Minute Book

Certificate Book

of

World Detector Dog Organization, LLC

A Limited Liability Company

Organized under the laws of
The State of Maryland

Corpkit, NY ©
IMPORTANT INFORMATION

Enclosed in this record book is the following forms for you to use:

- Federal SS4 form for applying for your federal identification number
- Organizational forms;
- Suggested form for the minutes of the Annual meeting of members;
- Suggested form for the first meeting of the manager/members.

Also enclosed are the Membership unit certificates, suggested operating agreements, and membership listing forms.

Although we have tried to give you most up-to-date and jurisdiction specific information, the enclosed forms are provided with the understanding that the provider is not rendering tax, accounting, legal or any other type of advice. If the reader has specific questions on the enclosed forms, the services of a competent attorney, accountant or other professional licensed in the state of incorporation or other applicable jurisdiction should be secured.
LIMITED LIABILITY COMPANY DETAILS

as at ____________________________

Date of Organization: ____________________________
State of Organization: ____________________________
Principal Place of Business ____________________________
Managing Members:
  Operating Manager: ____________________________
  Secretary/Manager: ____________________________
  Treasurer/Manager: ____________________________

Bank Accounts: ____________________________

Fiscal Year: ____________________________

Annual Meeting Date: ____________________________

Attorney: ____________________________
Accountant: ____________________________

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LOCATION OF CORPORATE RECORDS

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File in office record book
Name of Corporation

LIMITED LIABILITY COMPANY DETAILS

as at

Date of Organization:
State of Organization:
Principal Place of Business:
Managing Members:

Operating Manager: ______________________

Secretary/Manager: ______________________

Treasurer/Manager: ______________________

Bank Accounts:

Fiscal Year:
Annual Meeting Date:

Attorney:

Accountant:

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RECEIPT OF SECRETARY OF STATE
CERTIFICATE OF ORGANIZATION
CONFORMED COPY OF BANKING RESOLUTIONS
LIMITED LIABILITY COMPANY AGREEMENT

OF

A MARYLAND LIMITED LIABILITY COMPANY

THIS LIMITED LIABILITY COMPANY AGREEMENT of ______________________, a Maryland Limited Liability Company ("the Company"), is entered into and shall be effective as of ____________, ____, by and among the Members of the Company executing this Limited Liability Company Agreement ("Agreement").

For and in consideration of the mutual convenience herein contained and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Members executing this Agreement, made pursuant to Maryland Law, as amended from time to time (the "Law" or "Act") do hereby agree to the terms and conditions of this Agreement. The Members hereby agree that each Member shall be entitled to rely on the provisions of this Agreement, and that no Member shall be liable to the Company or to any other Member or Members for any action or refusal to act taken in good faith reliance on the terms of this Agreement. The Members and the Company do hereby agree that the duties and obligations imposed on the Members of the Company as set forth in this Agreement, which is intended to govern the relationship among the Company, the Members, notwithstanding any provision of any regulatory or common federal or state law to the contrary.

ARTICLE I

Definitions

SECTION 1.1. For purposes of this Operating Agreement, and unless the context indicates otherwise, the word or words set forth below within the quotation marks shall be deemed to have the following meanings:

A. "Additional Member" - A Member, other than an Initial Member or a Substitute Member, who has acquired a Membership Interest from the Company.

B. "Admission Agreement" - The Agreement between an Additional Member and the Company as described in this Agreement.

C. "Bankrupt Member" - The filing by a Member of a petition commencing a voluntary case under the Bankruptcy Code; a general assignment by a Member for the benefit of creditors; an admission in writing by a Member of his or her inability to pay his or her debts as they become due, the filing by a Member of any petition or answer in any proceeding seeking for himself or herself, or consenting to, or acquiescing in, any insolvency, receivership, composition, readjustment, liquidation, dissolution, or similar relief under any present or future statute, law, or regulation, or the filing by a Member of an answer or other pleading admitting or failing to deny, or to contest, the material
allegations of the petition filed against him or her in any such proceeding; the seeking or consenting to, or acquiescence by a Member in, the appointment of any trustee, receiver or liquidator of him or her, or any part of his or case under the Bankruptcy Code, or a proceeding under any receivership, composition, readjustment, liquidation, insolvency, dissolution, or like law or statute, which case or proceeding is not dismissed or vacated within 60 days.

D. "Dissolution" - (1) In the case of a Member who is acting as a Member by virtue of being a trustee of a trust, the termination of the trust (but not merely the substitution of a new trustee); (2) in the case of a Member that is a partnership, the dissolution and commencement of winding up of the partnership; (3) in the case of a Member that is a corporation, the filing of a Certificate of Cancellation, or its equivalent, for the corporation or its equivalent, for the limited liability company, or the involuntary dissolution by a non-appealable order of the district court; or (5) in the case of an estate, the distribution by the fiduciary of the estate’s entire Membership Interest.

E. "Initial Members" - Those persons identified on Exhibit A attached hereto and made a part hereof by this reference who have executed this Agreement.

F. "Member" - Each of the persons signatory hereto either by signing this Agreement or agreeing to be obligated by the terms of this Agreement and any other person or persons who may subsequently be designated as a Member of this Company pursuant to the further terms of this Agreement.

G. "Membership Interest" - The share of profits and losses, gains, deductions, credits, cash, assets, and other distributions (liquidations and otherwise) and allocations of a Member or, in the case of an Assignee, the rights of the assigning Member.

H. "Membership Rights" - The rights of a Member which are comprised of a Member’s: (1) Membership Interest, and may or may not be comprised of a Member’s right to participate in the management of the company.

I. "Notice" - Notice shall be in writing. Notice to the Company shall be considered given when mailed by first class mail postage prepaid addressed to any Member or Manager, in care of the Company, at its principal place of business within the State of Maryland. Notice shall be considered given to a Member when mailed by first class mail postage prepaid addressed to the Member at the address reflected in this Agreement unless the Member has given the Company a Notice of a different address. Notice shall be considered given to a Manager, if any, when mailed by first class mail postage prepaid addressed to the Manager at his/her address as it appears on the records of the Company. Notice to Members and Managers may also be given by telegram.

J. "Person" - Individual, business entity, business trust, estate, trust, association, joint venture, government, governmental subdivision or agency or any other legal or commercial entity.

K. "Resignation" - The decision or determination of a Member to no longer continue as a Member, upon written notice to the Company.

L. "Retirement" - The withdrawal of a Member or Manager from the Company upon such times and events as are provided in this Agreement which will permit withdrawal of a Member without violating or breaching the terms of this Agreement.

M. "Substitute Member" - An Assignee who has admitted to all of the rights of membership pursuant to this Agreement.
ARTICLE II

Organization of the Company

SECTION 2.1. The Company may engage in any lawful business for which limited liability companies may be organized in the state of Maryland, or the laws of any jurisdiction in which the Company may do business. The Company shall have the authority to do all things necessary or convenient to accomplish its purpose and operate in business as described herein.

SECTION 2.2. The Company name shall be . The Members shall be Members in the Company and shall continue to do business under the name, as permitted by law, until the name of the Company or the Company shall terminate.

SECTION 2.3. The principal office of the Company shall be located in the state of Maryland at , or such other place or places as the Managers may determine. The Managers will give notice to the Members promptly after any change in the location of the principal office of the Company.

SECTION 2.4. There must be at least one registered agent for the service of process for the Company and the registered office shall be that Person and location elected in the Certificate as filed in the office of the Secretary State. If the Members shall fail to designate a replacement registered agent or change of address of the registered office, any Member or Manager may designate a replacement registered agent or file a notice of change of address.

SECTION 2.5. The Company shall dissolve and its affairs wound up in accordance with the Act and this Agreement on (date or occurrence or specific event), except that the Company may terminate prior to such date as provided in this Agreement.

ARTICLE III

Status, Rights and Duties of Members

SECTION 3.1. There shall be at least two Members.

SECTION 3.2. The original Members of the Company shall be those persons who have signed this Agreement.

SECTION 3.3. After the filing of this Company’s Articles of Organization, a person may be admitted as an additional Member upon the written consent of all Members so long as such person’s admission as a new Member is reflected on the company’s records.

SECTION 3.4. An assignment of a Member’s interest in the Company is effective:

a. Upon the unanimous written consent of all other Members; and
b. When such person’s permitted admission is reflected in the Company’s records; and

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c. Such assignee has consent to such admission.

SECTION 3.5. All meetings of the Members shall be held at such place within or without the State of Maryland as shall be designated from time to time by the Members or Managers and stated in the notice of the meeting.

SECTION 3.6. All Members' meetings, if any, shall be held on such date and time as shall be designated from time to time by the Members or Managers and stated in the notice of the meeting, at which they may transact any business which may properly be brought before the meeting.

SECTION 3.7. Except as otherwise provided by law, the Articles of Organization or this Agreement, the holders of a majority of the interests issued and outstanding and entitled to vote thereafter present in person or represented by proxy, shall constitute a quorum at all meetings of the Members for the transaction of business. If, however, such quorum shall not be present or represented at any meeting of the Members, the Members entitled to vote present in person or represented by proxy, shall have the power to adjourn the meeting, until a quorum shall be present or represented. Such adjourned meeting at which a quorum shall be present or represented, shall constitute the meeting as originally notified.

SECTION 3.8. When a quorum is present at any meeting, the vote of the holders of a majority of the interests having voting power present in person or represented by proxy shall decide any question brought before such meeting, unless the question is one upon which by express provision of the Act, law or the Articles of Organization, a different vote is required in which case such express provision shall govern and control the decision of such question.

SECTION 3.9. Unless stated otherwise by law, the Articles of Organization, or this Agreement, each Member shall be entitled to one vote weighted in proportion to the Member's respective interest in the profits of the Company.

SECTION 3.10. Each Member shall be entitled to withdraw by filing at least six months prior written notice to the other Members of the Company at their respective addresses as shown on the Company's books and records.

SECTION 3.11 A person shall cease to be a Member of the Company upon the occurrence of any of the following events:

A. such person withdraws;
B. such person resigns;
C. such person makes an assignment for the benefit of creditors;
D. such person files a voluntary petition in bankruptcy;
E. such person is adjudicated bankrupt or insolvent;
F. such person dies;
G. such person is adjudicated incompetent to manage his or her person or property;
H. such person is a trustee and the trust is terminated;
I. such person is a company, partnership or other limited liability company that is dissolved.
J. such person is an estate which has had its entire interest in this Company distributed by its fiduciaries.

ARTICLE IV

Status, Rights and Duties of Managers

(Note: Under the law, a Company may be managed by its Members; it is not necessary to elect Managers to manage the Company. If a Company chooses not to elect Managers, then this Article will be omitted from the Agreement and all relevant provisions regarding management of the Company will be inserted under Article III, Members.)

SECTION 4.1. The ordinary and usual decisions concerning the business affairs of the Company shall be made by the Managers.

SECTION 4.2. The Managers shall provide reports at least annually to the Members at such time and in such manner as the Managers may determine reasonable. The Managers shall provide all Members with those information returns required by the Internal Revenue Code and the laws of the State of Maryland or any other state having jurisdiction over this Company.

SECTION 4.3. The number of Managers of the Company shall be ____. The initial Managers shall be __________, __________, and __________.

SECTION 4.4. Each Manager shall hold office until:

A. the next annual meeting of Members or until his or her successor shall have been elected and qualified;

B. the resignation of such Manager from the Company;

C. Removal of such Manager by the Members of the Company in the manner set forth in this Agreement.

SECTION 4.5. A Manager of the Company shall perform his or her duties as a Manager, including his or her duties as a member of any committee upon which he or she may serve, in good faith and that are necessary and convenient to carry out the business and affairs of the Company, in a manner he or she reasonably believes to be in the best interests of the Company, and with such care as an ordinarily prudent person in a like position would use under similar circumstances. In performing his or her duties, a Manager shall be entitled to rely on information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by persons and groups listed in paragraphs (a), (b) and (c) of this Section; but he or she shall not be considered to be acting in good faith if he or she has knowledge concerning the matter in question that would cause such reliance to be unwarranted. A person who so performs his or her duties shall not have an liability by reason of being or having been a Manager of the Company. Those persons and groups whose information, opinions, reports and statements a Manager is entitled to rely upon are:

A. One or more employees or other agents of the Company whom the Manager
reasonably believes to be reliable and competent in the matters presented;
B. Counsel, public accountants, or other persons as to matters which the Manager reasonably
believes to be within such persons’ professional or expert competence; and
C. A committee appointed by the Managers upon which he or she does not serve, duly
designated in accordance with the provision of this Agreement, as to matters within its
designated authority, which committee the Manager reasonably believes to merit
confidence.

SECTION 4.6. Any Manager may resign at any time by giving written notice to the Company.
The resignation of such manager shall take effect upon the receipt thereof or at such later time as shall
be specified in such notice; and, unless otherwise specified therein, the acceptance, of such resignation
shall no be necessary to make it effective. When or more Managers shall resign, effective at a future
date, a majority of the Managers then in office, including those who have so resigned, shall have power
to fill such vacancy or vacancies, the vote thereon to take effect when such resignation or resignations
shall become effective.

SECTION 4.7. Any manager may be removed from office at any time with or without cause
by the Members then entitled to vote at an election of Managers.

SECTION 4.8. Any vacancy occurring in the Managers may be filled by the affirmative vote
of a majority of the remaining Managers entitled to vote though less than a quorum of the Managers.
A Manager elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor
in office. Any Manager position to be filled by reason of an increase in the number of Managers maybe
filled by election by the Managers for a term of office continuing only until the next election of
Managers by the Members.

SECTION 4.9. The Members may from time to time delegate the powers or duties of any
Manager of the Company, in the event of his absence or failure to act otherwise, to any other Manager
or Member or person whom they may select.

SECTION 4.10. The compensation of each manager shall be such as the Members may from
time to time determine. The Managers may be paid their expenses, if any, of attendance at each
meeting of the Managers and may be paid a fixed sum for attendance at each meeting of the Managers
or a stated salary as Manager. No such payment shall preclude any Manager from serving the
Company in any other capacity and receiving compensation therefrom. Members of special or
standing committees may be allowed like compensation for attending committee meetings.

SECTION 4.11. The Secretary/Manager shall keep the minutes of all meetings and record all
votes of Members and committees in a book to be kept for that purpose. He or she shall give or cause
to be given any required notice of meeting of Members or any committee, and shall be responsible for
preparing or obtaining from a transfer agent appointed by the Members, the list of Members on a
record date determined in the manner set forth in section of this Agreement. He or she shall be the
custodian of the seal of the Company and shall affix or cause to be affixed the seal to any instrument
requiring it and attest the same and exercise the powers and perform the duties incident to the office
of Secretary subject to the direction of the Members.

SECTION 4.12. Subject to the direction of the Members, the Treasurer/Manager shall have
charge of the general supervision of the funds and securities of the Company and the books of account
of the Company and shall exercise the powers and perform the duties incident to the office of Secretary
subject to the direction of the Members.

SECTION 4.13. All other Managers, if any, shall have such authority and shall perform such
duties as may be specified from time to time by the Members.

SECTION 4.14. The managers may designate two or managers to constitute a committee, any of which shall have such authority in the management of the Company as the Managers shall so designate.

SECTION 4.15. No loans shall be contracted on behalf of the Company and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Managers. Such authority may be general or confined to specific instances.

SECTION 4.16.

A. No contract or transaction between the Company and one or more of its Managers or between the Company and any other Limited Liability Company, partnership, association, or other organization in which one or more of its Managers are Managers, or have a financial interest, shall be void or violable solely for this reason, or solely because the Manager is present at or participates in the meeting of the Managers or committee thereof which authorizes the contract or transaction, or solely because their votes are counted for such purpose, if:

1. the material facts as his/her relationship or interest and as to the contract or transaction are disclosed or are known to the Managers or the committee, and the Manager or committee in good faith authorizes the contract or transaction by the affirmative votes of a majority of the disinterested Managers, even though the disinterested Managers be less than a quorum; or

2. the material facts as to his/her relationship, interest and as to the contract or transaction are disclosed or are known to the Members entitled to vote thereon, an the contract or transaction is specifically approved in good faith by vote of the Members; or

3. the contract or transaction is fair as the Company as of the time it is authorized, approved or ratified, by the Managers, a committee thereof, or the Members.

B. Common or interested Managers may be counted in determining the presence of a quorum at a meeting of the Managers or of a committee which authorizes the contract or transaction.

SECTION 4.17 The Managers of the Company may hold meetings, both regular and special, either within or without the State of Maryland.

SECTION 4.18 The first meeting of each newly elected Manager(s) shall be held at such time and place as shall be fixed by the vote of the Members at the annual meeting and notice of such meeting shall be necessary to the newly elected Managers in order to hold a valid meeting, so long as a quorum shall be present. In the event of the failure of the Members to fix the time or place of such first meeting of the newly elected Managers, or in the event such meeting is not held at the time and place so fixed by the Members, the meeting may be held at such time and place as shall be specified in a notice given as provided for in this Agreement, or as shall be specified in a written waiver signed by all of the Managers.

SECTION 4.19. Regular meetings of the Managers may be held within or without the state of Maryland the Members with at least two days notice of any such meeting given by the Manager or Members calling the meeting. Such meeting shall be held with either written or in-person notice, unless oral notice is reasonable under the circumstances. Written notice shall be sufficient when given by telephone, telegraph, teletype or other form of wireless communication, or by mail or private carrier. If such forms of written notice are impracticable, notice may be communicated by a
newspaper of general circulation in the area where published or by radio, television, or other form of broadcast communication.

