monkey furniture are changed as necessary and new foliage planted as needed. We plant non-toxic trees, shrubs, bamboo and plants in and around the habitats. Every outdoor habitat and indoor enclosure has heat lamps controlled by a thermostat, when the temperature drops below 60 degrees the heat lamp comes on and some indoor enclosures offer a/c.
5. Jungle Friends encourages task-oriented feeding methods, such as nuts and seeds. Seeds and nuts are also scattered on the ground in the habitats to promote foraging behavior, which is a great stress reliever. The habitat floor is natural earth i.e. dirt, grass, pine straw, ground cover, and mulch. The monkeys enjoy digging for worms and insects and playing in the ground cover and dirt.
6. Many of the monkeys love to splash around in streams of water. They have automatic waterers that they can turn on at will to drink from or get cooled off by using them as a shower. Some of the habitats have misters or 'monkey rain' to cool them off on a hot day.

7. As the habitats are cleaned, the monkeys can be shifted to new habitats through runways. This helps alleviate boredom with the same habitat and offers new smells, new neighbors and a change of scenery.
8. Restraining devices are not used on any monkeys except in the case of an emergency or for medical attention. In these cases, nets or appropriately constructed squeeze cages are employed. Our runway and forking system provides an effective means by which to momentarily restrict a monkey's movement so that we are able to quickly and safely administer vaccinations or chemically immobilize a monkey during an emergency or medical procedure. In the event that a monkey becomes sick, the runway system allows for us to remove him/her from the habitat and into the clinic. This system also has proven its success with our diabetic monkeys who receive insulin injections. The procedure takes just seconds. In a situation requiring the use of restraint devices, the handling would be done in the most expeditious, careful manner possible so that minimal trauma, stress, or discomfort is caused to the monkey.

## **Protocol for Primate Socializations**

The primary goal of our organization is to rehabilitate the monkeys medically and psychologically and ultimately socialize them with members of their own or like species. Through our unique primate housing system and socialization procedures, Jungle Friends integrates the monkeys into groups of varying sizes who live in heavily enriched, spacious, "living" habitats.

When a lone monkey arrives at Jungle Friends we house him or her in an area near potential friends. The new monkey can see other monkeys of the same species and communicate with them at a distance. We observe them throughout the day and report observed behaviors such as flirting or aggression as the monkeys get to know each other.

Each group of monkeys is separated by two forks in the runways to adjacent habitats. If we see signs of interest between monkeys we move the forks closer together so the monkeys can almost touch, but not close enough to hurt each other. We have a hose nearby and fork to separate them in case the socialization does not go well and we need to separate them. We observe them for signs of interest. If they show no aggression, we move the forks closer together and eventually remove one fork so they can touch and get to know each other better. We carefully observe the monkeys' responses to each other, and depending on their behavior we either continue to monitor them with the fork separating them or we remove the fork and see how they respond to each other. Every socialization is unique and requires close attention until we are sure the monkeys are fine. If we are introducing a lone monkey into a group, we introduce the single monkey to each group member one at a time.

# **Disaster Preparedness Plan**

## **Animal Escape Procedures**

In the event of an escape, Jungle Friends has fully trained caregivers in how to properly assess the situation and initiate a re-capture procedure which protects all parties from physical and psychological harm, including the escaped monkey, other sanctuary animals, and nearby humans. Since each monkey is unique in personality and habits, the caregivers are knowledgeable of the methods in which to properly, and most successfully, capture each individual. To aid in the capture of an escaped monkey, safety equipment is on hand, with proper nets and gloves readily accessible. A Tel-inject pistol with accessories and blow pipe are also on hand in the event that the animal cannot be captured by other means, or if the monkey is leaving the property.

## **Step-by-Step Monkey Escape and Capture Procedures**

1. Radio the location and the name of the monkey(s) who have escaped, and the name of the habitat they escaped from, or are near.
2. Keep an eye on the escaped monkey(s) until others arrive with capture equipment.
3. If possible, bait monkey(s), with their favorite treats, into an empty habitat, double entry, or an indoor building.
4. Subdue monkey in a net and move monkey to the bottom of the net with a pole.
5. While wearing gloves, twist net so you can carry the monkey safely.
6. Put the monkey in a squeeze cage by putting net and monkey in at the same time, then allow the monkey to remove himself from the net. After the monkey is out of the net, carefully remove the net from the cage.
7. Lock all other monkeys out of the habitat into which you will be reintroducing the escapee.
8. Put the squeeze cage inside the habitat and use a leash attached to the door on the cage to pull it open from outside the habitat to release the monkey. Retrieve the cage from the habitat after the monkey(s) are shifted out.
9. Another option is to put the net with the monkey inside in the habitat, keeping the handle outside of the habitat allowing a minimal amount of space so the monkey cannot get back out while he or she runs out of the net.
10. Slip the net out of the habitat, if possible, or throw net into habitat to retrieve later and lock door.

**\* If the monkey is leaving the property and must be darted, only care staff trained in using the dart gun may use it. We want to avoid using the dart gun, as it can cause injury or death!**

## **Emergency Evacuation Procedures**

In the event of a natural disaster or fire requiring evacuation, Jungle Friends has taken precautionary steps to ensure the quickest and safest evacuation possible.

### **Step By Step Procedure for Removing a Monkey from a Habitat**

These procedures should always be performed by at least two humans. Never attempt to capture or move a monkey by yourself.

If the habitat connects to a runway that has a dropdown chute:

1. Lock the monkey(s) into the runway.
2. Position a squeeze cage below the dropdown chute.
3. Using two “walking forks”, walk the monkey through the runway to the drop down capture chute, and into the squeeze cage.
4. Lock the squeeze cage.

If the habitat is not near a drop down capture chute:

1. Encourage the monkey(s) into a runway, and lock them in by placing a fork between the monkey and the runway’s entrance to the habitat.
2. Enter the habitat, and securely close the habitat entrance behind you.
3. Place a net over the entrance into the habitat from the runway.
4. Place a squeeze cage in the habitat just below the net.
5. Using “walking forks”, walk the monkey through the runway and into the net.
6. Place the net into the squeeze cage and allow the monkey to exit the net.
7. Lock the squeeze cage.

If a net is not available, once locked in the runway and “squeezed” between two forks close to the runway’s habitat entrance, the monkey can be anesthetized and removed from the runway from inside the habitat and placed into a squeeze cage.

After removal from their habitats, the monkeys will be temporarily housed in individual squeeze cages and transported to another location until the emergency is remedied. Jungle Friends has created a working relationship with Carson Springs Wildlife Conservation Foundation located at 8528 E. CR 225, Gainesville, FL 32609. They have offered their assistance in transporting and housing the monkeys in the event of an evacuation.

