



SOP for use of the WSAVA GNC Toolkits and Guidelines, Translations, and Publications

1. Procedure for translation requests of Guidelines and Toolkit for any type of use
 - a. All Guidelines and Tools must be translated in their entirety, including the WSAVA Logo, WITHOUT changes or additions of any other logo without approval by the GNC
 - b. Requests are to go to the GNC chair(s) PRIOR to initiating a translation
 - c. Chair(s) will send a note to the entire GNC noting request
 - i. If translations being supported and credited to another industry group, review & approval by the GNC educational supporters will be requested as well
 - d. Chair(s) will request that any translations be sent to them for review by committee members / selected experts-in-the-field
 - e. If no committee members/experts are available to check translations, the current COL and/or liaison for the Executive board , to request a translation review by appropriate country WSAVA delegate or other qualified person to be identified.
 - f. Translated document to receive a “Pass/Fail” and notification of individual or organization within 30 days.
 - g. PDF copies of translations to be sent to current WSAVA marketing for use on WSAVA website or other WSAVA media.
2. Requests for currently available Guidelines and Tools on the WSAVA website for use in clinics, articles, books or any other publication or presentations will be approved if:
 - a. They are used in their entirety and without changes. No additional logos or translations are allowed without prior approval.
 - i. **Guidelines** to be used must give appropriate credit to JSAP : *“These Guidelines were first published in JSAP, July 2011;52(7):385-96, published by John Wiley and Sons Ltd and are published with permission”*
 - ii. **Toolkit** usage should contain statement: *“ Global Nutrition Committee Toolkit provided courtesy of the World Small Animal Veterinary Association”*
 1. **For MCS tool:** *“Provided courtesy of the World Small Animal Veterinary Association (WSAVA). Available at the WSAVA Global Nutrition Committee Nutritional Toolkit website: <http://www.wsava.org/nutrition-toolkit>. Accessed June 29, 2016. Copyright Tufts University, 2014.”*
 - b. The WSAVA GNC Logo must be kept on all document(s)
 - c. All requests to go the WSAVA GNC Chair(s) for approval or if a “for-profit” organization, to include the WSAVA Exec Board
 - d. WSAVA SOP on logo usage to be enforced (see attached)
3. Requests for co-logo usage on Tools or Guidelines:
 - a. Review by WSAVA GNC Chair(s) as described by previous SOP above and 4 industry educational supporter representatives

- b. If request involves copyrighted tools, then review and approval by the copyright holder is needed. Examples:
 - i. BCS charts by Deborah Greco
 - ii. MCS charts by Lisa Freeman
 - iii. BCS video by Zara Boland

9.25.13