SECTION 4.20. At all meetings of the Managers, a majority of the Managers shall constitute a quorum for the transaction of business and the act of a majority of the Managers present at any meeting at which there is a quorum shall be the act of the Managers, however, in order for a Manager to vote, such Manager must also be a Member of the Company. If a quorum shall not be present at any meeting of the Managers, the Managers present thereafter may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present.

ARTICLE V

Capital

SECTION 5.1. The Members have contributed to the Company in exchange for their membership interests the cash and other property as set forth on Schedule A, annexed hereto.

SECTION 5.2. The fair market value and the adjusted basis of the contributing Member of any property, other than cash, contributed to the Company by a Member shall be set forth on Schedule A, annexed hereto.

SECTION 5.3. Except as expressly provided in this Agreement, no Member shall be required to make any additional contributions to the capital of the Company.

SECTION 5.4. No interest shall be paid on the Capital Account of any Member.

SECTION 5.5. An individual Capital Account shall be established and maintained for each Member of the Company. The Capital Account of each Member shall consist of his or her original capital contribution, increased by (a) additional capital contributions made by him or her, and (b) his or her share of the Company's gains and profits, and decreased by (i) distributions of such profits and capital to him or her, and (ii) his or her share of Company losses.

SECTION 5.6. Each Member is obligated to the Company to perform any promise contained in this Agreement to contribute cash or property or perform services, even if he or she is unable to perform because of death, disability, or any other reason. The obligation of a Member to make a contribution the Company may be compromised only by a written consent signed by all the Members of the Company.

SECTION 5.7. No Member shall have the right to withdraw or be repaid any cash or property contributed to the Company and as set forth on Exhibit A attached hereto except as provided for in this Agreement.
SECTION 5.8. Each Additional Member shall make the Contribution and shall perform the Commitment described in the Admission Agreement entered into between the Additional Member and the Company.

ARTICLE VI

Distributions of Cash

SECTION 6.1. The Company shall make distributions to the Members of the Company, from time to time, except that no distribution may be made if, after such distribution, the company would not be able to pay its debts as they become due in the usual course of business, or the company’s assets would be less than the sum of its total liabilities (except liabilities to Members on account of their contributions), unless otherwise stated in the Articles of Organization. For purposes of this Agreement distributions shall be allocated among the Members in proportion to each Member’s total Capital Contribution on the last day of each calendar month during the year bears to the total Capital Contributed by all Members pursuant to Section 6.1 of this Agreement, on such date without regard to the number of days during such month in which such a person was a Member.

SECTION 6.2. In addition to the distributions pursuant to Section 6.1 of this Agreement, upon any sale, transfer, or other disposition of any capital asset of the Company (hereinafter referred to as a "Disposition"), the proceeds of such Disposition shall first be applied to the payment or repayment of any selling or other expenses incurred in connection with the Disposition and to the payment of any indebtedness secured by the asset subject to the Disposition immediately prior thereto; all proceeds remaining thereafter (the "Net Proceeds") shall be retained by the Company or to be distributed, at such time or times as shall be determined by the Managers, to the Members in proportion to their respective percentages of Membership Interest; provided however that for purposes of Sections 702 and 704 of the Internal Revenue Code of 1986, or the corresponding provisions of any future federal internal revenue law, or any similar tax law of any state or jurisdiction, each Member’s distributive share of all items of income, gain, loss, deduction, credit, or allowance in respect of any such Disposition shall be made and based upon such Member’s basis in such capital asset.

SECTION 6.3. Upon resignation of a Member, a resigning Member shall be entitled to receive only the distributions to which he or she is entitled under this Agreement.

SECTION 6.4. A Member, regardless of the nature of his or her contribution, has no right to demand and receive any distribution from the Company in any form other than cash. However, a Member shall be required and compelled to accept the distribution of any asset in kind from the Company, as determined from time to time by the Managers, in accordance with this Agreement, whether the percentage of the asset distributed to him or her exceeds the percentage of that asset which is equal to that Member’s Membership Interest in the Company.

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ARTICLE VII

Profits and Losses

SECTION 7.1. The Net Profits and Net Losses of the Company shall be the net profits and net losses of the Company as determined for Federal income tax purposes.

SECTION 7.2. The Net Profits and Net Losses of the Company and each item of income, gain, loss, deduction or credit entering into the computation thereof, shall be allocated to the Members in the same proportions that they share in distributions of Cash Flow pursuant to Section 7.1, or if there is no Cash Flow, that they would have shared if there had been Cash Flow.

SECTION 7.3. For purposes of Sections 702 and 704 of the Internal Revenue Code of 1986, or the corresponding provisions of any future federal internal revenue laws, or any similar tax law of this state or jurisdiction, the determination of each Member’s distributive share of all items of income, gain, loss, deduction, credit or allowance of the Company for any period or year shall be made in accordance with, and in proportion to, such Member’s percentage of Membership Interest as it may then exist.

ARTICLE VIII

Admission and Withdrawal of a Member

SECTION 8.1. A Member may sell, hypothecate, pledge, assign or otherwise transfer, his interest in the Company to another person or entity; provided that all of the other Members of the Limited Liability Company, other than the Member proposing to dispose of such Member’s interest, approve of the proposed transfer or assignment. The transferee shall be entitled to receive only the share of profits or other compensation by way of income and the return of contributions to which that Member otherwise would be entitled. The Assignee or Substitute Member shall have all the rights and powers and is subject to all of the restrictions and liabilities of the Member who initially assigned the Membership Interest.

SECTION 8.2. All costs and expenses incurred by the Company in connection with the assignment of a Member’s interest, including any filing fees and publishing costs and the fees and disbursements of counsel, shall be paid by the assigning Member.

SECTION 8.3. The Members may admit additional Members and determine the Capital Contributions of such Members, so long as each Member consents in writing to the addition of such new Member.

SECTION 8.4. Each person who becomes a Member in the Company, shall and does hereby ratify and agree to be bound by the terms and conditions of this Agreement.

SECTION 8.5.

A. If, at any time, a Member receives the return of any part of his contribution without violation of law, the Articles of Organization of this Company or this Agreement, such Member is liable to this Company for a period of 1 year after receipt of such contribution, for the amount of such returned contribution, but only to the extent necessary to discharge the Company’s liabilities to creditors who extended credit to the Company during the period the contribution was held by the Company.
B. In the event that a return of any part of a Member’s contribution is made in violation of the law, the Articles of Incorporation of this Company or this Agreement, such Member is liable to this Company for a period of six (6) years after the receipt of such contribution, for the amount wrongfully returned.

ARTICLE IX

DISSOLUTION OR WINDING UP OF THE COMPANY.

SECTION 9.1. The Company shall be terminated prior to the date of expiration of the term as provided in Section 2.4 herein if:

A. each Member consents in writing that the Company should be terminated and dissolved; or

B. the Company is dissolved pursuant to Section 9.2 of this Agreement.

SECTION 9.2. The Company shall be terminated:

A. When the Company has less than two members; or

B. If any Member:

1. dies, withdraws, resigns is expelled from the Company, or upon the occurrence of any other event which terminates the continued membership of a Member in the Company;

2. makes an assignment for the benefit of creditors, is the subject of an order for relief under Title 11 of the United States Code, files a petition or answer seeking for himself any reorganization, arrangement, composition, readjustment, liquidation, dissolution, or similar relief under any statute, law or regulation, files an answer or other pleading admitting or failing to contest the material allegations of a petition filed against him in any proceeding of this nature, seeks, consents to, or acquiesces in the appointment of a trustee, receiver or liquidation for of all or any substantial part of his properties;

3. a judgment is entered by a court of competent jurisdiction adjudicating him incompetent to manage his person or his property;

C. unless, if there are at least two or more remaining Members, the business of the Company may be continued with the unanimous written consent of the remaining Members within ninety days after the event causing termination of the Company, so long as such termination is not due to a judicial decree of dissolution.

SECTION 9.3. Upon the termination and dissolution of the Company, the person shall be elected to perform such liquidation by the written consent of the owners of a majority in interest of the Members. Such person shall apply and distribute the proceeds of such liquidation as follows:

A. If any assets of the Company are to be distributed in kind, such assets shall be distributed on the basis of the fair market value thereof, which shall be determined by an independent appraiser to be selected by the Company’s independent public accountants. The amount by which the fair market value of any Property to be distributed in kind to the Members exceeds or is less than the basis of such Property, shall, to the extent not otherwise recognized by the Company, be taken into account in computing Net Profits or Net Losses (and shall be allocated among the Members in accordance with Section 8.2) for
purposes of crediting or charging the Capital Accounts of, and liquidating distributions to, the Members.

B. All distributions upon liquidation of the Company shall first be distributed to creditors, including Members who are creditors, to the extent permitted by law in satisfaction of liabilities of the Company, whether by payment or establishment of reserves; then to each Member, in proportion to the amounts of their respective positive Capital Accounts, as such accounts have been adjusted in accordance with Section 6.5 to reflect the Net Profit or Net Loss realized or incurred upon the sale of the Company’s property or assets and; (ii) in accordance with Section 8.2 to reflect all Net Profits or Net Losses with respect to the year of liquidation. No Member shall be liable to repay the negative amount of his Capital Account.

SECTION 9.4. Each of the Members shall be furnished with a statement, reviewed by the Company’s independent public accountants, which shall set forth the assets and liabilities of the Company as of the date of the Company’s liquidation. Upon completion of the liquidation, the Company shall execute and cause to be filed Articles of Dissolution of the Company and any and all other documents necessary with respect to termination of the Company with the Department of State.

SECTION 9.5. The Company may revoke its dissolution at any time prior to the expiration of 120 days following the effective date of the Articles of Dissolution. Revocation of dissolution shall be authorized when each Member consents in writing to such action being taken by the Company. Such revocation of dissolution becomes effective as of the date of the Company’s dissolution being revoked and the Company shall resume carrying on its business as if dissolution never occurred.

ARTICLE X

Books and Reports

SECTION 10.1. Accurate and complete books of account shall be kept by the Managers and entries promptly made therein of all of the transactions of the Company, and such books of account shall be maintained at the Principal Office of the Company and shall be open at all times to the inspection and examination of the Managers and Members of the Company. The books shall be kept on the basis of accounting selected by the accountant regularly servicing the Company, and the fiscal year of the Company shall be the calendar year. A compilation, review, or audit of the Company, as shall be determined by the Managers in accordance with this Agreement, shall be made as of the closing of each fiscal year of the Company by the accountants who shall then be engaged by the Company.

SECTION 10.2. The Company shall maintain the books of account, and the following records at the Principal Office of the Company, subject to inspection and copying during ordinary business hours at the reasonable request and expense of any Member:

A. a current list of the full name and last known business and/or residential address of each Member, former Member and other holder of a Membership interest;
B. a copy of the Articles of Organization and all Certificates and Amendments thereto of the Company, together with any executed powers of attorney pursuant to which any certificate was executed;
C. a copy of this Agreement and any amendments thereto;
D. a copy of the Limited Liability Company’s federal, state and local income tax returns for the three most recent fiscal years.
E. a copy of any effective/current regulations as set forth by the Department of State or any other relevant government agency, along with the Company’s financial statements for the three most recent years.
F. A writing setting forth:

1. the amount of cash and/or property along with relevant statements as to the agreed value of the property and/or services contributed or agreed to be contributed by each Member;
2. any agreed upon time or event causing the Members to make additional contributions to the Company;
3. any agreed upon events, other than those stated in this Agreement, the happening of which will cause the Company to be dissolved

G. Copies of records that would enable a member to determine the relative voting rights, if any, of the Members;

H. Copies of the Company’s financial statements, if any, for the three most recent years.

ARTICLE XI

Miscellaneous

SECTION 11.1. Any notice or other communication under this Agreement shall be in writing and shall be considered given when mailed by registered or certified mail, return receipt requested, to the parties at the following addresses (or at such other address as a party shall have previously specified by notice to the others as the address to which notice shall be given to him):

A. If to the Company, to it in care of the any one or all of the Managers at the address of the Company.
B. If to any one or all of the Managers, to them at the address of the Company.
C. If to any Member, to him at his address set forth on the books and records of the Company.

SECTION 11.2. Whenever any notice is required to be given under the provisions of the Act, the Articles of Organization or this Agreement, a waiver thereof in writing, signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

SECTION 11.3. The Agreement and exhibits attached hereto and thereto set forth all (and are intended by all parties hereto to be an integration of all) of the promises, agreements, conditions, understandings, warranties and representations among the parties hereto with respect to the Company, and there are no promises, agreements, conditions, understandings, warranties, or representations, oral or written, express or implied, among them other than as set forth herein of all of the arrangements among the parties with respect to the Company and cannot be changed or terminated orally or in any manner other than by a written agreement executed by all of the Members. There are no representations, agreements, arrangements or understandings, oral or
written, between or among the parties relating to the subject matter of this Agreement which are not fully expressed in this Agreement.

SECTION 11.4. This Agreement shall be construed without regard to any presumption or other rule requiring construction against the party causing this Agreement to be drafted.

SECTION 11.5. Nothing contained in this Agreement shall be construed as requiring the commission of any act contrary to law. In the event there is any conflict between any provision of this Agreement and any statute, law, ordinance, or regulation contrary to which the Members or the Company have no legal right to contract, the latter shall prevail, but in such event the provisions of this Agreement thus affected shall be curtailed and limited only to the extent necessary to conform with said requirement of law. In the event that any part, article, section, paragraph, or clause of this Agreement shall be held to be indefinite, invalid, or otherwise unenforceable, the entire Agreement shall not fail on account thereof, and the balance of the Agreement shall continue in full force and effect.

SECTION 11.6. This Agreement shall be binding upon, and inure to the benefit of, all parties hereto, their personal and legal representatives, guardians, successors, and assigns to the extent, but only to the extent, that assignment is provided for in accordance with the, and permitted by, the provisions of this Agreement.

SECTION 11.7. Irrespective of the place of execution or performance, this Agreement shall be governed by and construed in accordance with the laws of the State of Maryland applicable to agreements made and to be performed in the State of Maryland.

SECTION 11.8. The captions, headings and table of contents in this Agreement are solely for convenience of reference and shall not affect its interpretation.

SECTION 11.9. This Agreement may be executed in any number of counterparts, each of which shall be an original but all of which shall be deemed to constitute a single document.

SECTION 11.10. The Members may make any tax elections for the Company allowed under the Internal Revenue Code or the tax laws of the State of Maryland or other jurisdiction having taxing jurisdiction over the Company.

SECTION 11.11. Throughout this Agreement, where such meanings would be appropriate (a) the masculine gender shall be deemed to include the feminine and the neuter, and vice versa, and (b) the singular shall be deemed to include the plural, and vice versa. The headings herein are inserted only as a matter of convenience and reference, and in no way define or describe the scope of the Agreement or the intent of any provisions thereof.
IN WITNESS WHEREOF, the parties hereto have executed this Agreement effective as of the day and year first above written.

..................................................
..................................................
..................................................

Residence Address

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..................................................
..................................................

Residence Address
SCHEDULE A

LIST OF MEMBERS' CAPITAL CONTRIBUTIONS, NAMES AND ADDRESSES:

<table>
<thead>
<tr>
<th>Name and Address</th>
<th>Capital Contribution</th>
</tr>
</thead>
</table>
BYLAWS
of
World Detector Dog Organization

INTRODUCTION

These bylaws constitute the code of rules adopted by the World Detector Dog Organization, hereinafter the “Corporation”, for the regulation and management of its affairs.

MEMBERSHIP

1. Members: Any business organization or individual 18 years of age or older is eligible for membership in the Corporation. Members shall pay the annual dues for membership in the amount established by the Board of Directors.

2. Rights of Members: Each member in good standing of the Corporation shall be entitled to one vote on each matter submitted to a vote at a meeting of the members, except to the extent that the voting rights are limited or denied by the Articles of Incorporation. No member shall be entitled to any dividend or any part of the income of the Corporation or to share in the distribution of the corporate assets upon dissolution.

3. How the Membership Can Legally Act: The membership may act only at a properly called meeting of the membership where a quorum is present. At such a meeting, a vote of a majority of the members in attendance shall be an act of the membership.

4. Annual Membership Meetings: The annual meeting of the membership shall be held once a year the date of which to be determined each year by the board of directors, or as soon as practical there-after, at a time and place designated by the board of directors for the purpose of electing directors and transacting any other business as may properly come before the meeting.

5. Notice of Annual Meeting: Written notice of the annual membership meeting shall be given not less than twenty (20) calendar days nor more than sixty (60) calendar days before the day that such a meeting is to be held. Such written notice shall be delivered by U.S. Mail to the address of each member appearing on the books of the Corporation, sent by facsimile at the last known facsimile number, or sent by electronic mail to the last known electronic mail address, or such additional means as the board of directors shall deem effective. The written Notice shall state the place, day, and hour of the meeting. This section may be amended or repealed only by a vote of a majority of the members at a meeting of the membership called in accordance with the terms of these bylaws.

6. Special Membership Meetings: Special meetings of the members may be called at any time by the Chairperson or by the board of directors, or on written request of one-fourth of the members who are entitled to vote, or by three-fourths of the members of the board of directors.