After the event has passed, Jungle Friends staff will check all indoor enclosures and outdoor habitats, including the automatic waterers and runways, to ensure they are still safe and secure before releasing monkeys into them.

## Natural Disasters

**Hurricane** – If a hurricane is predicted and evacuation is not required, the monkeys who have indoor enclosures are locked into them. The monkeys without indoor enclosures are moved to squeeze cages and relocated into hurricane-safe buildings on the property.

**Flood** – The monkeys' habitats are high enough to provide places for the monkeys to avoid floodwater.

**Fire** – In the event of a wildfire in the area, 100' lengths of hoses are stretched out to the perimeter of the property. Some are attached to soaker hoses and others have spray nozzles on them to wet down the perimeter of the property to deter fire. If the fire cannot be deterred, monkeys are moved to a safe location.

## Emergency Equipment Locations

### Capture equipment on site:

- CO2/Blow-dart gun: Locked cabinet in clinic.
- Ketamine: Locked cabinet in locked safe in clinic; only carestaff have keys.
- Gloves/net: Stored in Oasis (indoor enclosure building), also in clinic.
- Squeeze cages/pet carriers: In clinic and in Quonset Hut.

### Food is stored in several buildings on the property:

- Cold Stuff building – Freezers and refrigerators stocked with monkey food and ice.
- Suds & Grub building – Stocked with dry goods & miscellaneous monkey foods.
- Rainforest Café building – Monkey chow, seeds, nuts, bird food and dog food.
- Office/Farm House – Large refrigerator with food, full kitchen, ice.
- Volunteer Center – Full kitchen stocked with food, refrigerator, ice.
- Kari's Trailer – Full kitchen stocked with food, refrigerator, ice.
- Bunk House – Food, refrigerator, ice.
- Jody's Jungle, Marmoset Village and Tamarin Town – Monkey food, ice.

### Water is accessible in several buildings and throughout the sanctuary:

The sanctuary's water supply is a well; water will be available regardless of the status of local water supplies. A generator will supply power to the well pump.

Cold Stuff, Rainforest Café, Farm House, Volunteer Center, The Trailer, Clinic, Thunderdome Indoor, The Park, The Retreat, The Cottage, Tamarin Town, Jody's Jungle, Marmoset Village and Tamarin Town buildings all have water, hot and cold, with sinks. There are also outdoor water spigots throughout the sanctuary grounds.

## **Medical Supplies are located in several buildings:**

The Clinic has most of the medical supplies, medicines, and homeopathic remedies. All drugs are kept in a locked cabinet in a locked safe. First aid kits are located in several of the human residences on the property.

## **Several generators are available:**

An automatic full-house generator on the Farm House/Office will continue power to computers, radio and cell phone chargers. Another generator will supply power to the well pump, as well as to monkey food storage areas Cold Stuff, Suds & Grub, and The Trailer. One portable generator can be moved where required.

Miscellaneous other supplies are located in the garage, tool shed, tractor shed, cleaning shed and Quonset Huts.

## **In the event of a staffing shortage:**

- Non-essential projects are suspended unless the individuals working on them are unable to perform essential, direct care functions.
- Individuals will perform duties outside of their usual roles. Many of the essential monkey care duties, such as preparing diets, chopping produce, monkey laundry, landscaping, and other tasks require limited training and skillsets.
- Regular staff living on or off-site will work extended hours or days.
- Local experienced volunteers who have flexible schedules are asked to provide additional support.
- Other regular supporters will travel to Jungle Friends to live on-site and provide help.
- We will reach out individually to these and other sanctuaries and animal organizations with which we have reciprocal relationships for the loan of experienced staff or volunteers:
  - Center for Great Apes (Wauchula, FL)
  - Save the Chimps (Ft. Pierce, FL)
  - Primate Rescue Center (Nicholasville, KY)
  - Carson Springs Wildlife Conservation Foundation (Gainesville, FL)
  - Rooterville Sanctuary (Melrose, FL)
  - Big Cat Rescue (Tampa, FL)
  - Animal Warriors
  - North American Primate Sanctuary Alliance (NAPSA)
  - American Sanctuary Association (ASA)
  - Global Federation of Animal Sanctuaries (GFAS)
- We will use local media, social media, and our list of supporters (approximately 3,000 contacts) to call for additional volunteers, interns, and supporters.

## **Runway and Forking System**

Our runways and forking system provides an effective means by which to momentarily restrict a monkey's movement so that we are able to quickly and safely administer vaccinations or chemically immobilize a monkey during an emergency or medical procedure, such as insulin injections. In the event that a monkey becomes sick, the runway system allows us to safely remove him/her from the habitat and into the quarantine area.

By locking them in a runway you can use the small black forks (walking/squeezing forks) to squeeze them while you inject them. This system has proven its success when our diabetic monkeys received insulin injections daily. The procedure takes just seconds and the diabetic monkeys learn that with cooperation, the injections are finished quickly. Connie even jumps into the runway on her own to receive her insulin and get her special treat.

With this forking system, we are also able to walk the monkeys through the runway by placing the walking forks behind the monkeys in the direction we want them to move and literally walk them into the squeeze cages without having to use drugs.

This has been demonstrated effectively during hurricane threats. We were able to house the monkeys in large squeeze cages or their indoor habitats, with minimal stress to the monkeys and without drugs. The monkeys that were caught in squeeze cages were held in a safe location until the hurricane subsided.

## **Working around the monkeys**

1. Remember that some of our monkeys are diabetic, geriatric or can be under some amount of stress. They can also be dealing with harsh weather conditions, or recovering from an injury. We need to do our best not to add any extra stress to their lives.
2. Never hand food to the monkeys. It can cause fights that lead to injury, can transfer bacteria and viruses, and can even cause severe illness if you hand food to a diabetic monkey that he or she should not have.
3. Keep all supplies and tools, and yourself out of reach of monkeys. Some of the habitats are close together, so be very careful when working between habitats.

## **Building Cleaning Procedure**

1. Clean from top to bottom. Take everything off the shelves, spray with bleach/water solution and wipe clean. Wipe off dusty surfaces.
2. Move the refrigerator. Sweep and mop behind and under it before moving it back.

3. Use bleach/water solution to wipe down all table and counter tops.
4. Clean & disinfect bathrooms. Scrub inside of toilet using brush and toilet bowl cleaner or bleach/water solution. Also clean & disinfect outside of toilet.
5. Use bleach/water solution to wash down refrigerator, remove items from inside refrigerator and clean inside.
6. Clean the microwave inside and out. Use warm water and a little soap inside the microwave. Do not use bleach in the microwave.
7. Keep drawers and cabinets clean and organized.
8. Scrub the sink and around the faucet with bleach/water solution.
9. Wash washer and dryer and clean dryer lint screen if it has not been cleaned after the last load. Lint screen should be cleaned after every load.
10. Remove & clean everything under and behind the tables and refrigerators, remove food & debris that fell behind tables then sweep and mop with bleach/water.
11. Remove any floor mats, shake them out, sweep them, and/or hose them down. Make sure they are clean and dry before returning them to their location in the building.
12. Towel dry the floor & put everything back in place, remembering where everything belongs, replug and turn on appliances.
13. Continue sweeping and mopping the rest of the floor including the bathroom area. Towel dry the floor when finished.
14. Remove all cleaning supplies and store them away properly.