7. Notice of Special Meetings: Notice of special meetings of the membership shall be
given in the exact same manner as notice for the annual meeting except that timing of such mailing must be calculated in such a manner so as to give each member at least five days of advanced notice prior to the meeting.

8. Quorum: The attendance of ten members constitutes a quorum for the conducting of business at either an annual or a special meeting of the membership.

9. Enrollment of Members: The board of directors shall adopt a membership application form and a method for calculating annual dues. The application form shall require the name, address, and telephone number of each applicant. There shall be a space for the membership director to sign certifying that the secretary believes the applicant to be a business organization in good standing or an individual 18 years of age or older. All organizations or persons wishing to become members shall fill out an application form and remit the annual dues. The membership director shall examine each application and approve by signing in the place indicated if the applicant appears to be a business organization in good standing or an individual over the age of 18 and has remitted annual dues. The applicant becomes a member upon the membership director’s signature of the application form. The membership director shall keep an up to date membership list in the back of the minute book.

10. Termination of Membership: Membership shall automatically be terminated for failure to pay annual dues in a timely manner as required by the Board or for failure to satisfy any other qualifications for membership. In addition, membership may be terminated for other good cause as determined by the Board of Directors, provided that the Member be given notice of the reasons for termination at least fifteen (15) days before such termination. The notice shall specify that the Member shall have a right to appeal such termination, orally or in writing, to a person or committee selected by the Board, such appeal to be heard and determined not less than five (5) days prior to the effective date of termination. The person or committee that hears the appeal shall render a determination in writing which shall be final.

**DIRECTORS**

11. Definition of Board of Directors: The Board of Directors is that group of persons vested with the management of the business and affairs of this Corporation subject to the law, the Articles of Incorporation, and these bylaws.

12. Qualifications: Directorships shall not be denied to any person on the basis of race, creed, sex, religion, or national origin.

13. Number of Directors: The Board of Directors shall consist of not less than three members, the number thereof to be determined from time to time by resolution of the Board of Directors. As of the date that these Bylaws were adopted the number of Directors was fixed at six and thereafter shall be fixed from time to time by resolution of the Board of Directors.

14. Terms and Election of Directors: Directors shall be elected by the members at the annual meeting of the membership. Directors shall serve terms of three year unless re-elected to succeeding terms. There shall be staggered terms of office for directors so that one third of the directorships shall be up for election each year (or if the number of directorships does not evenly divide by thirds, the board is divided as close to thirds as possible). Board members
shall serve until their successors are chosen.

15. Staggered Terms: The following procedure shall be followed at the first annual meeting of the membership following the adoption of these Bylaws (and only at that meeting): Following the election of these directors, the term of each shall be determined by drawing lots on which shall be written his or her prescribed term. If an elected director is not present at the board meeting at which the lots are drawn, his or her lot shall be drawn for him or her by the officer presiding at the meeting and recorded in minutes. At subsequent annual meetings of the membership, all directors shall be elected to three year terms.

16. Nomination Process: The Chairperson, prior to an election, may appoint a Nominating Committee. The Nominating Committee, if so appointed, may, if it so chooses, to present a slate of candidates from which the members may fill vacant directorships. The Board of Directors shall approve or disapprove the nominees, and if approved by the Board, the nominees shall be submitted to the Members at the annual meeting for election to the Board.

17. Election Process: Directors shall be elected at an annual meeting of the membership or by written ballot. A director shall serve his or her designated term or serve until a successor is elected or appointed.


19. Resignations: Any Director can resign at any time by delivering a written resignation to the Chairperson of the board or to the Secretary of the Corporation. A resignation is effective when the notice is delivered, or at a later effective date. If a resignation is made effective at a specific date, the successor cannot take office until the effective date.

20. Removal: Any Director who fails to attend three (3) consecutive regular meetings of the Board of Directors or who misses at least fifty percent (50%) of the regular meetings of the Board of Directors during any calendar year without a leave of absence approved by the President may be removed from office by a vote of a majority of the Directors. A Director may also be removed from office for good cause, as provided by law, by a vote of the Board of Directors with a separate vote from each Board Member. A Director may also be removed without cause if the removal is approved by the majority of the quorum if the number of Members is fifty (50) or more, or by a majority of all the Members if the number of Members is less than fifty (50).

21. Vacancies: Resignations of directors shall become effective immediately or on the date specified therein and vacancies will be deemed to exist as of such effective date. Any vacancies on the Board of Directors shall be filled by a majority vote of the remaining Directors, though less than a quorum, and such director so appointed shall serve for the remainder of the term of the directorship so vacated.

22. Compensation: The board of directors may fix the compensation of directors and directors may receive reimbursement for necessary travel and other expenses incurred in the conduct of the business of this Corporation in accordance with and only to the extent provided in such policies as may be established by the Board of Directors.
23. Place of Director's Meetings: Meetings of the board of directors, regular or special, will be held at the primary place of business for this Corporation or at any other place within or without the State of Maryland as provided or such place or places as the board of directors may designate by resolution duly adopted.

24. Meetings: Regular meetings of the Board of Directors shall be held at least annually at such time and place as the Board of Directors may determine. Additional meetings of the Board of Directors may be called by the Board of Directors; the Chairperson; or the Secretary upon the written request of a majority of the directors.

25. Notice of Board Meetings: Notice of all board meetings shall be give to each board member no less than two (2) days nor more than seven (90) days prior to the meeting.

26. Waiver of Notice: Attendance by a Director at any meeting of the Board of Directors will constitute a waiver of notice of such meeting except where such Director attends the meeting for the express purpose of objecting, at the beginning of the meeting, to the transaction of business because the meeting is not lawfully called or convened.

27. Quorum: A majority of the incumbent directors (not counting vacancies) shall constitute a Quorum for the conduct of business. At Board meetings where a quorum is present, a majority vote of the Directors attending shall constitute an act of the Board unless a greater number is required by the Articles of Incorporation or any provision of these bylaws.

28. Self Dealing: No director shall use confidential information gained by reason of being a member of the board of directors for personal gain to the detriment of the corporation.

**OFFICERS**

29. Roster of Officers: The Board of Directors, by Resolution, may, from time to time, appoint such officers as it deems necessary or appropriate to perform designated duties and functions. At a minimum the Corporation shall have a Chairperson and Secretary.

30. Chairperson: The Chairperson shall preside at all board meetings, be responsible for preparing agendas for board meetings, and shall exercise parliamentary control in accordance with Roberts Rules of Order.

31. Secretary: The Secretary will keep minutes of all meetings of the Board of Directors, will authenticate records, will give all notices as are required by law or these bylaws, and generally, will perform all duties incident to the office of Secretary and such other duties as may be required by law, by the Articles of Incorporation, or by these bylaws.

32. Designation of President etc: The Board of Directors, in its discretion, may, by Resolution, designate other officers such as a "President"; "Vice President" or an "Executive Director". Such officers, if so designated, shall have such authority as may be granted from time to time by the board of directors.

33. Selection and Removal of Officers: All officers shall serve indefinite terms; however, all officers shall be elected or appointed by the board of directors annually. An officer shall
remain in office until his or her successor has been selected. Any officer elected or appointed to office may be removed by the Board of Directors whenever in their judgment the best interests of this Corporation will be served. Such removal, however, will be without prejudice to any relevant contract rights of such Officer.

INFORMAL ACTION

34. Waiver of Notice: Whenever any notice is required to be given under the provisions of the law, the Articles of Incorporation, or these bylaws, a waiver of such notice in writing signed by the person or persons entitled to notice, whether before or after the time stated in such waiver, will be deemed equivalent to the giving of such notice. Such waiver must, in the case of a special meeting of members, specify the general nature of the business to be transacted.

35. Action by Consent: Any action required by law or under the Articles of Incorporation or by these bylaws, or any action which otherwise may be taken at a meeting of either the members or board of directors may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all of the persons entitled to vote with respect to the subject matter of such consent, or all directors in office, and filed with the secretary of the Corporation.

COMMITTEES

36. Appointment of Committees: The Board of Directors may from time to time designate and appoint one or more standing committees, as it sees fit. Such committees shall have and exercise such prescribed authority as is designated by the Board of Directors. The Board of Directors may choose to appoint Ad Hoc committees, as it sees fit. Such committees shall have and exercise such prescribed authority as is designated by the Board of Directors with time limits set by the board of directors for dissolution of such committees.

37. Executive Committee: The officers of this Corporation as designated in the bylaws (or, subsequently, by Resolution of the Board of Directors) shall constitute the executive committee. The board of directors may (if it so chooses) adopt a Resolution appointing other persons to serve on the Executive Committee. The Chairperson shall act as chairperson of the executive committee. The Executive Committee may assist the Chairperson in preparing agendas for upcoming meetings of the Board of Directors and shall have such other authority as may be given to it from time to time by Resolution of the Board of Directors.

OPERATIONS

38. Fiscal Year: The fiscal year for this Corporation will be calendar year.

39. Inspection of Books and Records: All books and records of this Corporation may be inspected by any Director for any purpose at any reasonable time on written demand.

40. Loans to Management: This Corporation will make no loans to any of its Directors or Officers.
41. Execution of Documents: Except as otherwise provided by law, checks, drafts, and orders for the payment of money of this Corporation shall be signed by the treasurer who have previously been designated by a Resolution of the board of directors. Contracts, promissory notes, leases, or other instruments executed in the name of and on behalf of the Corporation shall be signed by a person who has been authorized and directed to do so by the board of directors.

AMENDMENTS

42. Amendments: The Board of Directors may adopt Articles of Amendment (amending the Articles of Incorporation). Articles of Amendment must be adopted in accordance with Maryland Law. The bylaws may be amended at any time by a vote of the majority of directors at a meeting where a quorum is present.

PUBLIC STATEMENTS

43. Authority to make Statements: No person, except for the Chairperson or the President/Executive Director or its appointees (if one has been appointed by the Board of Directors) shall be authorized to make any public statements, whether written or oral, purporting to represent the official policy, position, or opinion of this Corporation, without first having obtained the approval of the Board of Directors.

44. Limitation on Statements: Any person who is authorized to make any public statement, whether written or oral, purporting to represent the official policy, position, recommendation or opinion of the Corporation, shall first make it clear that he or she is representing the Corporation. Thereafter, throughout the entire presentation, he or she shall confine his/her presentation only to those matters which have been properly approved by the Corporation. He or she shall not at the same time present any statement purporting to represent any other firm, group, or organization or purporting to represent his or her own personal views.

INDEMNIFICATION

45. Any person (and the heirs, executors and administrators of such person) made or threatened to be made a party to any action, suit of proceeding by reason of the fact that he or she is or was a Director or Officer of the Corporation shall be indemnified by the Corporation against any and all liability and the reasonable expenses, including attorney's fees and disbursements, incurred by him (or by his heirs, executors or administrators) in connection with the defense or settlement of such action, suit or proceeding, or in connection with any appearance therein, except in relation to matters as to which it shall be adjudged in such action, suit or proceeding that such Director or Officer is liable for negligence or misconduct in the performance of his duties. Such right of indemnification shall not be deemed exclusive of any other rights to which such Director or Office (or such heirs, executors of administrators) may be entitled apart from this Article.

46. Insurance: The Corporation shall have the power to purchase and maintain insurance to the maximum extent permitted by law on behalf of any person who is or was a Director, officer, employee, representative, or agent of the corporation against any liability asserted against
or incurred by such person in such capacity or arising out of such person's status as such, whether or not the Corporation would have the power to indemnify such person against such liability under the provisions of this Article.

CERTIFICATION

I hereby certify that these bylaws were adopted by the Board of Directors of the Corporation at their meeting held on September 7, 2011.

__________________________
Secretary
World Detector Dog Organization

Guidelines for Approved Testing Personnel

1. Overview

A. Tests are conducted based on "Double Blind" testing methods. Double blind refers to the fact that neither the tested team nor anyone else present during testing is aware of how many hides are placed or the location of hides in search areas or if hides are placed in a given area or room. The number of hides, and/or location(s) of hides are based on randomized choices, typically by rolling a twelve sided die, or through use of a random number generator.

B. All W.D.D.O. Double Blind Certification Tests are to be planned, structured, and administered by properly qualified and approved individuals under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly conduct such tests.

2. Testing Officials – Tests are to be planned and structured by a properly qualified and approved individual under W.D.D.O. guidelines and procedures. This person, possessing the knowledge and experience to properly plan and structure such a test, shall be referred to hereafter as a "Testing Official."

A. Qualifications – Person seeking to be approved as a Testing Official under W.D.D.O. guidelines must, at minimum, meet the following qualifications:

i. Applicants must be a current member in good standing of W.D.D.O. at the time an application is submitted.

ii. Applicants must be able to demonstrate a minimum of five (5) years’ experience testing scent detection canine teams of a minimum of four (4) different disciplines as a W.D.D.O. Certifying Official; or certification as a W.D.D.O. Master Trainer or equivalent as approved by the W.D.D.O. Board of Directors.

iii. Applicant must be of “good moral character.”

iv. Applicant must have no prior felony convictions, and agree to allow W.D.D.O. to conduct a criminal background check.

v. Applicants must attend the W.D.D.O. Testing/Certifying Official Course, and pass the W.D.D.O. Testing/Certifying Official Qualification exam with a minimum score of eighty (80) percent. Attendance to the above course and completion of the exam is required annually to remain an approved W.D.D.O. Testing Official.

B. Upon completion of the above requirements, an application may be submitted to the Certification Committee for review. After completing its review, the Certification Committee will forward the application, along with its recommendation to the Board of Directors for final approval. The Board of Directors reserves the right to approve or deny all applications. The Board of Directors also reserves the right to revoke approval status at any time, for any of the following reasons:

1) Failure to maintain a current membership in W.D.D.O.
2) Failure to annually attend the Testing/Certifying Official Course, or successfully complete the Testing/Certifying Official Qualification Exam.
3) Be convicted of a felony.
4) Violation of the W.D.D.O. Code of Ethics
5) Misrepresentation of the applicant’s qualifications and/or experience.
6) Failure to structure or administer tests according to W.D.D.O. standards and procedures.
7) Any misuse or misappropriation of W.D.D.O. funds.
8) Any conduct deemed by the Board of Directors, either in official or unofficial capacity, to reflect negatively on the organization.

C. Responsibilities
   i. Planning, structuring, and administering W.D.D.O. Double Blind Certification tests in accordance with the approved standard operating procedures for each test type.
   ii. Supervising, and delegating duties to Certifying Officials assisting with testing.
   iii. Ensuring that all forms and documents related to testing are properly completed and submitted to W.D.D.O. Failure to submit proper testing documentation in a timely manner may negatively impact the certification and/or membership status of tested canine teams.
   iv. Monitoring tested handlers, through use of the camera system or proctor, during testing scenarios to ensure compliance with all W.D.D.O. rules and regulations.
   v. Ensuring that prior to testing, all participants are members in good standing of the organization, having completed all applicable applications, as well as having paid all applicable membership dues.

3. Certifying Official – Tests are to be administered by a properly qualified and approved individual under W.D.D.O. guidelines and procedures. This person, possessing the knowledge and experience to properly administer such a test shall be referred to as a “Certifying Official.”

A. Qualifications
   i. Applicants must be a current member in good standing of W.D.D.O. at the time an application is submitted.
   ii. Applicants must be able to demonstrate a minimum of two (2) years’ experience as a W.D.D.O. certified handler or trainer of scent detection canines.
   iii. Applicant must be of “good moral character.”
   iv. Applicant must have no prior felony convictions, and agree to allow W.D.D.O. to conduct a criminal background check.
   v. Applicants must attend the W.D.D.O. Testing/Certifying Official Course, and pass the W.D.D.O. Testing/Certifying Official Qualification exam with a minimum score of eighty (80) percent. Attendance to the above course and completion of the exam is required annually to remain an approved W.D.D.O. Certifying Official.

B. Upon completion of the above requirements, an application may be submitted to the Certification Committee for review. After completing its review, the Certification Committee will forward the application, along with its recommendation to the board of Directors for final approval. The Board of Directors reserves the right to approve or deny all applications. The Board of Directors also reserves the right to revoke approval status at any time, for any of the following reasons.

1) Failure to maintain a current membership in W.D.D.O.
2) Failure to annually attend the Testing/Certifying Official Course, or successfully pass the Testing/Certifying Official Qualification Exam.
3) Be convicted of a felony.
5) Misrepresentation of the applicant’s qualifications, and/or experience.
6) Failure to structure or administer tests in accordance to W.D.D.O. standards and procedures.
7) Any misuse or misappropriation of W.D.D.O. funds.
8) Any conduct deemed by the Board of Directors, either in official or unofficial capacity, to reflect negatively on the organization.

C. **Responsibilities**

i. Planning, structuring, and administering W.D.D.O. Double Blind Certification tests in accordance with the approved standard operating procedures for each test type under the supervision of an approved Testing Official.

ii. Ensuring that all forms and documents related to testing are properly completed and submitted to W.D.D.O. Failure to submit proper testing documentation in a timely manner may negatively impact the certification and/or membership status of tested canine teams.

iii. Monitoring tested handlers, through use of the camera system or proctor, during testing scenarios to ensure compliance with all W.D.D.O. rules and regulations.

iv. Ensuring that prior to testing, all participants are members in good standing of the organization, having completed all applicable applications, as well as having paid all applicable membership dues.