## Cleaning Capuchin and Spider Monkey Outdoor Habitats

1. Get a cleaning cart ready with all your cleaning supplies: garbage pail with liner, pooper-scooper, small rake, hard rake, scrub brush, and spray bottle. Spray bottle is filled with water and bleach. You will also need hog rings, hog ring pliers, regular pliers, and zip ties to make small repairs. Fill a second, clean cart with clean bedding and toys. The complete list of supplies needed is posted in the Cleaning Tool Shed.
2. Before entering any enclosure, a team leader will shift monkeys into an empty habitat and put the divider forks into the runway to lock them out of the habitat you are cleaning. Another carestaff must **double-check the locked forks** and **will name and count the monkeys!**
3. Before you enter the habitat that needs to be cleaned, check all runways yourself to make sure they are blocked off with locked forks and that no monkeys are in the habitat or able to enter it.
4. After entering, always shut the first door of the double entry behind you.
5. Start by taking out any dirty toys, fallen perches, and anything that could be harmful to the monkeys.
6. Rake up any debris, food and feces using pooper-scooper and small rake and put into bucket.

7. While cleaning, you will want to make a list of any repairs that may need to be done. For example, damaged wire that could lead to escape, a hole in the ground that needs to be filled, a nail sticking out of a prop that is a danger, frayed rope, a hanging toy or hammock that came lose, a fallen prop, barrel, bucket, ladder, etc. Test props and logs for stability and re-prop and replant as necessary.
8. Check the automatic waterers to make sure they are working, if they are not working, **repair immediately**. Check to see that the PVC water lines are securely fastened to the side of the habitat using wire or fence ties. Make sure there is a prop to the lixit, platform and runways.
9. Spray your bleach/water solution **on non-permeable surfaces only** and rinse clean. Be sure to clean platforms, caves, hammocks, buckets and barrels. Do not use bleach/water on permeable or wood surfaces. Only use water or vinegar/water solution to scrub permeable surfaces or wood. Be careful not to spray into heat lamps, which can damage the element.
10. Use the hard rake to turn over the mulch. Use the weedeater to trim grass and weeds inside the habitat and around the perimeter of the habitat, and add new plants as necessary. Add more props, plants and mulch or pine straw as needed.
11. Before leaving the habitat, make sure you have removed the hose and all cleaning supplies. Have your team leader check your work before you lock the gate.
12. Lock the inside gate of the entry and have your team leader **double-check the lock**. Close and latch the outer gate of the double entry.
13. Notify the team leader that you are finished so the monkeys can be shifted back to their habitat.

**\* Our carestaff are the only people who can shift monkeys, check & double-check locks & forks and give the monkeys access back to their appropriate habitats and enclosures. ‘Double-check’ means that locks/forks were checked twice by two different carestaff/team leaders.**

## Cleaning Capuchin and Spider Monkey Indoor Habitats

1. Get a cleaning cart ready with all your cleaning supplies: garbage pail with liner, pooper-scooper, small rake, hard rake, scrub brush, and spray bottle. Spray bottle is filled with water and bleach. You will also need hog rings, hog ring pliers, regular pliers, and zip ties to make small repairs. Fill a second, clean cart with towels for drying, and clean bedding and toys for the monkeys. The complete list of supplies needed is posted in the Cleaning Tool Shed.
2. A team leader will shift the monkeys out of the indoor enclosure by putting in two divider forks and locking them. The locked forks need to be **double-checked** by another carestaff.
3. Enter the indoor enclosure, closing the outside door on the double entry.
4. Remove toys and bedding and shake out the bedding inside the enclosure and sweep up all debris.

5. Check the enclosure for any fallen hammocks, broken toys, frayed ropes and damaged shelves or wire, loose panel clamps or broken welds that could lead to an escape or cause injuries.
6. **Clean from top down.** Clean/replace hammocks, wash the walls, especially under the runway entrance, and clean the floor last.
7. Scrub the shelves that the monkeys sit on with bleach/water solution using a scrub brush. Dry the shelves (top and bottom) using towels. Spray hanging toys with bleach/water and wipe dry. Never spray directly into a heat lamp, water can damage the element.
8. Once you have the shelves dried off, put sheets/blankets and toys on the shelves. Tie bedding to side of habitat under shelves to prevent monkeys from untying. Some of the monkeys can untie knots, in this case use zip ties to secure bedding. Never put food in the indoor enclosures.
9. Scrape the floor for any stuck-on debris or feces, pre-treating with bleach/water solution to soften.
10. Sweep the floor starting from inside the enclosure, then the outer area. This includes sweeping up the boric acid or diatomaceous earth that will be replaced with new, or use cockroach gel every three months.
11. Mop the floor with bleach/water solution in and around the enclosure. After the floor is mopped, towel dry the floor. The floor needs to be dry before applying fresh boric acid or diatomaceous earth around the perimeter & before the monkeys are given access.
12. Every indoor enclosure must have a heat lamp, hammock, bedding, toys and a rope swing.
13. As you are leaving the enclosure, close the door behind you and lock the inside door. Have your team leader **double-check the lock** so access can be given back to the monkeys.

**\* Our carestaff are the only people who can shift monkeys, check & double check locks & forks and give the monkeys access back to their appropriate habitats and enclosures. ‘Double-check’ means that locks/forks were checked twice by two different carestaff/team leaders.**

## **Cleaning Squirrel Monkey, Tamarin and Marmoset Outdoor Habitats**

1. All cleaning tools for marmosets and tamarins are located in Munchkinland. These are kept separate due to cross contamination concerns from the spider and squirrel monkeys. A list of supplies is located inside the cleaning shed. For the squirrel monkey habitats, use the same cleaning supplies as used for the spider monkey and capuchin habitats.
2. Shift monkeys to their indoor enclosures and use a fork(s) in the runway so the monkeys have use of the runway, as well as the ability to go inside. A team leader will **double-check** then give you entry into the habitat; **do not enter on your own.**
3. Remove any food bowls outside and put them inside to allow the monkeys to continue eating while their outdoor habitats are being cleaned.