4. **Proctor** — Where required by state law, when the use of the camera system is unavailable for any reason, or in such situations as deemed necessary by the Testing and /or Certifying Official, a test proctor will be assigned to accompany tested handlers during the test and record all areas chosen by the tested handler as containing hides on the Handler Answer Sheet.

   i. The Proctor must have no prior knowledge of where, or if any hides are placed in a given area, or search scenario.

   ii. The Proctor is responsible for accurately recording the handler's choice(s) for where alerts occurred.

   iii. The Proctor is responsible for monitoring the tested handler to ensure compliance with all W.D.D.O. rules and regulations governing such test(s).

   iv. Upon completion of the test, the Proctor will attest through his or her signature on the Handler Answer Sheet to the test's accuracy and propriety.

5. **Miscellaneous**

A. The W.D.D.O. Board of Directors reserves the right to add to, remove from, or modify the minimum qualifications for all testing personnel at its discretion. The Board of Directors also reserves the right to add to, remove, or modify at its discretion the responsibilities of all testing personnel.

iii. Select the new network, and hit Next.

iv. If the new network is secured with a security key, enter the security key and hit Next. If the network does not have a security key, leave the field blank and hit Next.

v. In the next page, there should be two sections: 5.0 GHz and 2.4GHz. Ensure the network Id for each of these matches the network ID on the back of the range extender. For the Security key field for each of these, enter the password located on the back of the range extender, and hit Next.

vi. The Connection Check Screen should now come up and the range extender should reboot and apply the new settings. This may take several minutes.

vii. Reconnect your Device to the network created by the range extender and ensure that you have internet service.

viii. Repeat the above procedure for the second range extender. Range extender one connects to cameras one, two, three, and four. Extender two connects to camera five, six, seven, and eight.

ix. To change back to the Verizon MiFi Device, use the same procedures listed above. The Verizon MiFi device network is Verizon-Mifi5510L-BB98. The security key can be found on the MiFi device by hitting Menu and scrolling to the Wi-Fi Name/Password option and selecting open.

C. Cameras not connecting

i. If the Cameras are not connecting to the network setup by the range finder, it may be necessary to unplug the camera, and re-plug it in.

ii. Ensure that the MiFi and range extenders are close enough to connect and provide an adequate WiFi Network.

D. placeholder

4. placeholder
vi. Repeat the above steps with all cameras to be used and ensure that each is connected.

B. Camera Placement

1. Accessing the Camera Feed:
   i. Open up the Dropcam app on your Android or Apple device, or if using a computer, open the web browser and go to www.dropcam.com. Log in the Dropcam account. For security purposes, the password may be changed at random intervals.
   ii. For help installing the Dropcam app on your Android or Apple Device refer to the Installing the Dropcam App section in the Trouble Shooting section of this document.

2. Adjusting the Cameras
   i. Ensure that all cameras are connected.
   ii. Click on the Camera you are about to adjust to get to the single camera view for that camera. Adjust the camera to ensure that the view of the room is sufficient.
   iii. The camera view can be inverted if necessary depending on how it was placed. To invert the view, click on the camera to be inverted to open up the single camera view for that camera. Click on the gear icon (or settings) and select Camera Settings and change Rotate Image 180 to on or off as needed. This will cause the camera to reboot.
   iv. Repeat for each additional camera until all cameras are properly adjusted.
   v. When cameras are not in use for observing testing, they should be turned off to conserve bandwidth to avoid poor performance on other cameras. To do this, tap on the camera you wish to turn off to go to the single camera view. Click on the gear icon, or the setting tab, and change the slider for Camera to Off. To turn the camera back on follow the same procedure.

3. Trouble Shooting

A. Installing the Dropcam App
   i. For Android devices open the Google Play Store. In the search bar, type “dropcam,” and hit search, or the search icon. Select the Dropcam app from Dropcam Inc, or the Nest App from Nest Labs Inc. Click Install. Once the app is downloaded, open the app and sign in.
   ii. For Apple devices open the Appstore. In the search bar, type “dropcam,” and hit search, or the search icon. Select the Dropcam app from Dropcam Inc, or the Nest App from Nest Labs Inc. Click Get. Once the app is downloaded, open the app and sign in.
   iii. For security purposes, the password may be changed at random intervals. To get the username and password, contact a member of the Certification Committee.

B. Changing WiFi
   i. If the Verizon MiFi device does not have adequate signal, and an alternative WiFi network is available, it may be necessary to change networks. Networks that require a browser based login will not work.
   ii. To change networks connect your tablet, phone, or computer to the wireless network created by the extender. The wireless network id and security code are located on the back of the range extender. Open your web browser and navigate to
ii. Place the range extenders equidistant from the Verizon Mifi device within the testing area. If possible place the range extenders within line of sight from the Verizon Mifi device.

iii. Plug in the range extenders and wait for it to boot up and connect to the Verizon Mifi device.

iv. Ensure that the range extender has a signal strength from the Verizon Mifi device of 70% or greater. To check signal strength connect your tablet, phone, or computer to the wireless network created by the extender. The wireless network id and security code are located on the back of the range extender. Open your web browser and navigate to http://setup.ampedwireless.com, or http://192.168.1.240. Click SCAN to see details of all wireless networks. The Verizon Mifi network is named Verizon-Mifi5510L-9898. **DO NOT MAKE ANY CHANGES HERE!** After checking the signal strength, close the browser window. Repeat the above procedure for the second range extender. Range extender one connects to cameras one, two, three, and four. Extender two connects to camera five, six, seven, and eight.

3) Power up the Cameras.

   i. Locate elevated areas in the testing rooms on which cameras may be placed to ensure a good view of the entire room. The exact placement of the camera will be fine-tuned after all cameras are successfully connected.

   ii. Plug the cameras in and wait for the cameras to connect.

   iii. If the indicator light on the camera is red, it is not in range of the wifi, and the range extender must be moved.

   iv. If the indicator light on the camera is orange, it is attempting to connect to the wifi. If the indicator light remains orange for several minutes, it may not be receiving a strong enough signal from the range extender to successfully connect. Relocating the range extender may be necessary.

   v. If the indicator light on the camera is blue, the camera is successfully connected to the wifi.
W.D.D.O. Standard Operating Procedures for Camera System Use in Double Blind Scent Detection Canine Team Certification Testing

1. General

A. A camera system may be used to remotely observe the handler during all testing scenarios in place of a Proctor. The Testing and Certifying Officials will monitor the team’s progress as the team challenges the test to ensure that all rules outlined in the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet are followed.

B. Remote access to the camera system is reserved for W.D.D.O. approved Testing and Certifying Officials, Board Members, and Certification Committee Members only.

C. W.D.D.O. approved Testing and Certifying Officials, Board Members, and Certification Committee Members are the only individuals allowed to view testing scenarios utilizing the camera system, with the following exceptions on a case by case basis:

i. A tested handler’s supervisor or employer may request to observe the test scenario(s) along with the Testing/Certifying Official. The Testing Official may approve an exception of this type.

ii. A tested handler may request that another individual(s) be allowed to observe the test scenario(s) along with the Testing/Certifying Official. The Testing Official may approve an exception of this type.

iii. A tested handler may give W.D.D.O. permission for others to observe the test scenarios for the purpose of demonstrating how tests are conducted. This type of exception must be approved in advance by the W.D.D.O. Board of Directors.

iv. All individuals granted permission to observe testing scenarios must do so with a W.D.D.O. Testing or Certifying Official, Board Member, or Certification Committee Member. Usernames and passwords to gain remote access to the camera system will not be granted to any individuals not specifically mentioned in this document.

D. Where required by state law or in such situations where deemed necessary by the Testing Official and/or Certifying Official a Proctor is to accompany tested handlers during the test and record all areas chosen by the tested handler as containing hides on the Handler Answer Sheet, as well as ensure that all rules outlined in the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet are followed. If for any reason, the camera system is unavailable for use in monitoring the tested team’s progress during the testing scenario, a proctor must be assigned to accompany the tested handler.

i. The Proctor must be a third, disinterested party with no financial or other interest in the outcome of the test.

ii. The proctor must have no prior knowledge of where, or if any hides are placed in a given area.

iii. Upon completion of the testing, the Proctor will attest through his or her signature on the Handler Answer Sheet, to the test’s accuracy and propriety.
2. Setup – All camera system hardware settings are preset, and should operate correctly if setup is completed according to the following guidelines. If problems arise, consult the trouble shooting guide at the end of this document.

A. Power Up Procedures: Each piece of hardware in the camera system should be powered up in the following order to minimize technical difficulties, or delays in bringing the camera system to an operational status.

1) Power up the Verizon Mifi device.

   ![Power Button on the side of the unit]

   i. Allow the Verizon Mifi device to boot up, and ensure that it has an adequate signal.
   ii. If the signal type is less than 4G with a signal strength less than five bars, move the Verizon Mifi device to a location where the signal may be better, such as next to a window.
   iii. If the signal strength allows, try to position the Verizon Mifi device near the center of the testing area.
   iv. If the Verizon Mifi device has an inadequate signal and alternative WiFi service is available, refer to the Changing WiFi section in the Troubleshooting Section of this document for instructions on switching networks. Public networks that require a browser login will not work.
   v. The Verizon Mifi device should be monitored to ensure battery remains at an acceptable level. If needed connect the charger.

2) Power up the Range Extenders.

   i. Attach the antennas to the range extenders. Antennas are marked one, two, and three, and correspond to numbered connections on the range extenders. Ensure that the correct antenna is connected to the correct antenna post.

1. General

A. As of January 1st, 2016 the W.D.D.O. Accelerant Detection Canine Team Certification Test may be subject to change without notice as testing procedures are evaluated and updated.

B. Persons wishing to challenge the W.D.D.O. Accelerant Detection Canine Team Certification Test must first be members of the organization in good standing, having paid all applicable membership dues, and completed all appropriate applications. Certificates, as well as other member benefits, will not be awarded to persons that have not met all requirements for membership.

C. Certificates are awarded to members in good standing that successfully challenge all phases of the test. Teams awarded certification under this test will have demonstrated their ability to locate evidence of accelerants in conditions similar to those encountered in the field.

D. Certificates awarded under this test are valid for one (1) year from the date of testing. If at any time within one calendar year from the date of testing, the tested team challenges the test again, and does not earn a passing score, the prior certificate issued will be null and void.

E. Tests are conducted based on “Double Blind” testing methods. Double blind refers to the fact that neither the tested team nor anyone else present during testing is aware of how many hides are placed or the location of hides in search areas or if hides are placed in a given area or room. The number of hides, and/or location(s) of hides are based on randomized choices, typically by rolling a twelve sided die, or through use of a random number generator. The appropriate choices based on the die or random number generator roll are outlined below in Section Two, Test Setup Procedures. All phases of the test shall include at a minimum one blank search area or item, as well as one search area or item containing an appropriate hide.

F. Prior to testing, each handler will be given a copy of the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet. This sheet is a brief overview of how each test is structured, and administered, and includes all applicable rules by which the tested team must adhere. All handlers are required to read and sign, acknowledging their understanding and agreement to comply with the rules of the test. After reading and signing, the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet must be turned in to the Testing and/or Certifying Official.

G. Tests are to be structured and planned by a properly qualified and appointed individual under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly structure such a test. This person is referred to hereafter as the “Testing Official.” The Testing Official is responsible for structuring each test, as well as ensuring that all applicable rules and guidelines outlined below are adhered to. When the Camera System is used in lieu of a proctor to observe the tested team(s) during the testing, the Testing Official is also responsible for monitoring the team’s progress for the duration of the test.

H. Tests are to be administered by a properly qualified and appointed individual under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly administer such a test. This person is referred to hereafter as the “Certifying Official.” The Certifying official is responsible for setting up the test at the direction of the Testing Official, and maintaining the integrity of the test. When the Camera System is used in lieu of a proctor to observe the tested
team(s) during the testing, the Certifying Official is also responsible for monitoring the team’s progress for the duration of the test.

1. Camera System – A camera system may be used to remotely observe the handler during all testing scenarios in place of a Proctor. The Testing and Certifying Officials will monitor the team’s progress as the team challenges the test to ensure that all rules outlined in Section Three of this document and in the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet are followed.

J. Where required by state law or in such situations where deemed necessary by the Testing Official and/or Certifying Official a Proctor is to accompany tested handlers during the test and record all areas chosen by the tested handler as containing hides on the Handler Answer Sheet. If for any reason, the camera system is unavailable for use in monitoring the tested team’s progress during the testing scenario, a proctor must be assigned to accompany the tested handler.

i. The Proctor must be a third, disinterested party with no financial or other interest in the outcome of the test.

ii. The proctor must have no prior knowledge of where, or if any hides are placed in a given area.

iii. Upon completion of the testing, the Proctor will attest through his or her signature on the Handler Answer Sheet, to the test’s accuracy and propriety.

2. Test Setup Procedure

A. Hides

i. Hides used in this test may be any ignitable liquid that is a derivative of raw petroleum. The amount of accelerant used for hides (with the exception of the Burn Matrix) should be one drop, or approximately 5 ul. The following is a list of suggested examples for use as accelerant hides.

   a. Diesel Fuel – any grade, on or off road.
   b. Kerosene – any grade, scented or non-scented.
   c. Gasoline – any grade, evaporated to fifty (50) percent of its original volume.
   d. Fuel/Lamp Oil – any grade, scented or non-scented.
   e. Charcoal Lighter Fluid.
   f. Cigarette Lighter Fluid.
   g. Other accelerants may be used if they are a derivative of raw petroleum with the approval of the Testing Official.

ii. No pseudo scents or scented toys are allowed for use in testing scenarios.

iii. Hides are to be placed in scenarios and allowed to dry until no visible indication of the hides location is apparent before testing begins.

B. Burn Matrix Phase

1) Scent Boards

i. The Burn Matrix test is to be prepared as follows: Six unused, one quart, metal paint cans shall be prepared. Each can shall contain a random assortment of the following:

   - Pine wood
   - Styrofoam
   - Plastic
   - Carpet and pad
   - Paper
ii. An open flame is applied to the can’s contents until significant pyrolyzation has occurred. It shall be at the Testing and/or Certifying Officials discretion to determine when the can’s contents have been sufficiently pyrolyzed. Either a propane or butane torch is acceptable for use as a heat source in preparing the cans.

2) **Determining the Number of Hides** – The choice as to how many of the cans will contain hides is based on rolling a twelve sided die, or using a random number generator. The results of this roll is to be recorded on the Test Setup Form.

i. If a one, two, three, four, five, or six is rolled, one can is to contain a hide. The remaining cans are blank.

ii. If a seven, eight, nine, ten, eleven, or twelve is rolled, two cans are to contain a hide. The remaining cans are blank.

3) **Placement of Hides** – Accelerants are added to the cans determined to contain hides according to the following procedure. A twelve sided die or random number generator will be used, and the results of each roll are to be recorded on the Test Setup Form.

i. Each can is to be assigned and clearly marked with a number beginning with one.

ii. Duplicate rolls, or rolls with a value not matching any can number will be discarded.

iii. The first roll will determine the number of the can in which the first hide will be placed.

iv. Approximately one teaspoon of accelerator is poured onto the pyrolyzed contents of the selected can and ignited. The accelerator is allowed to burn for approximately fifteen (15) to thirty (30) seconds, and a cover is placed on the can to extinguish the flame.

v. Each subsequent hide, if called for by the initial roll to determine the number of hides, is to be determined by another roll.

vi. Subsequent rolls that would call for placing a hide in a can already containing a hide, will be discarded and call for another roll.

vii. This process is to be repeated until all hides have been placed in accordance with the procedures outlined here.

viii. After all cans have been prepared, and allowed to cool to room temperature, they will be placed on the floor of the testing area with a minimum of twenty-four (24) inches between cans.

C. **Room Search Phase**

1) The Room Search Phase is to consist of four rooms, or distinct areas. Each room or area will be assigned a unique number of one through four.

2) No one room will contain more than one hide.

3) A minimum of one of the rooms will be “blank,” in that no hides will be placed in that room.

4) A minimum of one room will contain a hide placed in accordance with the procedures outlined below.

5) **Number of Hides to be Placed** – To determine the number of rooms containing a hide, a twelve sided die, or a random number generator is used. The result of this roll is to be recorded on the Test Setup Form.

i. If a one, two, three, or four is rolled, one hide is to be placed in one of the rooms, and the other three rooms are to be blank.

ii. If a five, six, seven, or eight is rolled, two hides are to be placed in two of the rooms, and the other two rooms are to be blank.
iii. If a nine, ten, eleven, or twelve is rolled, three hides are to be placed in three of the rooms, and the fourth room is to be blank.

6) **Identifying Rooms in Which Hides are to be Placed** — To determine which of the rooms will contain hides a twelve sided die, or random number generator is used. The results of each roll are recorded on the Test Setup Form.

i. A roll of one, two, or three indicates that the hide is to be placed in the room, or area numbered as one.

ii. A roll of four, five, or six indicates that the hide is to be placed in the room, or area numbered as two.

iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the room, or area numbered as three.

iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the room, or area numbered as four.

v. The first hide is to be placed based on the roll as indicated here. Each subsequent hide will be determined according to the same process, taking into account that duplicate rolls, and rolls that would cause a second hide to be hidden in the same room or area will be discarded, and call for an additional roll until all hides have been placed in accordance with these procedures.

7) **Placing the Hides** — The location of hides placed in each room is to be determined by rolling a twelve sided die, or use of a random number generator. This is the recommended best practice for placing hides within the assigned rooms, but the Testing Official may place the hides within the assigned rooms using his or her discretion if deemed necessary. The location of each hide is to be recorded on the Test Setup Form.

a. Each room is to be divided into four quadrants, individually numbered one through four.

i. A roll of one, two, or three indicates that the hide is to be placed in the quadrant numbered as one.

ii. A roll of four, five, or six indicates that the hide is to be placed in the quadrant numbered as two.

iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the quadrant numbered as three.

iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the quadrant numbered as four.

b. This process is to be repeated for each room determined to contain a hide, until all hides have been placed.

D. **“Suspect” Line Up Phase**

1) The use of people for this test is preferred, however if in the judgment of the Testing and/or Certifying Official the use of persons is not feasible or practical, piles of used clothing may be used as an alternative. Any clothing used should be clean, and free of any contaminants.

2) The “Suspect” Line Up phase is to consist of five (5) persons. Each individual will be assigned a unique number of one through five.

3) **Number of Hides to be Placed** — To determine the number of “Suspects” containing a hide, a twelve sided die, or a random number generator is used. The result of this roll is to be recorded on the Test Setup Form.

i. If a one, two, three, four, five, or six is rolled one “Suspect” is to contain a hide
ii. If a seven, eight, nine, ten, eleven, or twelve is rolled no “Suspects” are to contain a hide.

4) Identifying “Suspects” on Which Hides are to be Placed – To determine which of the “Suspects” will contain hides a twelve sided die, or random number generator is used. The results of each roll are recorded on the Test Setup Form.
   i. Any rolls with a value not matched with a corresponding “Suspect” will be discarded.
   ii. The first roll will determine the number of the “Suspect” on which the first hide will be placed and will be recorded on the Test Setup Form.

5) Placing the Hides – The accelerant hide(s) are to be placed on the shoes or pants cuff of the “Suspect(s)” identified.

3. Testing Procedures
   
   A. Security
      i. After planning the test, and placing the hides in the test area, the Testing and/or Certifying Official is to maintain strict control of the form(s) containing information regarding test answers until after testing is complete.
      ii. Separate areas are to be designated for handlers who are preparing to test, and handlers who have completed testing. Until testing is completed the two groups should remain separate.
      iii. Upon a handler’s completion of a test, his or her Handler Answer Sheet should be immediately turned in to the Testing or Certifying Official.
      iv. During the test, handlers are not allowed to move, open, or disturb any items, or otherwise in any manner alter an area in an attempt to visually confirm or reveal the presence or absence of a hide. Doing so will result in disqualification.
      v. During the test, the handler is not allowed to receive any form of help, advice, or instruction by any means from anyone. If the Testing/Certifying Official (or Proctor where applicable) becomes aware of any such outside influence, the team will be disqualified.

   B. Burn Matrix Phase
      i. Tested teams will first have to successfully challenge the Burn Matrix Test.
      ii. Tested teams will have a total of not more than ten (10) minutes to complete the Burn Matrix Phase.
      iii. Handlers will enter the testing area alone, or with a Proctor when applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.
      iv. The tested handler, or proctor where applicable, will record the handler’s choices on the Handler Answer Sheet.
      v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.
      vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in the Testing and/or Certifying Official.

   C. Room Search Phase
      i. After successful completion of the Burn Matrix Phase, the tested handler will move on to Phase Two, the Room Search Phase.
ii. Tested teams will have a total of not more than twenty (20) minutes to complete the Room Search Phase.

iii. Handlers will enter the testing area alone, or with a proctor where applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.

iv. The tested handler, or proctor where applicable will record the handler’s choices on the Handler Answer Sheet.

v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.

vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

D. “Suspect” Line Up Phase

i. After successful completion of the Room Search Phase, the tested handler will move on to the “Suspect” Line Up Phase.

ii. Tested teams will have a total of not more than ten (10) minutes to complete the “Suspect” Line Up Phase.

iii. Handlers will enter the testing area alone, or with a proctor where applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.

iv. The tested handler, or proctor where applicable will record the handler’s choices on the Handler Answer Sheet.

v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.

vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

4. Scoring

A. Recording Results – Alerts for each phase of the test are to be recorded in the Handler Answer Sheet by the handler or the accompanying Proctor where applicable. The Handler Answer Sheet is reviewed by the tested handler to ensure that it accurately represents the handler’s choices of alerts. The form is then signed by the handler and by the Proctor where applicable and submitted to the Testing and/or Certifying Official for review.

i. No person other than the tested handler is allowed to interpret the canine’s behavior. It is the sole responsibility of the tested handler to interpret the actions of the canine, and identify areas where the canine has indicated the presence of the target odor.

ii. It is the sole responsibility of the tested handler to clearly and accurately communicate and record (or where applicable, have the Proctor record) the specific area(s) identified by the canine as the areas containing the target odor.

B. Burn Matrix Phase – In order to be awarded certification as a W.D.D.O. Accelerant Detection Canine Team, the team must complete the Burn Matrix Phase of the test with no false alerts (false positives) and no misses (false negatives).

C. Room Search Phase – During the Room Search Phase of the test, the team is allowed one false alert (false Positive). The team must find and properly identify the location of all target odors and
is not allowed to miss any hide. All alerts indicated by the handler must be within three (3) feet of the specific location of the hide or the alert is considered false.

D. **"Suspect" Line Up Phase** – Too successfully complete the "Suspect" Line Up phase of testing, the tested team must correctly identify all "Suspect(s)" on which a hide was placed, as well as specify which shoe or pant cuff on which the hide was placed, and correctly identify all "Suspects" on which no hide was placed.

E. Upon completion of the testing, the Testing and Certifying Officials will review the choices of the tested handler recorded on the submitted Handler Answer Sheet(s). Based upon this review a pass or fail determination is made by the Testing and Certifying Official who attests through his or her signature(s) to the test’s accuracy and propriety.

5. **Retesting**
   
   A. Teams that are unsuccessful on the first attempt at the test are allowed to retest once within twenty-four (24) hours of the first attempt.

   B. If the team fails to successfully challenge the test on the second attempt, the team must then wait thirty (30) days, and are recommended to obtain additional training before being eligible to challenge the test again.

6. **Testing Records** – Test related documents will be maintained for thirty (30) days in the event of an appeal. After the thirty (30) day appeal window, all test related documents will be destroyed. The only record maintained after thirty (30) days will be a record of teams who earned a passing grade.

7. **Appeals Process** – If a tested handler wishes to appeal the results of a test, a written request must be submitted to the Certification Committee within ten (10) calendar days of the test. The request for appeal may be sent via email to secretary@wddo.org, or by mail to W.D.D.O. Certification Committee 262 Kennel Dr. Vincent, AL 35178.

   A. Each request must contain the name of the handler and the canine along with the company and contact information for the handler and the microchip number for the canine (if applicable), as well as the names of the Testing and Certifying Officials.

   B. Each request must also contain the type of test, the date, time, and location of the test, and the specific reasons for an appeal.

   C. The Certification Committee will investigate and determine if the test(s) were structured or administered improperly, and notify the handler of its findings in writing.

   D. If the Certification Committee finds that a test was structured or administered improperly, the thirty (30) day waiting period before being eligible to retest will be waived, and the handler will be allowed to retest immediately.

   E. Any additional costs, or travel expenses incurred for either the Testing/Certifying Official or the handler in the event of an appeal will be the responsibility of the parties involved. W.D.D.O. will not be liable for any additional expenses, or lost income.

1. General

A. Persons wishing to challenge the W.D.D.O. Bedbug Detection Canine Team Certification Test must first be members of the organization in good standing, having paid all applicable membership dues, and completed all appropriate applications. Certificates, as well as other member benefits, will not be awarded to persons that have not met all requirements for membership.

B. Certificates are awarded to members in good standing that successfully challenge all phases of the test. Teams awarded certification under this test will have demonstrated their ability to locate evidence of a bed bug infestation in conditions similar to those encountered in the field.

C. Certificates awarded under this test are valid for one (1) year from the date of testing. If at any time within one calendar year from the date of testing, the tested team challenges the test again, and does not earn a passing score, the prior certificate issued will be null and void.

D. Tests are conducted based on “Double Blind” testing methods. Double blind refers to the fact that neither the tested team nor anyone else present during testing is aware of how many hides are placed or the location of hides in search areas or if hides are placed in a given area or room. The number of hides, and/or location(s) of hides are based on randomized choices, typically by rolling a twelve sided die, or through use of a random number generator. The appropriate choices based on the die or random number generator roll are outlined below in Section Two, Test Setup Procedures. All phases of the test shall include at a minimum one blank search area or item, as well as one search area or item containing an appropriate hide.

E. Prior to testing, each handler will be given a copy of the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet. This sheet is a brief overview of how each test is structured, and administered, and includes all applicable rules by which the tested team must adhere. All handlers are required to read and sign, acknowledging their understanding and agreement to comply with the rules of the test. After reading and signing, the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet must be turned in to the Testing and/or Certifying Official.

F. Tests are to be structured and planned by a properly qualified and appointed individual under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly structure such a test. This person is referred to hereafter as the “Testing Official.” The Testing Official is responsible for structuring each test, as well as ensuring that all applicable rules and guidelines outlined below are adhered to. When the Camera System is used in lieu of a proctor to observe the tested team(s) during the testing, the Testing Official is also responsible for monitoring the team’s progress for the duration of the test.

G. Tests are to be administered by a properly qualified and appointed individual under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly administer such a test. This person is referred to hereafter as the “Certifying Official.” The Certifying official is responsible for setting up the test at the direction of the Testing Official, and maintaining the integrity of the test. When the Camera System is used in lieu of a proctor to observe the tested team(s) during the testing, the Certifying Official is also responsible for monitoring the team’s progress for the duration of the test.
H. **Camera System** – A camera system may be used to remotely observe the handler during all testing scenarios in place of a Proctor. The Testing and Certifying Officials will monitor the team’s progress as the team challenges the test to ensure that all rules outlined in Section Three of this document and in the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet are followed.

I. Where required by state law or in such situations where deemed necessary by the Testing Official and/or Certifying Official a Proctor is to accompany tested handlers during the test and record all areas chosen by the tested handler as containing hides on the Handler Answer Sheet. If for any reason, the camera system is unavailable for use in monitoring the tested team’s progress during the testing scenario, a proctor must be assigned to accompany the tested handler.

   i. The Proctor must be a third, disinterested party with no financial or other interest in the outcome of the test.
   
   ii. The proctor must have no prior knowledge of where, or if any hides are placed in a given area.
   
   iii. Upon completion of the testing, the Proctor will attest through his or her signature on the Handler Answer Sheet, to the test’s accuracy and propriety.

2. **Test Setup Procedure**

   A. **Hides**

      i. Hides used in this test are to contain a varying number of live adult insects to present varied amounts of odor in search scenarios. Hides may also include viable eggs and instars at various stages. If a substrate is included in the hide, it should be a neutral material such as blank cardboard.
      
      ii. No containers or insects or substrate or any other items or materials are to be used in these tests that have ever been treated with or exposed to any pesticides of any type or form whatsoever, whether natural, chemical or any other method besides heat treatment.
      
      iii. No pseudo scents or scented toys are allowed for use in testing scenarios.
      
      iv. Hides are to be placed in scenarios and allowed to remain there for a minimum of thirty minutes prior to beginning testing.

   B. **Basic Odor Recognition Phase**

      1) **Scent Boards**

         i. Scent boards are to be prepared as follows: on an eight to ten foot long 2 X 4, eight to ten pieces of two inch diameter PVC pipe, approximately three inches in length, are evenly spaced and mounted vertically. Each pipe should have a properly fitting cap with multiple holes drilled through. These holes are to be approximately one eighth of an inch or more in diameter and clustered near the center of the cap.
      
         ii. The Scent Board should resemble the following diagram:

```plaintext
  +---+---+---+---+---+---+---+---+
  |   |   |   |   |   |   |   |   |
  +---+---+---+---+---+---+---+---+
  |   |   |   |   |   |   |   |   |
  +---+---+---+---+---+---+---+---+
  |   |   |   |   |   |   |   |   |
  +---+---+---+---+---+---+---+---+
```

         iii. At the discretion of the Testing Official, a suitable replacement, such as empty, unused, clean paint cans, or similar containers deemed suitable by the Testing Official, may be substituted for the scent boards described above.
2) **Determining the Number of Hides** – The choice as to how many of the pipes will contain hides is based on rolling a twelve sided die, or using a random number generator. The results of this roll is to be recorded on the Test Setup Form.
   i. If a one, two, three, or four is rolled, one pipe is to contain a hide. The remaining pipes are blank.
   ii. If a five, six, seven, or eight is rolled, two pipes are to contain a hide. The remaining pipes are blank.
   iii. If a nine, ten, eleven, or twelve is rolled, three pipes are to contain a hide. The remaining pipes are blank.

3) **Placement of Hides** – The hides are to be placed on the board with at least one blank pipe between pipes containing hides, according to the following procedure. The results of each roll are to be recorded on the Test Setup Form.
   i. Each pipe is to be assigned and clearly marked with a number beginning with one.
   ii. A twelve sided die or a random number generator is used to determine in which pipes hides should be replaced.
   iii. Depending on the number of pipes included, rolls with a value of nine, ten, eleven, or twelve will be discarded and rerolled if there is no matching pipe or container of that number.
   iv. The first roll will determine the number of the pipe in which the first hide will be placed.
   v. Each subsequent hide, if called for by the initial roll to determine the number of hides, is to be determined by another roll.
   vi. Subsequent rolls that would call for placing a hide in a pipe already containing a hide, or immediately adjacent to a pipe already containing a hide, will be discarded and call for another roll.
   vii. This process is to be repeated until all hides have been placed in accordance with the procedures outlined here.

C. **Room Search Phase**

1) The Room Search Phase is to consist of four rooms, or distinct areas. Each room or area will be assigned a unique number of one through four.

2) No one room will contain more than one hide.

3) A minimum of one of the rooms will be “blank,” in that no hides will be placed in that room.

4) A minimum of one room will contain a hide placed in accordance with the procedures outlined below.

5) **Number of Hides to be Placed** – To determine the number of rooms containing a hide, a twelve sided die, or a random number generator is used. The result of this roll is to be recorded on the Test Setup Form.
   i. If a one, two, three, or four is rolled, one hide is to be placed in one of the rooms, and the other three rooms are to be blank.
   ii. If a five, six, seven, or eight is rolled, two hides are to be placed in two of the rooms, and the other two rooms are to be blank.
   iii. If a nine, ten, eleven, or twelve is rolled, three hides are to be placed in three of the rooms, and the fourth room is to be blank.
6) Identifying Rooms in Which Hides are to be Placed – To determine which of the rooms will contain hides a twelve sided die, or random number generator is used. The results of each roll are recorded on the Test Setup Form.
   i. A roll of one, two, or three indicates that the hide is to be placed in the room, or area numbered as one.
   ii. A roll of four, five, or six indicates that the hide is to be placed in the room, or area numbered as two.
   iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the room, or area numbered as three.
   iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the room, or area numbered as four.
   v. The first hide is to be placed based on the roll as indicated here in this section. Each subsequent hide will be determined according to the same process, taking into account that duplicate rolls, and rolls that would cause a second hide to be hidden in the same room or area will be discarded, and call for an additional roll until all hides have been placed in accordance with these procedures.

7) Placing the Hides – The location of hides placed in each room is to be determined by rolling a twelve sided die, or use of a random number generator. This is the recommended best practice for placing hides within the assigned rooms, but in certain situations, such as a lack of adequate hiding places, the Testing Official may place the hides within the assigned rooms using his or her discretion. The location of each hide is to be recorded on the Test Setup Form.
   a. Each room is to be divided into four quadrants, individually numbered one through four.
      i. A roll of one, two, or three indicates that the hide is to be placed in the quadrant numbered as one.
      ii. A roll of four, five, or six indicates that the hide is to be placed in the quadrant numbered as two.
      iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the quadrant numbered as three.
      iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the quadrant numbered as four.
   b. This process is to be repeated for each room to contain a hide, until all hides have been placed.

3. Testing Procedures
   A. Security
      i. After planning the test, and placing the hides in the test area, the Testing and/or Certifying Official is to maintain strict control of the form(s) containing information regarding test answers until after testing is complete.
      ii. Separate areas are to be designated for handlers who are preparing to test, and handlers who have completed testing. Until testing is completed the two groups should remain separate.
      iii. Upon a handler’s completion of a test, his or her Handler Answer Sheet should be immediately turned in to the Testing or Certifying Official.
iv. During the test, handlers are not allowed to move, open, or disturb any items, or otherwise in any manner alter an area in an attempt to visually confirm or reveal the presence or absence of a hide. Doing so will result in disqualification.

v. During the test, the handler is not allowed to receive any form of help, advice, or instruction by any means from anyone. If the Testing/Certifying Official (or Proctor where applicable) becomes aware of any such outside influence, the team will be disqualified.