4. Clean the outside bowl holders with peroxide or vinegar/water solution then rinse and dry. Remove the outdoor water bottles and place them in the sink full of soapy water and one capful of bleach for 10 minutes. Use a brush to scrub inside each water bottle to be sure they are free of algae and dirt. Rinse three times, then refill with fresh water and put them back on their outdoor habitats. Toys can be washed in the same way.
5. Remove and wash sleeping hammocks, blankets and/or pillowcases. Wash soiled bedding in appropriate areas to avoid cross contamination.
6. Use peroxide or vinegar/water solution (1 cup vinegar to  $\frac{1}{2}$  bucket of water) to clean the wood props (long handled brushes give a better reach). Use bleach/water solution to scrub down the food bowl holders and the caves over the heat lamps. Pay special attention to the squirrel monkey caves; they like to smear their poop. Spray them down, rinse with clear water, and then dry with towel.
7. Be sure to clean inside and outside of the cave and the platform it rests on. Be careful not to spray water into the heat lamp. Use towels to dry the props and caves during the winter months; the dampness can make the habitat colder.
8. Remove any debris, food, feces, trash or toys.
9. Weed inside and around perimeter of the habitat, where necessary.
10. Make any repairs; for example, damaged wire that could lead to escape, a hole in the ground that needs to be filled, a hanging toy or hammock that came lose, fraying rope, a fallen prop, ladder, barrel or bucket, etc.
11. Replace hammocks and blankets/sheets as appropriate. Wash soiled bedding in appropriate areas to avoid cross-contamination.
12. Add or replace pine straw, props, ladders, hammocks or plants where needed.
13. Wash the outside of the nearby indoor habitat buildings as needed, (north side grows algae) and wash the building where the runways go through.
14. Use pooper-scooper and rake under runways.
15. Make sure all cleaning items have been removed, then latch both doors. Have a team leader double-check the doors and give access back to the monkeys.
16. Replace water bottles and food bowls on outdoor habitats after you have cleaned
17. Have carestaff remove all forks to give the monkeys access back into their nice clean habitats!

**\* Our carestaff are the only people who can shift monkeys, check & double check locks & forks and give the monkeys access back to their appropriate habitats and enclosures. 'Double-check' means that locks/forks were checked twice by two different carestaff/team leaders.**

## Cleaning Squirrel Monkey, Tamarin and Marmoset Indoor Enclosures

1. All cleaning tools for marmosets and tamarins are located in Munchkinland. These are kept separate due to cross contamination concerns from the spider and squirrel monkeys. A list of supplies is located inside the cleaning shed. For the squirrel monkey habitats, use the same cleaning supplies as used for the spider monkey and capuchin habitats.
2. Shift monkeys from indoor enclosures to outdoor habitats by closing guillotine doors and putting up forks in the runway so they can be seen from inside the building. Have your team leader double-check doors and see that all monkeys are locked out before an enclosure is opened and have door to the building locked prior to opening any of the enclosures. Check inside hammocks to be sure a monkey isn't hiding.
3. Cut zip ties or undo clips that hold enclosures to runways. Move all items in the building outside, except the refrigerator. This includes enclosures, tables, chairs, shelving/drawer units, carriers, etc.
4. Move food bowls to outdoor enclosures so the monkeys can continue to eat while you are cleaning.
5. Remove trays from bottom of enclosure. Use a scraper to remove the dropped food & feces and place in trash bag.
6. Remove hammocks, blankets and toys. Wash soiled bedding and toys in appropriate areas to avoid cross contamination.
7. Remove water bottles and place them in a sink of warm water and one cap full of bleach to soak for 10 minutes. Use a brush to scrub inside each water bottle to be sure they are free of algae and dirt. Rinse three times and refill with fresh water and put them back on their outdoor habitats. Wash toys the same way.
8. Use vinegar and water (1 cup vinegar to  $\frac{1}{2}$  bucket of water) to clean all surfaces and items in the enclosure.
9. After cleaning, use the pressure washer or the hose with spray nozzle and rinse enclosure. Make repairs to perches or add more, and remove any zip ties that are not in use. Allow the enclosure to dry before taking it back inside, towel-drying if necessary.
10. Clean the building from top to bottom. Open guillotine doors & clean around openings; clean stuck on food and feces, pre-treating with vinegar or peroxide/water solution before scraping, wash wall under runways. Move refrigerator & other furniture and sweep building thoroughly.
11. Clean inside cabinets, drawers and appliances.
12. Clean runways that protrude into the room and towel dry. Mop the floor and towel dry. Replace roach/ant bait as necessary, see dates on bait or in log.
13. Fill bucket with peroxide/water or vinegar/water solution to mop the building floor thoroughly.
14. Clean other items that were moved outside with vinegar and water and towel or air dry.
15. Move enclosures back inside, cleaning the wheels as you bring them in. Reattach the enclosures to the runways with zip ties or clips. Bring in the other items.

16. Put cleaned, filled water bottles back on enclosures and clean hammocks, bedding and toys.
17. Wash towels at the appropriate locations to prevent cross contamination.
18. Rinse tools, spray with bleach/water and put away. Recoil hose back near faucet.

**\* Our carestaff are the only people who can shift monkeys, check & double check locks & forks and give the monkeys access back to their appropriate habitats and enclosures. 'Double-check' means that locks/forks were checked twice by two different carestaff/team leaders.**

## Raking Under Runways

Raking is done every day after diet bowls are picked up and before sundown. It is very important that the raking is done daily to help minimize attraction to insects, rodents and nocturnal animals that are on the lookout for a free meal.

Most of the food waste will be found under the bowls on the runways; however, you will also find feces, toys and food waste in other areas under and around the runways and near the habitats. Some of the monkeys can toss food & toys quite a distance, so be sure that you police the entire area.

Please notice any fallen branches and remove them, also put forks back where they belong on hangers on the buildings, as well as putting back any chairs or tables and recoil the hoses. When we are checking on the monkeys in the dark, it can be very dangerous if things are out of place.

Raking presents a good opportunity to observe the monkeys for any signs of stress or injury that needs to be reported, logged and treated. It is also a great time to watch the monkeys interact with each other and play. Try not to disturb their play with other monkeys while you are observing them -- we prefer they play with each other rather than a human. If they make it apparent they do not want your company, avert your eyes and walk away.

## Laundry

Wash loads must be separated into appropriate baskets.

Wash towels together, sheets together and blankets together whenever possible.

**Never** wash sheets and towels together, as the machine can become unbalanced easily and harm the washer.

Do not wash towels and blankets together as towel fluff will adhere to the blankets.

Use the suggested amount of soap per load and a capful of bleach in each load; do not overfill the washer. Start a load of wash as soon as we have a load together in the **morning** and **continue** throughout the day until finished.

Because of the afternoon rain we try to get the laundry done as early as possible since we hang it on the clothesline to dry. We use the dryer only in the winter or if we need to use it due to rain.

**Squirrel and spider monkey laundry must be washed SEPARATELY. Use washing machine marked accordingly and clothesline marked appropriately near there. Use dryer only if rain prohibits the use of the clothesline.**

## Cleaning Up After Cleaning Habitats

1. When you are finished cleaning, take your cart and supplies back to the appropriate area. Munchkin cleaning supplies are stored in Munchkinland, some squirrel cleaning supplies are stored in Squirrel Land and most are stored in the Cleaning Shed. After washing your cleaning carts, please store them to dry in the shade.
2. Place all dirty laundry in the laundry baskets under the table outside of Cold Stuff. The laundry baskets are marked Towels, Blankets, Sheets, Squirrel and Spider and Clean Laundry. PLEASE make sure that you do not mix laundry.
3. Return zip ties, scissors, W-D 40, scrapers and all materials used back where they belong.
4. Spray all of your cleaning supplies with bleach/water solution and rinse. This includes brooms, pooper-scoopers, brushes, scrapers, etc.; place on metal shelves next to Cleaning Shed to dry. When dry, move them back inside Cleaning Shed to store.
5. Spray your cart with bleach/water solution, rinse with hose and lean it up in the shade to dry (drying in the sun will make them become brittle and break).
6. Tie your garbage bag closed and put it into the trash can (being sure that trash cans have liners!) or the dumpster at the front of the property.
7. All recyclable items are placed in the blue recycle bins and taken to the appropriate recycle bins at the front of the property next to the dumpster every night and taken to the Alachua County Transfer Station (Dump). The dump is only open on Monday, Tuesday, Friday and Saturday 8:30 am –5:30 pm. Dump runs are typically Monday and Friday.
8. Before the end of the day when the supplies are dry, put them neatly back into the Cleaning Shed. Also, check on the laundry to be sure that all dirty laundry has been washed and clean dry laundry has been folded neatly and put back where it belongs. NEVER leave laundry in the washing machines.
9. Please tidy up your work areas before the end of the day, e.g. sweep and mop floors in all buildings, put all tools, shovels, rakes, etc. back into the Tool or Cleaning Shed, take dishes and Tupperware used for the morning feedings back where they belong and spray down Washeteria floor.
10. Clean communal human habitats before leaving for the day. Put away clean dishes, rinse and put dirty dishes in dish washer, wash counter tops in kitchen, clean bathrooms (clean hand towel, soap, and toilet paper), dust living room, make beds, sweep and mop floors and clean door mat.

11. Please be sure to ask any of the other carestaff, interns or volunteers if they need any help with their chores before ending your day.

**No one is finished with the day until everyone is finished.  
A clean sanctuary is a happy sanctuary! ☺**

## **Bleach Detail**

What organisms does Clorox® Regular-Bleach kill?

For hard non-porous surface disinfection:

**Use  $\frac{3}{4}$  cup diluted in one gallon of water, 5 minute contact time, to kill the following bacteria, fungi, yeast and viruses:**

### **Bacteria**

Staphylococcus aureus (Staph)  
Salmonella choleraesuis  
Pseudomonas aeruginosa  
Streptococcus pyogenes (Strep)  
Escherichia coli 0157:H7 (E. coli)  
Shigella dysenteriae

### **Fungi**

Trichophyton mentagrophytes (Athlete's Foot)  
Candida albicans (yeast)

### **Viruses**

Rhinovirus (Cold virus)  
Influenza A2 (Flu virus)  
Hepatitis A  
Rotavirus  
Respiratory Syncytial virus  
HIV-1 (Human Immunodeficiency Virus)\*  
Herpes simplex virus 2  
Rubella virus  
Adenovirus Type 2  
Cytomegalovirus

\* For health care settings only.

For non-porous food contact surface sanitizing (refrigerators, freezers, plastic cutting boards, stainless cutlery, dishes, glassware, countertops, pots and pans, stainless utensils):

Use 1 tablespoon of Clorox® Regular-Bleach per gallon of water. Wash, wipe or rinse items with detergent and water then apply sanitizing solution. Let stand 2 minutes. Air dry. Kills the following:  
Staphylococcus aureus (Staph)  
Escherichia coli 0157:H7 (E. coli)

For hard non-porous surface disinfection:

**Use  $\frac{3}{4}$  cup dilution in one gallon of water/10 minute contact time, to kill the following:**

Feline parovirus  
Canine parovirus

**Use 1  $\frac{3}{4}$  cup solution in one gallon of water/5 minute contact time, to kill the following:**

Mycobacterium bovis (Tuberculosis).

Disinfect washable, colorfast toys with a solution of  $\frac{3}{4}$  cup **Clorox® Regular-Bleach** per gallon of water. Soak for 5 minutes, rinse, and then air dry.

#### **Disinfecting:**

Use the following method to disinfect hard, non-porous surfaces at home:

1. Create bleach solution using  $\frac{3}{4}$  cup **Clorox® Regular-Bleach** per gallon of water.
2. Wash, wipe or rinse items/area with water, then apply solution.
3. Let stand 5 minutes.
4. Rinse thoroughly and air dry.

#### **Please note:**

- Do not use **Clorox® Regular-Bleach** full strength for cleaning surfaces.
- Always dilute strictly in accordance with label directions.
- Wear gloves when cleaning for prolonged periods.
- Bleach solutions need to be made fresh daily. Once diluted, bleach breaks down quickly (mainly into salt and water).

Please note: Bleach solutions need to be made fresh daily. Once diluted, bleach breaks down quickly - mainly into salt and water. Many spray bottles contain metal parts in the trigger spray. Bleach will corrode these parts over time. Bleach is an irritant and using bleach in a spray bottle can be very irritating to some especially those individuals with chronic respiratory or heart conditions.

#### **Appropriate Surfaces:**

**Kitchen:** Refrigerators, work surfaces, garbage disposals, freezers, sinks, appliances, plastic laminate, stoves, stovetops, countertops, (ceramic) tile (floors or countertops), vinyl, linoleum, solid surface countertops, glass, garbage cans, trash cans, trash compactors, dish cloths, brushes, synthetic sponges, mops, latex enamel painted woodwork, walls, faucets.

**For toilet bowls:** Flush toilet. Pour 1 cup of **Clorox® Regular-Bleach** into bowl. Brush entire bowl including rim with a scrub brush or mop; let stand 10 minutes before flushing again.

**For laundry:**

**The easiest way:**

Pour Clorox® Bleach (scented or regular) into your bleach dispenser. If you don't have a dispenser, simply pour in Clorox® Bleach (scented or regular) along with your detergent as your washing machine fills with water. **Use  $\frac{3}{4}$  cup for a standard washer,  $1\frac{1}{4}$  cup for an extra large washer.** Add clothes after agitation has begun.