B. Basic Odor Recognition Phase
   i. Tested teams will first have to successfully challenge the Basic Odor Recognition Test.
   ii. Tested teams will have a total of not more than ten (10) minutes to complete the Basic Odor Recognition Phase.
   iii. Handlers will enter the testing area alone, or with a Proctor when applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.
   iv. The tested handler, or proctor where applicable, will record the handler's choices on the Handler Answer Sheet.
   v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.
   vi. The handler, and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

C. Room Search Phase
   i. After successful completion of the Basic Odor Recognition Phase, the tested handler will move on to the Room Search Phase.
   ii. Tested teams will have a total of not more than twenty (20) minutes to complete the Room Search Phase.
   iii. Handlers will enter the testing area alone, or with a proctor where applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.
   iv. The tested handler, or proctor where applicable will record the handler's choices on the Handler Answer Sheet.
   v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.
   vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

4. Scoring
   A. Recording Results – Alerts for each phase of the test are to be recorded on the Handler Answer Sheet by the handler or the accompanying Proctor where applicable. The Handler Answer Sheet is reviewed by the tested handler to ensure that it accurately represents the handler's choices of alerts. The form is then signed by the handler and by the Proctor where applicable and submitted to the Testing and/or Certifying Official for review.
      i. No person other than the tested handler is allowed to interpret the canine's behavior. It is the sole responsibility of the tested handler to interpret the actions of the canine, and identify areas where the canine has indicated the presence of the target odor.
ii. It is the sole responsibility of the tested handler to clearly and accurately communicate and record (or where applicable, have the Proctor record) the specific area(s) identified by the canine as the areas containing the target odor.

iii. Failure to successfully pass any phase of the test will be considered as a fail for the entire test.

B. **Basic Odor Recognition Phase** — In order to be awarded certification as a W.D.D.O. Bedbug Detection Canine Team, the team must complete the Basic Odor Recognition Phase of the test with no false alerts (false positives) and no misses (false negatives).

C. **Room Search Phase** — During the Room Search Phase of the test, the team is allowed one false alert (false Positive). The team must find and properly identify the location of all target odors and is not allowed to miss any hide (false negative). All alerts indicated by the handler must be within three (3) feet of the specific location of the hide or the alert is considered false.

D. Upon completion of the testing, the Testing and Certifying Officials will review the choices of the tested handler recorded on the submitted Handler Answer Sheet(s). Based upon this review a pass or fail determination is made by the Testing and Certifying Official who attests through his or her signature(s) to the test’s accuracy and propriety.

5. **Retesting**

   A. Teams that are unsuccessful on the first attempt at the test are allowed to retest once within twenty-four (24) hours of the first attempt.

   B. If the team fails to successfully challenge the test on the second attempt, the team must then wait thirty (30) days, and are recommended to obtain additional training before being eligible to challenge the test again.

6. **Testing Records** — Test related documents will be maintained for thirty (30) days in the event of an appeal. After thirty (30) days, all test related documents will be destroyed. The only record maintained after thirty (30) days will be a record of teams who earned a passing grade.

7. **Appeals Process** — If a tested handler wishes to appeal the results of a test, a written request must be submitted to the Certification Committee within ten (10) calendar days of the test. The request for appeal may be sent via email to secretary@wddo.org, or by mail to W.D.D.O Certification Committee 262 Kennel Dr. Vincent, AL 35178.

   A. Each request must contain the name of the handler and the canine along with the company and contact information for the handler and the microchip number for the canine (if applicable), as well as the names of the Testing and Certifying Officials.

   B. Each request must also contain the type of test, the date, time, and location of the test, and the specific reasons for an appeal.

   C. The Certification Committee will investigate and determine if the test(s) were structured or administered improperly, and notify the handler of its findings in writing.

   D. If the Certification Committee finds that a test was structured or administered improperly, the thirty (30) day waiting period before being eligible to retest will be waived, and the handler will be allowed to retest immediately.

   E. Any additional costs, or travel expenses incurred for either the Testing/Certifying Official or the handler in the event of an appeal will be the responsibility of the parties involved. W.D.D.O. will not be liable for any additional expenses, or lost income.

1. General

A. Persons wishing to challenge the W.D.D.O. Explosive Detection Canine Team Certification Test must first be members of the organization in good standing, having paid all applicable membership dues, and completed all appropriate applications. Certificates, as well as other member benefits, will not be awarded to persons that have not met all requirements for membership.

B. Certificates are awarded to members in good standing that successfully challenge all phases of the test. Teams awarded certification under this test will have demonstrated their ability to locate evidence of explosives in conditions similar to those encountered in the field.

C. Certificates awarded under this test are valid for one (1) year from the date of testing. If at any time within one calendar year from the date of testing, the tested team challenges the test again, and does not earn a passing score, the prior certificate issued will be null and void.

D. Tests are conducted based on "Double Blind" testing methods. Double blind refers to the fact that neither the tested team nor anyone else present during testing is aware of how many hides are placed or the location of hides in search areas or if hides are placed in a given area or room. The number of hides, and/or location(s) of hides are based on randomized choices, typically by rolling a twelve sided die, or through use of a random number generator. The appropriate choices based on the die or random number generator roll are outlined below in Section Two, Test Setup Procedures. All phases of the test shall include at a minimum one blank search area or item, as well as one search area or item containing an appropriate hide.

E. Prior to testing, each handler will be given a copy of the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet. This sheet is a brief overview of how each test is structured, and administered, and includes all applicable rules by which the tested team must adhere. All handlers are required to read and sign, acknowledging their understanding and agreement to comply with the rules of the test. After reading and signing, the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet must be turned in to the Testing and/or Certifying Official.

F. Tests are to be structured and planned by a properly qualified and appointed individual under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly structure such a test. This person is referred to hereafter as the "Testing Official." The Testing Official is responsible for structuring each test, as well as ensuring that all applicable rules and guidelines outlined below are adhered to. When the Camera System is used in lieu of a proctor to observe the tested team(s) during the testing, the Testing Official is also responsible for monitoring the team's progress for the duration of the test.

G. Tests are to be administered by a properly qualified and appointed individual under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly administer such a test. This person is referred to hereafter as the "Certifying Official." The Certifying official is responsible for setting up the test at the direction of the Testing Official, and maintaining the integrity of the test. When the Camera System is used in lieu of a proctor to observe the tested
team(s) during the testing, the Certifying Official is also responsible for monitoring the team's progress for the duration of the test.

H. **Camera System** — A camera system may be used to remotely observe the handler during all testing scenarios in place of a Proctor. The Testing and Certifying Officials will monitor the team's progress as the team challenges the test to ensure that all rules outlined in Section Three of this document and in the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet are followed.

I. Where required by state law or in such situations where deemed necessary by the Testing Official and/or Certifying Official a Proctor is to accompany tested handlers during the test and record all areas chosen by the tested handler as containing hides on the Handler Answer Sheet. If for any reason, the camera system is unavailable for use in monitoring the tested team's progress during the testing scenario, a proctor must be assigned to accompany the tested handler.

   i. The Proctor must be a third, disinterested party with no financial or other interest in the outcome of the test.
   
   ii. The proctor must have no prior knowledge of where, or if any hides are placed in a given area.
   
   iii. Upon completion of the testing, the Proctor will attest through his or her signature on the Handler Answer Sheet, to the test's accuracy and propriety.

2. **Test Setup Procedure**

   A. **Hides**

      i. No pseudo scents are allowed for use in testing scenarios.
      
      ii. All explosive detection teams shall demonstrate the ability to locate the odors of the explosives PETN, RDX, TNT, and the oxidizers, KNO3 (nitrate) and KClO3 (chlorate).
      
      iii. Additional scents may be incorporated into a team's testing at the request of the handler's agency if approved by the Testing Official.
      
      iv. When placing hides, the Testing/Certifying Official will randomly select a sample odor from the odors to be used for testing. Once an odor has been used for a hide, it will be removed from the pool of available odors until all odors on which the team is to be tested have been used for at least one hide. Any additional hides called for in the testing may be randomly selected from any of the available odors on which the team will be tested.
      
      v. Hides are to be placed in scenarios and allowed to remain there for a minimum of thirty minutes prior to beginning testing.
      
      vi. *Alternative training aids such articles scented with the target odor may be used at the discretion of the Testing Official during an evaluation period between January 31st 2016, and January 31st 2017.*

   B. **Basic Odor Recognition Phase**

      1) **Scent Boards**

         i. Scent boards are to be prepared as follows: on an eight to ten foot long 2 X 4, eight to ten pieces of two inch diameter PVC pipe, approximately three inches in length, are evenly spaced and mounted vertically. Each pipe should have a properly fitting cap with multiple holes drilled through. These holes are to be approximately one eighth of an inch or more in diameter and clustered near the center of the cap.
         
         ii. The Scent Board should resemble the following diagram:
iii. At the discretion of the Testing Official, a suitable replacement, such as empty, unused, clean paint cans, or similar containers deemed suitable by the Testing Official, may be substituted for the scent boards described above.

2) **Determining the Number of Hides** – The choice as to how many of the pipes will contain hides is based on rolling a twelve sided die, or using a random number generator. The results of this roll is to be recorded on the Test Setup Form
   i. If a one, two, three, or four is rolled, one pipe is to contain a hide. The remaining pipes are blank.
   ii. If a five, six, seven, or eight is rolled, two pipes are to contain a hide. The remaining pipes are blank.
   iii. If a nine, ten, eleven, or twelve is rolled, three pipes are to contain a hide. The remaining pipes are blank.

3) **Placement of Hides** – The hides are to be placed on the board with at least one blank pipe between pipes containing hides, according to the following procedure. The results of each roll are to be recorded on the Test Setup Form.
   i. Each pipe is to be assigned and clearly marked with a number beginning with one.
   ii. A twelve sided die or a random number generator is used to determine in which pipes hides should be replaced.
   iii. Depending on the number of pipes included, rolls with a value of nine, ten, eleven, or twelve will be discarded and rerolled if there is no matching pipe or container of that number.
   iv. The first roll will determine the number of the pipe in which the first hide will be placed.
   v. Each subsequent hide, if called for by the initial roll to determine the number of hides, is to be determined by another roll.
   vi. Subsequent rolls that would call for placing a hide in a pipe already containing a hide, or immediately adjacent to a pipe already containing a hide, will be discarded and call for another roll.
   vii. This process is to be repeated until all hides have been placed in accordance with the procedures outlined here.

C. **Room Search Phase**

1) The Room Search Phase is to consist of four rooms, or distinct areas. Each room or area will be assigned a unique number of one through four.

2) No one room will contain more than one hide.

3) A minimum of one of the rooms will be “blank,” in that no hides will be placed in that room.

4) A minimum of one room will contain a hide placed in accordance with the procedures outlined below.

5) **Number of Hides to be Placed** – To determine the number of rooms containing a hide, a twelve sided die, or a random number generator is used. The result of this roll is to be recorded on the Test Setup Form.
i. If a one, two, three, or four is rolled, one hide is to be placed in one of the rooms, and the other three rooms are to be blank.

ii. If a five, six, seven, or eight is rolled, two hides are to be placed in two of the rooms, and the other two rooms are to be blank.

iii. If a nine, ten, eleven, or twelve is rolled, three hides are to be placed in three of the rooms, and the fourth room is to be blank.

6) Identifying Rooms in Which Hides are to be Placed – To determine which of the rooms will contain hides a twelve sided die, or random number generator is used. The results of each roll are recorded on the Test Setup Form.

   i. A roll of one, two, or three indicates that the hide is to be placed in the room, or area numbered as one.

   ii. A roll of four, five, or six indicates that the hide is to be placed in the room, or area numbered as two.

   iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the room, or area numbered as three.

   iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the room, or area numbered as four.

   v. The first hide is to be placed based on the roll as indicated herein this section. Each subsequent hide will be determined according to the same process, taking into account that duplicate rolls, and rolls that would cause a second hide to be hidden in the same room or area will be discarded, and call for an additional roll until all hides have been placed in accordance with these procedures.

7) Placing the Hides – The location of hides placed in each room is to be determined by rolling a twelve sided die, or use of a random number generator. This is the recommended best practice for placing hides within the assigned rooms, but the Testing Official may place the hides within the assigned rooms using his or her discretion if deemed necessary. The location of each hide is to be recorded on the Test Setup Form.

   a. Each room is to be divided into four quadrants, individually numbered one through four.

      i. A roll of one, two, or three indicates that the hide is to be placed in the quadrant numbered as one.

      ii. A roll of four, five, or six indicates that the hide is to be placed in the quadrant numbered as two.

      iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the quadrant numbered as three.

      iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the quadrant numbered as four.

   b. This process is to be repeated for each room determined to contain a hide, until all hides have been placed.

D. Vehicle Search Phase

1) Three uncontaminated vehicles shall be used for the Vehicle Search Phase of testing. Each vehicle shall be assigned a unique number of one through three.

2) No one vehicle will contain more than one hide.

3) A minimum of one of the vehicles will be “blank,” in that no hides will be placed on that vehicle.
4) **Number of Hides to be Placed** – To determine the number of vehicles containing a hide, a twelve sided die, or a random number generator is used. The result of this roll is to be recorded on the Test Setup Form.
   i. If a one, two, three, or four is rolled, one hide is to be placed on one of the vehicles, and the other two vehicles are to be blank.
   ii. If a five, six, seven, or eight is rolled, one hide is to be placed on two of the vehicles, and the other vehicle is to be blank.
   iii. If a nine, ten, eleven, or twelve is roll, no hides are to be placed on any of the vehicles.

5) **Identifying Vehicles on Which Hides are to be Placed** – To determine which of the vehicles on which a hide will be placed a twelve sided die, or random number generator is used. The results of each roll are recorded on the Test Setup Form.
   i. A roll of one, two, three, or four indicates that the hide is to be placed on the vehicle numbered as one.
   ii. A roll of five, six, seven, or eight indicates that the hide is to be placed on the vehicle numbered as two.
   iii. A roll of nine, ten, eleven, or twelve indicates that the hide is to be placed on the vehicle numbered as three.
   iv. The first hide is to be placed based on the roll as indicated here in this section. Each subsequent hide will be determined according to the same process, taking into account that duplicate rolls, and rolls that would cause a second hide to be hidden on the same vehicle will be discarded, and call for an additional roll until all hides have been placed in accordance with these procedures.

6) **Placing the Hides** – The location of hides placed on each vehicle is to be determined by rolling a twelve sided die, or use of a random number generator. This is the recommended best practice for placing hides on the assigned vehicles, but the Testing Official may place the hides using his or her discretion if deemed necessary. The location of each hide is to be recorded on the Test Setup Form.
   a) Each vehicle is to be divided into four quadrants, individually numbered one through four.
      i. A roll of one, two, or three indicates that the hide is to be placed in the quadrant numbered as one.
      ii. A roll of four, five, or six indicates that the hide is to be placed in the quadrant numbered as two.
      iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the quadrant numbered as three.
      iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the quadrant numbered as four.
   b) This process is to be repeated for each vehicle determined to contain a hide, until all hides have been placed.

E. **Luggage Search Phase**

1) The luggage phase is to consist of five (5) random pieces of luggage. Each piece of luggage is to be assigned a unique number of one through five.

2) Luggage may be of any type, including makeup bags, briefcases, suitcases, golf bags, backpacks, etc.
3) **Number of Hides to be Placed** – To determine the number of luggage pieces containing a hide, a twelve sided die, or a random number generator is used. The result of this roll is to be recorded on the Test Setup Form.
   i. if a one, two, three, four, five, or six is rolled one piece of luggage is to contain a hide.
   ii. If a seven, eight, nine, ten, eleven, or twelve is rolled no pieces of luggage are to contain a hide.
4) **Identifying Luggage on Which Hides are to be Placed** – To determine which pieces of luggage are to contain hides a twelve sided die, or random number generator is used. The results of each roll are recorded on the Test Setup Form.
   i. Any rolls with a value not matched with a corresponding piece of luggage will be discarded.
   ii. The first roll will determine the number of the piece of luggage on which the first hide will be placed and will be recorded on the Test Setup Form.
5) **Placing the Hides** – The explosive hide(s) are to be placed on the appropriate piece of luggage concealed from sight inside the luggage or in a closed pocket.

F. **“Suspect” Lineup Phase**

1) The use of people for this test is preferred, however if in the judgment of the Testing and/or Certifying Official the use of persons is not feasible or practical, piles of used clothing may be used as an alternative. Any clothing used should be clean, and free of any contaminants.

2) The “Suspect” Line Up phase is to consist of five (5) persons. Each individual will be assigned a unique number of one through five.

3) **Number of Hides to be Placed** – To determine the number of “Suspects” containing a hide, a twelve sided die, or a random number generator is used. The result of this roll is to be recorded on the Test Setup Form.
   i. if a one, two, three, four, five, or six is rolled one “Suspect” is to contain a hide
   ii. If a seven, eight, nine, ten, eleven, or twelve is rolled no “Suspects” are to contain a hide.
4) **Identifying “Suspects” on Which Hides are to be Placed** – To determine which of the “Suspects” will contain hides a twelve sided die, or random number generator is used. The results of each roll are recorded on the Test Setup Form.
   i. Any rolls with a value not matched with a corresponding “Suspect” will be discarded.
   ii. The first roll will determine the number of the “Suspect” on which the first hide will be placed and will be recorded on the Test Setup Form.

5) **Placing the Hides** – The explosive hide(s) are to be placed on the shoes or pants cuff of the “Suspect(s).”

3. **Testing Procedures**

   A. **Security**
      i. After planning the test, and placing the hides in the test area, the Testing and/or Certifying Official is to maintain strict control of the form(s) containing information regarding test answers until after testing is complete.
ii. Separate areas are to be designated for handlers who are preparing to test, and handlers who have completed testing. Until testing is completed the two groups should remain separate.

iii. Upon a handler’s completion of a test, his or her Handler Answer Sheet should be immediately turned in to the Testing or Certifying Official.

iv. During the test, handlers are not allowed to move, open, or disturb any items, or otherwise in any manner alter an area in an attempt to visually confirm or reveal the presence or absence of a hide. Doing so will result in disqualification.

v. During the test, the handler is not allowed to receive any form of help, advice, or instruction by any means from anyone. If the Testing/Certifying Official (or Proctor where applicable) becomes aware of any such outside influence, the team will be disqualified.