**For best results:**

- Add detergent as washer fills.
- Then add clothes.
- After clothes are thoroughly wet and machine has agitated for 5 minutes, add bleach that's been diluted with one quart of water.
- Avoid pouring solution directly onto fabric.
- Adding diluted bleach after detergent has dissolved delivers a slightly brighter wash load.

**Pre-soaking with Clorox® Bleach:**

Use  $\frac{1}{4}$  cup **Clorox® Bleach** per gallon of cool water. Submerge entire garment and soak for 5 minutes. Wash immediately using detergent and  $\frac{3}{4}$  cup **Clorox® Regular-Bleach**.

To hand wash, disinfect or pre-treat stains and clean heavy soils, rinse to remove loose soil and fully soak each garment for 5 minutes in a solution of  $\frac{1}{4}$  cup of **Clorox® Regular-Bleach** to 1 gallon of cool water.

To disinfect or sanitize laundry, add  $\frac{3}{4}$  cup of **Clorox® Regular-Bleach** to a standard size washer following the laundry use directions.

To kill bacteria [Staphylococcus aureus (staph)/ Klebsiella pneumoniae] in laundry, add  $\frac{3}{4}$  cup of **Clorox® Regular-Bleach** to a standard size washer following the laundry use directions.

**Many different disinfecting and cleaning products are used. Always be sure to follow the instructions on the label of each product.**

## Practicing Good Hygiene

1. Wash your hands thoroughly and often. Always wash your hands before food preparation and after the toilet. Always wash your hands before and after handling a monkey. Hand washing is the best way for you and the monkeys to stay healthy.
2. Do not empty your dirty mop bucket or rinse your mop in the sinks. Use the hoses outside.
3. Take out garbage from the monkey area frequently to avoid attracting insects and rodents.
4. Garbage and recyclables are taken to the dumpsters at the front of the property at the end of each day.
5. If you have to cough or sneeze while preparing food do it away from the diets and use the inside of your shirt as a shield, not your hand. If you use your hands, wash them before continuing and replace your gloves.
6. Always use gloves while handling food. If you use your radio, open the refrigerator, or touch anything other than the food with your gloves, you will need to replace your gloves.
7. You cannot work with the monkeys if you are ill or have a cold/canker sore. Diseases are transmittable between human and non-human primates. If you are feeling well enough, we will find non-monkey jobs for you or, if appropriate, will send you home to rest and to get well.
8. After a squeeze cage is used, remove & wash the blankets and disinfect it by spraying it with bleach/water solution, hose off, dry and return to clinic or storage area.
9. Do not eat while you are feeding the monkeys or share your food with them. Hand to mouth can spread germs and increases the possibility of the monkeys coming into contact with a virus. We can harbor a sickness in our bodies without showing any symptoms up to 72 hours. We can harbor herpes virus without knowing it.
10. Monkeys drop their food, pick it up and eat it. They are eating food that has dropped inside their habitat with their germs. We do not give the monkeys food that has fallen outside the habitat or enclosure because we have nocturnal animals traveling the grounds who may carry diseases.
11. Street shoes may have come into contact with something foreign to the monkeys' small bodies. **Ideally, shoes worn to work in the sanctuary should only be used at the sanctuary.**

## Monkey and Bird Feedings

### Dry Food Bowls:

The monkeys and birds are served dry food bowls at first light, unless it is less than 40 degrees; we do not want to encourage the monkeys to move away from their heat lamps when it is too cold. The automatic waterers are checked at the same time the dry bowls are served, and the birds are given their dry food bowls and fresh water. The monkeys have access to monkey biscuits throughout the day. If you find an empty dry food bowl, fill it.

The dry food bowls are picked up just prior to sundown to avoid attracting rodents, insects and other nocturnal animals. Into the habitats. , This will give the monkeys something to do instead of fighting you for their food bowls. DO NOT hand food to the monkeys.

We use several kinds of monkey biscuits depending on the species, or dietary needs of the monkeys. Fiber Sticks for diabetic monkeys, Leaf Eater biscuits for spider monkeys, New World small biscuits for squirrels, tamarins and marmosets. Large *and* small New World biscuits are used for the capuchins.

#### **Diets:**

#### **SUNUP**

**Food prep begins before sunup. First, thoroughly wash your hands!** Wipe down counters with bleach/water solution. Because we house an array of monkeys of different ages, medical issues, and sizes, diets vary according to the monkeys.

All of the capuchin and spider monkeys are served at sunup in color-coded bowls to differentiate the types of diets. Our carestaff will direct. We have regular monkey diets, diabetic diets, geriatric or toothless diets and spider monkey diets. Generally the monkeys' diets consist of vegetables, fruits, seeds, nuts, and some carbohydrates, as well as other specialty items.

The squirrel monkey, marmoset and tamarin diet sheets are posted in the appropriate buildings and the monkeys are served from those buildings to avoid transmitting diseases/viruses.

All monkeys have access to monkey biscuits throughout the day. Soaked biscuits are given in the morning to the monkeys without many teeth, the diabetic monkeys, the spider monkeys, marmosets, tamarins, and squirrel monkeys.

Each bird gets a diet bowl with vegetables, fruit, and carbohydrates.

**\*While preparing diets, if food falls on the floor, throw it away; DO NOT put it into a food bowl.**

**\**Diet preparation sheets are posted in the building where the diets are prepared.***

#### **Afternoon**

Diet bowls are collected to be washed 4-5 hours after being served to avoid spoilage. Old produce can attract gnats and fruit flies.

The birds' diet bowls are also collected 4-5 hours after being served. The birds are given fresh water and fresh dry food at this time. Keep an eye on the birds' water because the birds drop their food in the water and it needs to be changed frequently.

#### **Before Sunset**

The monkeys' biscuit bowls and all birds' dry food bowls are also collected to avoid drawing rodents, insects and nocturnal animals in the night. Any marmoset, tamarin or squirrel food bowls that are not inside a building also need to be collected.

## **Special Notes About Monkey Feeding**

- Do not pick up and hand the monkeys food they drop.
- Never touch the monkey's food once it is in their possession.
- DO NOT hand out food to the monkeys, unless you have been asked to by the executive director or sanctuary manager. Handing out food/treats to the monkeys at unspecified times during the day can cause fights between the monkeys e.g. not giving the alpha monkey a treat first (whoever that may be at the time, that role can change!), having one monkey take the treat from another monkey, having one or two of the monkeys get all the treats and leave none for the others or have monkeys from another habitat see you handing out treats to their neighbors and not to them, this can also cause displaced aggression.
- If you see someone handing food to the monkeys, please let a team leader or carestaff know immediately.

**Our job is to keep the monkeys safe and happy, we must avoid ever causing any trouble between the monkeys in our care.**

## **Produce Preparation**

Soak the produce in bleach water; fill sink with water and add one capful of bleach.

Keep bagged greens or salad in the bag and put in refrigerator.

Use a clean cutting board to chop produce. Cut produce small enough for the monkeys to get it through the chain link for the larger monkeys and smaller yet for the squirrels, marmosets and tamarins. Green & red peppers, cucumber and corn are favorites among the monkeys.

Do not chop white potatoes, leave whole and cook before use. Sweet potatoes can be fed raw or cooked, but they prefer cooked. Overall, use carbohydrates sparingly.

Put tomatoes, corn, jicama, potatoes and winter squash into separate containers. The tomatoes tend to spoil the other veggies and the diabetic monkeys cannot have too many veggies with carbs.

Completely fill each of the large rectangular small plastic bins with a variety of vegetables, seal, and put into refrigerator. Do not under- or over-fill containers. DON'T FORGET TO LABEL THE CONTAINERS WITH THE DATE!

Place more vegetables and dried beans into a crock-pot, add water or broth and cook. These veggies are used for the toothless monkeys, and are served warm in the winter for the others.

When the veggies in the crock pots are finished cooking, drain broth from vegetables. Put cooked vegetables and broth into refrigerator immediately, do not let it sit out because bacteria grows in broth very quickly when warm. The broth is used to soak monkey biscuits, to make rice, and used in other soups.

Chop fruit into pieces, peeling apples and oranges, and taking grapes off the stems. Most monkeys' favorite fruits are grapes and bananas.

The monkeys especially enjoy garlic, onion, citrus (especially lemons and limes), and any foods with strong scents. They will use them to anoint themselves, which is a natural behavior.

After food prep is complete, wipe down all surfaces with bleach/water solution, clean out the sink, clean appliances, sweep and mop the floor using bleach/water solution. Towel dry the floor, clean the door mat and replace, before you leave the area.

***PLEASE leave the area clean, neat and tidy, even if it was not tidy when you arrived.***

## **Climate Control**

### **Monkey Heating**

All monkeys have access to a heat lamp in their outdoor habitats and/or in their indoor enclosures. Munchkinland and Squirrel Land have space heaters inside and heat lamps outside.

Heat is used when temperatures drop below 60 degrees. The buildings with space heaters -- Jody's Jungle, Squirrelville, Marmoset Village, and Tamarin Town -- should be kept between 60-80 degrees. The marmosets, tamarins and squirrel monkeys are locked inside when the temperatures drop below 40 degrees. Temperature requirements will vary for special-needs monkeys.

The heat lamps on the outdoor habitats are on thermostats, as well as in the indoor enclosures, which turn on when the temperature drops below 60 degrees. We also have older monkeys in indoor enclosures who may need space heaters along with heat lamps.

If extension cords power the heat lamps, please show care in making sure that the extension cords are out of the monkey's reach! If the monkeys bite into a cord that is plugged in, they will get quite a shock.

Heat checks are performed several times a day and frequently through the night in freezing temps. You will find a Climate Control Form in the appendix and in Rainforest Café.

### **Monkey Cooling**

New World monkeys are built for hot humid climates, so there is not much need for any other cooling systems other than trees and shrubs for shade and 'monkey rain', which is used when it is very hot

and dry. The ‘monkey rain’ not only cools down the habitat, but the monkeys really enjoy playing in the rain, as well as the automatic watering system (LIXIT). Some of the monkeys have learned to prop their Lixits open with a small stick, or their bodies to create a stream of running water.

Some of the older monkeys have air conditioning units in their indoor habitats. We also use a/c units in Munchkinland, Squirrel Land, as well as in the food storage buildings.

## **Human Abodes**

We ask the humans to please do the best you can in keeping the utility bills at a minimum. Set the thermostat at 68 degrees in the winter and 78 degrees in the summer. If you use space heaters, ALWAYS turn them off when unattended. If you have a window air conditioning unit, turn it off when not in the building. In very humid weather, leave the a/c on fan to help prevent mold and mildew.

When using the refrigerators and freezers, please be sure that you push the doors shut. You will need to double check them -- some of them do not close easily and have been left open frequently, wasting energy and money.

And when using appliances, please be sure that the oven and stove are turned off after use, as well as the coffee pot and any other appliances you may use. Please be sure to clean all appliances after use, as well as the lint screens on dryers and air filters on a/c units.

We expect you to keep your bedroom and bathroom clean, which means organized, beds made, clothes in the closet, drawers or laundry basket. We also expect everyone to be considerate of the communal space, if you make a mess, *please* clean it up. If someone else makes a mess in a communal area, ask them to clean it up or clean it up yourself.

Take extra care in cleaning up after meals to avoid roach and rodent infestations.

## **Outreach Program**

Jungle Friends, while formed to rescue monkeys, has developed into a community educational resource. We offer PowerPoint Presentations and our Almost Wild video to groups, clubs, conferences, festivals, schools, etc.

Jungle Friends’ outreach program teaches how to be better caretakers of our Earth and all its inhabitants. We are dedicated to dynamic harmlessness, animal welfare issues and advocacy for primate protection.

In our presentations we show the monkeys upon arrival or where they came from and how they flourish here at Jungle Friends. We bring awareness to the problem with the ever-exploding trade in wild and exotic animals and make clear that wild animals are not ‘pets’, not domesticated, and should be free to live in the wild with their natural families. People learn to take more responsibility in their relationship with the world and all its inhabitants.

## Conclusion

At Jungle Friends we all work together as a team. Communication is the key to good relations with carestaff, volunteers and interns. Don't be afraid to ask questions or ask for help. At one time or another you may have a bad day or just feel worn out. If you need help or just feel like you need a break, go to your team leader and ask to be excused. We want Jungle Friends to be an enjoyable experience for everyone, especially the monkeys. The monkeys can feel your stress and tension, we want happy, healthy humans around the monkeys.

For the well being of the monkeys, we must maintain and enforce strict rules. Please read the rules carefully, and if you have any questions regarding a rule or why it is so important, please ask one of our carestaff. Everyone is here to learn, so please ask as many questions as you like; only by learning more about these fascinating monkeys can we help them. Not following the rules, not complying with carestaff or insubordination could result in your immediate termination. We have zero tolerance for malicious gossip or complaining to anyone who cannot help you. If you have a problem with someone, get with that person. If it is something that you cannot take care of on your own, get with a staff member. Communication is key!

We need to keep in mind that we are all here for the monkeys and our emotions and attitudes can affect **all** those around us, human and non-human primates alike. By working together and sharing our commitment and compassion we can make a positive change not only for captive monkeys, but also for the future of wild monkeys that could face a life of confinement.