B. Basic Odor Recognition Phase

i. Tested teams will first have to successfully challenge the Basic Odor Recognition Test.

ii. Tested teams will have a total of not more than ten (10) minutes to complete the Basic Odor Recognition Phase.

iii. Handlers will enter the testing area alone, or with a Proctor when applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.

iv. The tested handler, or proctor where applicable, will record the handler’s choices on the Handler Answer Sheet.

v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.

vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

C. Room Search Phase

i. After successful completion of the Basic Odor Recognition Phase, the tested handler will move on to the Room Search Phase.

ii. Tested teams will have a total of not more than twenty (20) minutes to complete the Room Search Phase.

iii. Handlers will enter the testing area alone, or with a proctor where applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.

iv. The tested handler, or proctor where applicable will record the handler’s choices on the Handler Answer Sheet.

v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.

vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

D. Vehicle Search Phase

i. After successful completion of the Room Search Phase, the tested handler will move on to the Vehicle Search Phase.
ii. Tested teams will have a total of not more than ten (10) minutes to complete the Vehicle Search Phase.

iii. Handlers will enter the testing area alone, or with a proctor where applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.

iv. The tested handler, or proctor where applicable will record the handler’s choices on the Handler Answer Sheet.

v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.

vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

E. Luggage Search Phase

i. After successful completion of the Vehicle Search Phase, the Tested handler will move on to the Luggage Search Phase.

ii. Tested teams will have a total of not more than ten (10) minutes to complete the Luggage Search Phase.

iii. Handlers will enter the testing area alone, or with a proctor where applicable. The Testing and Certifying Officials will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.

iv. The tested handler, or proctor where applicable, will record the handler’s choices on the Handler Answer Sheet.

v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.

vi. The handler and the Proctor, where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

F. “Suspect” Line Up Phase

i. After successful completion of the Luggage Search Phase, the tested handler will move on to the “Suspect” Line Up Phase.

ii. Tested teams will have a total of not more than ten (10) minutes to complete the “Suspect” Line Up Phase.

iii. Handlers will enter the testing area alone, or with a proctor where applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.

iv. The tested handler, or proctor where applicable will record the handler’s choices on the Handler Answer Sheet.

v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.

vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

4. Scoring
A. **Recording Results** – Alerts for each phase of the test are to be recorded on the Handler Answer Sheet by the handler or the accompanying Proctor where applicable. The Handler Answer Sheet is reviewed by the tested handler to ensure that it accurately represents the handler’s choices of alerts. The form is then signed by the handler and by the Proctor where applicable and submitted to the Testing and/or Certifying Official for review.

   i. No person other than the tested handler is allowed to interpret the canine’s behavior. It is the sole responsibility of the tested handler to interpret the actions of the canine, and identify areas where the canine has indicated the presence of the target odor.

   ii. It is the sole responsibility of the tested handler to clearly and accurately communicate and record (or where applicable, have the Proctor record) the specific area(s) identified by the canine as the areas containing the target odor.

   iii. Failure to successfully pass any phase of the test will be considered as a fail for the entire test.

B. **Basic Odor Recognition Phase** – In order to be awarded certification as a W.D.D.O. Explosive Detection Canine Team, the team must complete the Basic Odor Recognition Phase of the test with no false alerts (false positives) and no misses (false negatives).

C. **Room Search Phase** – During the Room Search Phase of the test, the team is allowed one false alert (false Positive). The team must find and properly identify the location of all target odors and is not allowed to miss any hide. All alerts indicated by the handler must be within three (3) feet of the specific location of the hide or the alert is considered false.

D. **Vehicle Search Phase** – During the Vehicle Search Phase of the test, the team is allowed one false alert (false positive). The Team must find and properly identify the location of all target odors and is not allowed to miss any hide. All alerts indicated by the handler must be within three (3) feet of the specific location of the hide or the alert is considered false.

E. **Luggage Search Phase** – To successfully complete the Luggage Search Phase of the test, the tested team must correctly identify all pieces of luggage in which a hide was placed, and correctly identify all pieces of luggage in which no hide was placed.

F. **"Suspect" Line Up Phase** – Too successfully complete the "Suspect" Line Up phase of testing, the tested team must correctly identify all "Suspect(s)" on which a hide was placed, and correctly identify all "Suspects" on which no hide was placed.

G. Upon completion of the testing, the Testing and Certifying Officials will review the choices of the tested handler recorded on the submitted Handler Answer Sheet(s). Based upon this review a pass or fail determination is made by the Testing and Certifying Official who attests through his or her signature(s) to the test’s accuracy and propriety.

5. **Retesting**

   A. Teams that are unsuccessful on the first attempt at the test are allowed to retest once within twenty-four (24) hours of the first attempt.

   B. If the team fails to successfully challenge the test on the second attempt, the team must then wait thirty (30) days, and are recommended to obtain additional training before being eligible to challenge the test again.

6. **Testing Records** – Test related documents will be maintained for thirty (30) days in the event of an appeal. After the thirty (30) day appeal window, all test related documents will be destroyed. The only record maintained after thirty (30) days will be a record of teams who earned a passing grade.

7. **Appeals Process** – If a tested handler wishes to appeal the results of a test, a written request must be submitted to the Certification Committee within ten (10) calendar days of the test. The request for appeal
may be sent via email to secretary@wddo.org, or by mail to W.D.D.O. Certification Committee 262 Kennel Dr. Vincent, AL 35178.

A. Each request must contain the name of the handler and the canine along with the company and contact information for the handler and the microchip number for the canine (if applicable), as well as the names of the Testing and Certifying Officials.

B. Each request must also contain the type of test, the date, time, and location of the test, and the specific reasons for an appeal.

C. The Certification Committee will investigate and determine if the test(s) were structured or administered improperly, and notify the handler of its findings in writing.

D. If the Certification Committee finds that a test was structured or administered improperly, the thirty (30) day waiting period before being eligible to retest will be waived, and the handler will be allowed to retest immediately.

E. Any additional costs, or travel expenses incurred for either the Testing/Certifying Official or the handler in the event of an appeal will be the responsibility of the parties involved. W.D.D.O. will not be liable for any additional expenses, or lost income.

1. General
   A. Persons wishing to challenge the W.D.D.O. Mold Detection Canine Team Certification Test must first be members of the organization in good standing, having paid all applicable membership dues, and completed all appropriate applications. Certificates, as well as other member benefits, will not be awarded to persons that have not met all requirements for membership.
   B. Certificates are awarded to members in good standing that successfully challenge all phases of the test. Teams awarded certification under this test will have demonstrated their ability to locate evidence of a mold infestation in conditions similar to those encountered in the field.
   C. Certificates awarded under this test are valid for one (1) year from the date of testing. If at any time within one calendar year from the date of testing, the tested team challenges the test again, and does not earn a passing score, the prior certificate issued will be null and void.
   D. Tests are conducted based on "Double Blind" testing methods. Double blind refers to the fact that neither the tested team nor anyone else present during testing is aware of how many hides are placed or the location of hides in search areas or if hides are placed in a given area or room. The number of hides, and/or location(s) of hides are based on randomized choices, typically by rolling a twelve sided die, or through use of a random number generator. The appropriate choices based on the die or random number generator roll are outlined below in Section Two, Test Setup Procedures. All phases of the test shall include at a minimum one blank search area or item, as well as one search area or item containing an appropriate hide.
   E. Prior to testing, each handler will be given a copy of the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet. This sheet is a brief overview of how each test is structured, and administered, and includes all applicable rules by which the tested team must adhere. All handlers are required to read and sign, acknowledging their understanding and agreement to comply with the rules of the test. After reading and signing, the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet must be turned in to the Testing and/or Certifying Official.
   F. Tests are to be structured and planned by a properly qualified and appointed individual under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly structure such a test. This person is referred to hereafter as the "Testing Official." The Testing Official is responsible for structuring each test, as well as ensuring that all applicable rules and guidelines outlined below are adhered to. When the Camera System is used in lieu of a proctor to observe the tested team(s) during the testing, the Testing Official is also responsible for monitoring the team’s progress for the duration of the test.
   G. Tests are to be administered by a properly qualified and appointed individual under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly administer such a test. This person is referred to hereafter as the "Certifying Official." The Certifying official is responsible for setting up the test at the direction of the Testing Official, and maintaining the integrity of the test. When the Camera System is used in lieu of a proctor to observe the tested team(s) during the testing, the Certifying Official is also responsible for monitoring the team’s progress for the duration of the test.
H. **Camera System** – A camera system may be used to remotely observe the handler during all testing scenarios in place of a proctor. The Testing and Certifying Officials will monitor the team's progress as the team challenges the test to ensure that all rules outlined in Section Three of this document and in the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet are followed.

i. Where required by state law or in such situations where deemed necessary by the Testing Official and/or Certifying Official a proctor is to accompany tested handlers during the test and record all areas chosen by the tested handler as containing hides on the Handler Answer Sheet. If for any reason, the camera system is unavailable for use in monitoring the tested team's progress during the testing scenario, a proctor must be assigned to accompany the tested handler.

   i. The proctor must be a third, disinterested party with no financial or other interest in the outcome of the test.
   
   ii. The proctor must have no prior knowledge of where, or if any hides are placed in a given area.
   
   iii. Upon completion of the testing, the proctor will attest through his or her signature on the Handler Answer Sheet, to the test's accuracy and propriety.

2. **Test Setup Procedure**
   
   A. **Hides**
   
      i. Mould Works Training Aids pure live species Kits (or comparable product) shall be used for all hides. These containers shall contain mold colonies with visible growth and adequate hydration.
   
      ii. No containers or substrate or any other items or materials are to be used in these tests that have ever been treated with or exposed to any herbicides of any type or form whatsoever, whether natural, chemical or any other method.
   
      iii. No pseudo scents or scented toys are allowed for use in testing scenarios.
   
      iv. Hides are to be placed in scenarios and allowed to remain there for a minimum of thirty minutes prior to beginning testing.

   B. **Basic Odor Recognition Phase**
   
      1) **Scent Boards**
   
      i. Scent boards are to be prepared as follows: on an eight to ten foot long 2 X 4, eight to ten pieces of two inch diameter PVC pipe, approximately three inches in length, are evenly spaced and mounted vertically. Each pipe should have a properly fitting cap with multiple holes drilled through. These holes are to be approximately one eighth of an inch or more in diameter and clustered near the center of the cap.
   
      ii. The Scent Board should resemble the following diagram:

         ![Diagram of Scent Board]

         iii. At the discretion of the Testing Official, a suitable replacement, such as empty, unused, clean paint cans, or similar containers deemed suitable by the Testing Official, may be substituted for the scent boards described above.

      2) **Determining the Number of Hides** – The choice as to how many of the pipes will contain hides is based on rolling a twelve sided die, or using a random number generator. The results of this roll is to be recorded on the Test Setup Form.
1. If a one, two, three, or four is rolled, one pipe is to contain a hide. The remaining pipes are blank.
2. If a five, six, seven, or eight is rolled, two pipes are to contain a hide. The remaining pipes are blank.
3. If a nine, ten, eleven, or twelve is rolled, three pipes are to contain a hide. The remaining pipes are blank.

3) Placement of Hides – The hides are to be placed on the board with at least one blank pipe between pipes containing hides, according to the following procedure. The results of each roll are to be recorded on the Test Setup Form.
   i. Each pipe is to be assigned and clearly marked with a number beginning with one.
   ii. A twelve sided die, or a random number generator is used to determine in which pipes hides should be replaced.
   iii. Depending on the number of pipes included, rolls with a value of nine, ten, eleven, or twelve will be discarded and rerolled if there is no matching pipe or container of that number.
   iv. The first roll will determine the number of the pipe in which the first hide will be placed.
   v. Each subsequent hide, if called for by the initial roll to determine the number of hides, is to be determined by another roll.
   vi. Subsequent rolls that would call for placing a hide in a pipe already containing a hide, or immediately adjacent to a pipe already containing a hide, will be discarded and call for another roll.
   vii. This process is to be repeated until all hides have been placed in accordance with the procedures outlined here.

C. Room Search Phase

1) The Room Search Phase is to consist of four rooms, or distinct areas. Each room or area will be assigned a unique number of one through four.
2) No one room will contain more than one hide.
3) A minimum of one of the rooms will be “blank,” in that no hides will be placed in that room.
4) A minimum of one room will contain a hide placed in accordance with the procedures outlined below.
5) Number of Hides to be Placed – To determine the number of rooms containing a hide, a twelve sided die, or a random number generator is used. The result of this roll is to be recorded on the Test Setup Form.
   i. If a one, two, three, or four is rolled, one hide is to be placed in one of the rooms, and the other three rooms are to be blank.
   ii. If a five, six, seven, or eight is rolled, two hides are to be placed in two of the rooms, and the other two rooms are to be blank.
   iii. If a nine, ten, eleven, or twelve is rolled, three hides are to be placed in three of the rooms, and the fourth room is to be blank.
6) Identifying Rooms in Which Hides are to be Placed – To determine which of the rooms will contain hides a twelve sided die, or random number generator is used. The results of each roll are recorded on the Test Setup Form.
   i. A roll of one, two, or three indicates that the hide is to be placed in the room, or area numbered as one.
ii. A roll of four, five, or six indicates that the hide is to be placed in the room, or area numbered as two.

iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the room, or area numbered as three.

iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the room, or area numbered as four.

v. The first hide is to be placed based on the roll as indicated here in this section. Each subsequent hide will be determined according to the same process, taking into account that duplicate rolls, and rolls that would cause a second hide to be hidden in the same room or area will be discarded, and call for an additional roll until all hides have been placed in accordance with these procedures.

7) **Placing the Hides** – The location of hides placed in each room is to be determined by rolling a twelve sided die, or use of a random number generator. This is the recommended best practice for placing hides within the assigned rooms, but in certain situations, such as a lack of adequate hiding places, the Testing Official may place the hides within the assigned rooms using his or her discretion. The location of each hide is to be recorded on the Test Setup Form.

   a. Each room is to be divided into four quadrants, individually numbered one through four.
      
      i. A roll of one, two, or three indicates that the hide is to be placed in the quadrant numbered as one.
      
      ii. A roll of four, five, or six indicates that the hide is to be placed in the quadrant numbered as two.
      
      iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the quadrant numbered as three.
      
      iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the quadrant numbered as four.

   b. This process is to be repeated for each room to contain a hide, until all hides have been placed.

3. **Testing Procedures**

   A. **Security**

      i. After planning the test, and placing the hides in the test area, the Testing and/or Certifying Official is to maintain strict control of the form(s) containing information regarding test answers until after testing is complete.

      ii. Separate areas are to be designated for handlers who are preparing to test, and handlers who have completed testing. Until testing is completed the two groups should remain separate.

      iii. Upon a handler’s completion of a test, his or her Handler Answer Sheet should be immediately turned in to the Testing or Certifying Official.

      iv. During the test, handlers are not allowed to move, open, or disturb any items, or otherwise in any manner alter an area in an attempt to visually confirm or reveal the presence or absence of a hide. Doing so will result in disqualification.

      v. During the test, the handler is not allowed to receive any form of help, advice, or instruction by any means from anyone. If the Testing/Certifying Official (or Proctor
where applicable) becomes aware of any such outside influence, the team will be disqualified.

B. **Basic Odor Recognition Phase**
   
   i. Tested teams will first have to successfully challenge the Basic Odor Recognition Test.
   
   ii. Tested teams will have a total of not more than ten (10) minutes to complete the Basic Odor Recognition Phase.
   
   iii. Handlers will enter the testing area alone, or with a Proctor when applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.
   
   iv. The tested handler, or proctor where applicable, will record the handler’s choices on the Handler Answer Sheet.
   
   v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.
   
   vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in at the Testing and/or Certifying Official.

C. **Room Search Phase**
   
   i. After successful completion of the Basic Odor Recognition Phase, the tested handler will move on to the Room Search Phase.
   
   ii. Tested teams will have a total of not more than twenty (20) minutes to complete the Room Search Phase.
   
   iii. Handlers will enter the testing area alone, or with a proctor where applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.
   
   iv. The tested handler, or proctor where applicable will record the handler’s choices on the Handler Answer Sheet.
   
   v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.
   
   vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

4. **Scoring**
   
   A. **Recording Results** — Alerts for each phase of the test are to be recorded in the Handler Answer Sheet by the handler or the accompanying Proctor where applicable. The Handler Answer Sheet is reviewed by the tested handler to ensure that it accurately represents the handler’s choices of alerts. The form is then signed by the handler and by the Proctor where applicable and submitted to the Testing and/or Certifying Official for review.
   
   i. No person other than the tested handler is allowed to interpret the canine’s behavior. It is the sole responsibility of the tested handler to interpret the actions of the canine, and identify areas where the canine has indicated the presence of the target odor.
   
   ii. It is the sole responsibility of the tested handler to clearly and accurately communicate and record (or where applicable, have the Proctor record) the specific area(s) identified by the canine as the areas containing the target odor.
   
   iii. Failure to successfully pass any phase of the test will be considered as a fail for the entire test.
B. **Odor Recognition Phase** — In order to be awarded certification as a W.D.D.O. Mold Detection Canine Team, the team must complete the Basic Odor Recognition Phase of the test with no false alerts (false positives) and no misses (false negatives).