We ask that you arrive for all of your shifts on time, as it is important to the care-giving schedule, as well as the monkeys' emotional well being. We understand that you have a life and responsibilities outside of Jungle Friends, in turn, please understand that this sanctuary is the monkeys' entire life and existence. ~ ***Let kindness be your guide.***

## Appendix

- Intake Checklist
- Contract for Placement
- Release Form
- Map

*"Ethics are complete, profound, and alive only when addressed to all living beings. Only then are we in spiritual connection with the world. Any philosophy not respecting this, not based on the indefinite totality of life, is bound to disappear."*

~Albert Schweitzer



## JUNGLE FRIENDS

PRIMATE SANCTUARY

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GUARDIAN NAME

PHONE AND/OR E-MAIL

DATE

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PRIMATE NAME

SPECIES

AGE/DOB

Where is the monkey located (please provide address and other contact information—name, address, phone, email, etc.)?

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Why are you relinquishing care of this primate?

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Can you furnish a photo to confirm species and sub-species?

NO YES

Is primate being handled by humans?

NO YES

Is primate diapered on a daily basis?

24/7

NO YES

Any injuries to household/family members?

NO YES

Please specify who and what happened:

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Any injuries to humans outside the family?

NO YES

Please specify who and what happened:

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Any injuries serious enough to require medical attention?

NO YES

If yes, explain:

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Have any of the injuries been reported?

NO YES

Any public health authorities involved?

NO YES

Please list:

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Jungle Friends Primate Sanctuary

[www.JungleFriends.org](http://www.JungleFriends.org)

386-462-7779 ~ [Info@JungleFriends.org](mailto:Info@JungleFriends.org)

13915 North State Road 121 ~ Gainesville, FL 32653

Any other pets in the home?

NO YES

Please list:

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Sex of primary caretaker?

M F

Any aggression or preference toward males or females?

NO YES

Explain:

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Any health issues – past or present?

NO YES

Please list:

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Any surgeries?

NO YES

Please specify:

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Any dental work or tooth extractions/reductions?

NO YES

Please specify:

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Any ingrained fears?

NO YES

Please list:

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Any abnormal behaviors (self-attacking, rocking, etc.)?

NO YES

Please list:

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Any food or other allergies?

NO YES

Please list:

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Favorite foods?

Please list:

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Any inanimate object attachment?

NO YES

Please specify:

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Primate social experience since separated from the mother?

NO YES

Please specify:

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Describe his/her temperament:

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Any access or exposure to outdoors?

NO YES

Please specify:

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Does he/she have a "home cage"?

NO YES

Please specify size & design:

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Will home cage be transferred with him/her?

NO YES

Current diet and feeding schedule? (or attach detailed list)

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Can you/have you obtained a small animal health certificate?

NO YES

(visual inspection, same as for cat or dog)

How did you obtain this individual? \_\_\_\_\_

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From Whom? \_\_\_\_\_

Date of transfer and purchase price: \_\_\_\_\_

How old were you told he/she was when you obtained him/her? \_\_\_\_\_

Can you furnish original transfer papers? NO YES

Are you considering obtaining another primate? NO YES

## Why or why not?

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Many primates may live to 40+ years of age. Are you or your family members prepared to underwrite or make tax-deductible contributions towards his/her habitat construction and lifetime care at a sanctuary?      NO      YES

## How much and how often?

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Will you or your family members consider providing for your pet's lifetime care in your estate plan?  NO  YES

Are you able to transport him/her to the sanctuary? NO YES

What is your time frame for placement?

Is your time frame flexible?  NO  YES

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Are you in negotiations with any other individuals, sanctuaries or facilities  
re: selling or placement?

NO YES

If so please specify:

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Any other comments you would like to make?

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Guardian's signature: \_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Printed Name

Contact info: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Contract for Placement

Jungle Friends Primate Sanctuary (JFPS) and \_\_\_\_\_  
Name  
Herein after Donor(s) on this \_\_\_\_\_ day of \_\_\_\_\_ desire to enter into a contract for the  
benefit of \_\_\_\_\_.  
Name of Non-Human Primate (s)

JFPS agrees to accept \_\_\_\_\_ from Donor(s) and provide permanent lifetime care.  
Name of Non-Human Primate (s)

In exchange for such value and services Donor(s) agree:

1. We the Donor(s) and our immediate households will not participate in the exotic pet trade - meaning that we will not buy, sell, trade, breed, harbor nor participate in secondary causes of this abuse by paying to touch or have our photos made with non-human primates.
2. If a situation arises where we the Donor(s) feel compelled to rescue a non-human primate we will contact JFPS to assist with the rescue.
3. I agree to mark 'VOID' my USDA and state licensees, if any, and send them with the non-human primate to JFPS.

Should Donor(s) or their immediate household violate this contract they hereby agree to pay to JFPS the sum of \$25,000.00 as consideration for the services provided in the acceptance of the forenamed non-human primate.

This contract shall be fully enforceable and shall be litigated, if necessary, in Florida. Proof of violation will be the possession by Donor(s) of any non-human primate or verifiable photographic imagery of Donor(s) posing with a non-human primate in an unaltered photo taken after the date of this contract. Notice of such violation will be made to the address for the Donor(s) listed below and shall be considered good and sufficient notice.

Donor Address: \_\_\_\_\_  
\_\_\_\_\_

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Donor(s) (Print)

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Donor(s) Signature

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Witness (Print)

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Witness Signature

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_.

(NOTARY SEAL)

Signature of Notary Public

Name of Notary Typed, Printed, or Stamped

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

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Kari Bagnall (Print)  
President/Founder  
Jungle Friends Primate Sanctuary  
13915 N. State Road 121  
Gainesville, FL 32653

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Kari Bagnall Signature

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Witness (Print)

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Witness Signature

STATE OF Florida  
COUNTY OF Alachua

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_.

(NOTARY SEAL)

Signature of Notary Public

Name of Notary Typed, Printed, or Stamped

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

# Jungle Friends Primate Sanctuary Release Form

13915 North State Road #121 Gainesville, Florida 32653

Phone (386) 462-7779, Fax (386) 418-0808, Email info@junglefriends.org

[www.junglefriends.org](http://www.junglefriends.org)

I \_\_\_\_\_ do hereby release all rights and responsibilities  
print name

pertaining to \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
name of monkey sex species

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, identifying marks, tattoos, implant, etc. weight date of birth / age

Reason for releasing monkey: \_\_\_\_\_.

List favorite foods, toys and any other information you may have for an easier transition for the monkey:

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Above-mentioned monkey is being received by \_\_\_\_\_

of Jungle Friends Primate Sanctuary of Gainesville, Florida on \_\_\_\_\_

Date

## CERTIFICATION

I certify that I am the legal owner/authorized agent of described monkey and hereby hold Jungle Friends Primate Sanctuary harmless from any liability including injury or death of this monkey.

Name: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

USDA / Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_

--Attach copy of license--

Airline / Vehicle information for transportation to the sanctuary: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