C. **Room Search Phase** — During the Room Search Phase of the test, the team is allowed one false alert (false Positive). The team must find and properly identify the location of all target odors and is not allowed to miss any hide (false negative). All alerts indicated by the handler must be within three (3) feet of the specific location of the hide or the alert is considered false.

D. Upon completion of the testing, the Testing and Certifying Officials will review the choices of the tested handler recorded on the submitted Handler Answer Sheet(s). Based upon this review a pass or fail determination is made by the Testing and Certifying Official who attests through his or her signature(s) to the test's accuracy and propriety.

5. **Retesting**

A. Teams that are unsuccessful on the first attempt at the test are allowed to retest once within twenty-four (24) hours of the first attempt.

B. If the team fails to successfully challenge the test on the second attempt, the team must then wait thirty (30) days, and are recommended to obtain additional training before being eligible to challenge the test again.

6. **Testing Records** — Test related documents will be maintained for thirty (30) days in the event of an appeal. After thirty (30) days, all test related documents will be destroyed. The only record maintained after thirty (30) days will be a record of teams who earned a passing grade.

7. **Appeals Process** — If a tested handler wishes to appeal the results of a test, a written request must be submitted to the Certification Committee within ten (10) calendar days of the test. The request for appeal may be sent via email to secretary@wddo.org, or by mail to W.D.D.O Certification Committee 262 Kennel Dr. Vincent, AL 35178.

A. Each request must contain the name of the handler and the canine along with the company and contact information for the handler and the microchip number for the canine (if applicable), as well as the names of the Testing and Certifying Officials.

B. Each request must also contain the type of test, the date, time, and location of the test, and the specific reasons for an appeal.

C. The Certification Committee will investigate and determine if the test(s) were structured or administered improperly, and notify the handler of its findings in writing.

D. If the Certification Committee finds that a test was structured or administered improperly, the thirty (30) day waiting period before being eligible to retest will be waived, and the handler will be allowed to retest immediately.

E. Any additional costs, or travel expenses incurred for either the Testing/Certifying Official or the handler in the event of an appeal will be the responsibility of the parties involved. W.D.D.O. will not be liable for any additional expenses, or lost income.

1. General

A. Persons wishing to challenge the W.D.D.O. Narcotics Detection Canine Team Certification Test must first be members of the organization in good standing, having paid all applicable membership dues, and completed all appropriate applications. Certificates, as well as other member benefits, will not be awarded to persons that have not met all requirements for membership.

B. Certificates are awarded to members in good standing that successfully challenge all phases of the test. Teams awarded certification under this test will have demonstrated their ability to locate evidence of narcotics in conditions similar to those encountered in the field.

C. Certificates awarded under this test are valid for one (1) year from the date of testing. If at any time within one calendar year from the date of testing, the tested team challenges the test again, and does not earn a passing score, the prior certificate issued will be null and void.

D. Tests are conducted based on "Double Blind" testing methods. Double blind refers to the fact that neither the tested team nor anyone else present during testing is aware of how many hides are placed or the location of hides in search areas or if hides are placed in a given area or room. The number of hides, and/or location(s) of hides are based on randomized choices, typically by rolling a twelve sided die, or through use of a random number generator. The appropriate choices based on the die or random number generator roll are outlined below in Section Two, Test Setup Procedures. All phases of the test shall include at a minimum one blank search area or item, as well as one search area or item containing an appropriate hide.

E. Prior to testing, each handler will be given a copy of the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet. This sheet is a brief overview of how each test is structured, and administered, and includes all applicable rules by which the tested team must adhere. All handlers are required to read and sign, acknowledging their understanding and agreement to comply with the rules of the test. After reading and signing, the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet must be turned in to the Testing and/or Certifying Official.

F. Tests are to be structured and planned by a properly qualified and appointed individual under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly structure such a test. This person is referred to hereafter as the "Testing Official." The Testing Official is responsible for structuring each test, as well as ensuring that all applicable rules and guidelines outlined below are adhered to. When the Camera System is used in lieu of a proctor to observe the tested team(s) during the testing, the Testing Official is also responsible for monitoring the team's progress for the duration of the test.

G. Tests are to be administered by a properly qualified and appointed individual under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly administer such a test. This person is referred to hereafter as the "Certifying Official." The Certifying official is responsible for setting up the test at the direction of the Testing Official, and maintaining the integrity of the test. When the Camera System is used in lieu of a proctor to observe the tested team(s) during the testing, the Certifying Official is also responsible for monitoring the team's progress for the duration of the test.
H. **Camera System** – A camera system may be used to remotely observe the handler during all testing scenarios in place of a Proctor. The Testing and Certifying Officials will monitor the team’s progress as the team challenges the test to ensure that all rules outlined in Section Three of this document and in the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet are followed.

I. Where required by state law or in such situations where deemed necessary by the Testing Official and/or Certifying Official a Proctor is to accompany tested handlers during the test and record all areas chosen by the tested handler as containing hides on the Handler Answer Sheet. If for any reason, the camera system is unavailable for use in monitoring the tested team’s progress during the testing scenario, a proctor must be assigned to accompany the tested handler.

i. The Proctor must be a third, disinterested party with no financial or other interest in the outcome of the test.

ii. The proctor must have no prior knowledge of where, or if any hides are placed in a given area.

iii. Upon completion of the testing, the Proctor will attest through his or her signature on the Handler Answer Sheet, to the test’s accuracy and propriety.

2. **Test Setup Procedure**

A. **Hides**

i. Hides used in this test may include heroin, cocaine, methamphetamines, marijuana, or derivatives. Additional odors may be added, or others removed at the specific request of the tested handler, or the handler’s agency with the approval of the Testing Official.

ii. Each hide should consist of a minimum of one (1) gram to a maximum of one hundred (100) grams.

iii. Each hide should be less than two years old or authenticated by an approved local, State or Federal lab prior to use in a certification. A purity of 85% or greater is recommended.

iv. The type of hide(s) used may vary for each phase of testing, and shall be selected by the Testing Official.

v. No pseudo scents are allowed for use in testing scenarios.

vi. Hides are to be placed in scenarios and allowed to remain there for a minimum of thirty minutes prior to beginning testing.

vii. *Alternative training aids such articles scented with the target odor may be used at the discretion of the Testing Official during an evaluation period between January 31st 2016, and January 31st 2017.*

B. **Basic Odor Recognition Phase**

1) **Scent Boards**

i. Scent boards are to be prepared as follows: on an eight to ten foot long 2 X 4, eight to ten pieces of two inch diameter PVC pipe, approximately three inches in length, are evenly spaced and mounted vertically. Each pipe should have a properly fitting cap with multiple holes drilled through. These holes are to be approximately one eighth of an inch or more in diameter and clustered near the center of the cap.

ii. The Scent Board should resemble the following diagram:
iii. At the discretion of the Testing Official, a suitable replacement, such as empty, unused, clean paint cans, or similar containers deemed suitable by the Testing Official, may be substituted for the scent boards described above.

2) Determining the Number of Hides – The choice as to how many of the pipes will contain hides is based on rolling a twelve sided die, or using a random number generator. The results of this roll is to be recorded on the Test Setup Form
   i. If a one, two, three, or four is rolled, one pipe is to contain a hide. The remaining pipes are blank.
   ii. If a five, six, seven, or eight is rolled, two pipes are to contain a hide. The remaining pipes are blank.
   iii. If a nine, ten, eleven, or twelve is rolled, three pipes are to contain a hide. The remaining pipes are blank.

3) Placement of Hides – The hides are to be placed on the board with at least one blank pipe between pipes containing hides, according to the following procedure. The results of each roll are to be recorded on the Test Setup Form.
   i. Each pipe is to be assigned and clearly marked with a number beginning with one.
   ii. A twelve sided die, or a random number generator is used to determine in which pipes hides should be replaced.
   iii. Depending on the number of pipes included, rolls with a value of nine, ten, eleven, or twelve will be discarded and rerolled if there is no matching pipe or container of that number.
   iv. The first roll will determine the number of the pipe in which the first hide will be placed.
   v. Each subsequent hide, if called for by the initial roll to determine the number of hides, is to be determined by another roll.
   vi. Subsequent rolls that would call for placing a hide in a pipe already containing a hide, or immediately adjacent to a pipe already containing a hide, will be discarded and call for another roll.
   vii. This process is to be repeated until all hides have been placed in accordance with the procedures outlined here.

C. Room Search Phase

1) The Room Search Phase is to consist of four rooms, or distinct areas. Each room or area will be assigned a unique number of one through four.

2) No one room will contain more than one hide.

3) A minimum of one of the rooms will be "blank," in that no hides will be placed in that room.

4) A minimum of one room will contain a hide placed in accordance with the procedures outlined below.

5) Number of Hides to be Placed – To determine the number of rooms containing a hide, a twelve sided die, or a random number generator is used. The result of this roll is to be recorded on the Test Setup Form.
   i. If a one, two, three, or four is rolled, one hide is to be placed in one of the rooms, and the other three rooms are to be blank.
   ii. If a five, six, seven, or eight is rolled, two hides are to be placed in two of the rooms, and the other two rooms are to be blank.
iii. If a nine, ten, eleven, or twelve is rolled, three hides are to be placed in three of the rooms, and the fourth room is to be blank.

6) Identifying Rooms in Which Hides are to be Placed – To determine which of the rooms will contain hides a twelve sided die, or random number generator is used. The results of each roll are recorded on the Test Setup Form.

   i. A roll of one, two, or three indicates that the hide is to be placed in the room, or area numbered as one.

   ii. A roll of four, five, or six indicates that the hide is to be placed in the room, or area numbered as two.

   iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the room, or area numbered as three.

   iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the room, or area numbered as four.

   v. The first hide is to be placed based on the roll as indicated here in this section. Each subsequent hide will be determined according to the same process, taking into account that duplicate rolls, and rolls that would cause a second hide to be hidden in the same room or area will be discarded, and call for an additional roll until all hides have been placed in accordance with these procedures.

7) Placing the Hides – The location of hides placed in each room is to be determined by rolling a twelve sided die, or use of a random number generator. This is the recommended best practice for placing hides within the assigned rooms, but the Testing Official may place the hides within the assigned rooms using his or her discretion if deemed necessary. The location of each hide is to be recorded on the Test Setup Form.

   a. Each room is to be divided into four quadrants, individually numbered one through four.

      i. A roll of one, two, or three indicates that the hide is to be placed in the quadrant numbered as one.

      ii. A roll of four, five, or six indicates that the hide is to be placed in the quadrant numbered as two.

      iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the quadrant numbered as three.

      iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the quadrant numbered as four.

   b. This process is to be repeated for each room determined to contain a hide, until all hides have been placed.

D. Vehicle Search Phase

1) Three uncontaminated vehicles shall be used for the Vehicle Search Phase of testing. Each vehicle shall be assigned a unique number of one through three.

2) No one vehicle will contain more than one hide.

3) A minimum of one of the vehicles will be “blank,” in that no hides will be placed on that vehicle.

4) Number of Hides to be Placed – To determine the number of vehicles containing a hide, a twelve sided die, or a random number generator is used. The result of this roll is to be recorded on the Test Setup Form.

   i. If a one, two, three, or four is rolled, one hide is to be placed on one of the vehicles, and the other two vehicles are to be blank.
ii. If a five, six, seven, or eight is rolled, one hide is to be placed on two of the vehicles, and the other vehicle is to be blank.

iii. If a nine, ten, eleven, or twelve is roll, no hides are to be placed on any of the vehicles.

5) **Identifying Vehicles on Which Hides are to be Placed** – To determine which of the vehicles on which a hide will be placed a twelve sided die, or random number generator is used. The results of each roll are recorded on the Test Setup Form.
   i. A roll of one, two, three, or four indicates that the hide is to be placed on the vehicle numbered as one.
   ii. A roll of five, six, seven, or eight indicates that the hide is to be placed on the vehicle numbered as two.
   iii. A roll of nine, ten, eleven, or twelve indicates that the hide is to be placed on the vehicle numbered as three.
   iv. The first hide is to be placed based on the roll as indicated here in this section. Each subsequent hide will be determined according to the same process, taking into account that duplicate rolls, and rolls that would cause a second hide to be hidden on the same vehicle will be discarded, and call for an additional roll until all hides have been placed in accordance with these procedures.

6) **Placing the Hides** – The location of hides placed on each vehicle is to be determined by rolling a twelve sided die, or use of a random number generator. This is the recommended best practice for placing hides on the assigned vehicles, but the Testing Official may place the hides using his or her discretion if deemed necessary. The location of each hide is to be recorded on the Test Setup Form.
   a) Each vehicle is to be divided into four quadrants, individually numbered one through four.
      i. A roll of one, two, or three indicates that the hide is to be placed in the quadrant numbered as one.
      ii. A roll of four, five, or six indicates that the hide is to be placed in the quadrant numbered as two.
      iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the quadrant numbered as three.
      iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the quadrant numbered as four.
   b) This process is to be repeated for each vehicle determined to contain a hide, until all hides have been placed.

3. **Testing Procedures**
   A. **Security**
      i. After planning the test, and placing the hides in the test area, the Testing and/or Certifying Official is to maintain strict control of the form(s) containing information regarding test answers until after testing is complete.
      ii. Separate areas are to be designated for handlers who are preparing to test, and handlers who have completed testing. Until testing is completed the two groups should remain separate.
      iii. Upon a handler’s completion of a test, his or her Handler Answer Sheet should be immediately turned in to the Testing or Certifying Official.
iv. During the test, handlers are not allowed to move, open, or disturb any items, or otherwise in any manner alter an area in an attempt to visually confirm or reveal the presence or absence of a hide. Doing so will result in disqualification.

v. During the test, the handler is not allowed to receive any form of help, advice, or instruction by any means from anyone. If the Testing/Certifying Official (or Proctor where applicable) becomes aware of any such outside influence, the team will be disqualified.

B. Basic Odor Recognition Phase

i. Tested teams will first have to successfully challenge the Odor Recognition Test.

ii. Tested teams will have a total of not more than ten (10) minutes to complete the Basic Odor Recognition Phase.

iii. Handlers will enter the testing area alone, or with a Proctor when applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.

iv. The tested handler, or proctor where applicable, will record the handler’s choices on the Handler Answer Sheet.

v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.

vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

C. Room Search Phase

i. After successful completion of the Basic Odor Recognition Phase, the tested handler will move on to the Room Search Phase.

ii. Tested teams will have a total of not more than twenty (20) minutes to complete the Room Search Phase.

iii. Handlers will enter the testing area alone, or with a proctor where applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.

iv. The tested handler, or proctor where applicable will record the handler’s choices on the Handler Answer Sheet.

v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.

vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

D. Vehicle Search Phase

i. After successful completion of the Room Search Phase, the tested handler will move on to the Vehicle Search Phase.

ii. Tested teams will have a total of not more than ten (10) minutes to complete the Vehicle Search Phase.

iii. Handlers will enter the testing area alone, or with a proctor where applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.
iv. The tested handler, or proctor where applicable will record the handler’s choices on the Handler Answer Sheet.

v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.

vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

4. Scoring

A. Recording Results – Alerts for each phase of the test are to be recorded in the Handler Answer Sheet by the handler or the accompanying Proctor where applicable. The Handler Answer Sheet is reviewed by the tested handler to ensure that it accurately represents the handler’s choices of alerts. The form is then signed by the handler and by the Proctor where applicable and submitted to the Testing and/or Certifying Official for review.

i. No person other than the tested handler is allowed to interpret the canine’s behavior. It is the sole responsibility of the tested handler to interpret the actions of the canine, and identify areas where the canine has indicated the presence of the target odor.

ii. It is the sole responsibility of the tested handler to clearly and accurately communicate and record (or where applicable, have the Proctor record) the specific area(s) identified by the canine as the areas containing the target odor.

iii. Failure to successfully pass any phase of the test will be considered as a fail for the entire test.

B. Odor Recognition Phase – In order to be awarded certification as a W.D.D.O. Narcotics Detection Canine Team, the team must complete the Basic Odor Recognition Phase of the test with no false alerts (false positives) and no misses (false negatives).

C. Room Search Phase – During the Room Search Phase of the test, the team is allowed one false alert (false Positive). The team must find and properly identify the location of all target odors and is not allowed to miss any hide (false negative). All alerts indicated by the handler must be within three (3) feet of the specified location of the hide or the alert is considered false.

D. Vehicle Search Phase – To successfully complete the Vehicle Search Phase, the team must properly identify the location of all target odors, and must properly indicate which vehicle(s) does not contain the target odor. The team is not allowed to have any false alerts (false positives) or misses (false negatives). All alerts indicated by the handler must be within three (3) feet of the specified location of the hide or the alert is considered false.

E. Upon completion of the testing, the Testing and Certifying Officials will review the choices of the tested handler recorded on the submitted Handler Answer Sheet(s). Based upon this review a pass or fail determination is made by the Testing and Certifying Official who attests through his or her signature(s) to the test’s accuracy and propriety.

5. Retesting

A. Teams that are unsuccessful on the first attempt at the test are allowed to retest once within twenty-four (24) hours of the first attempt.

B. If the team fails to successfully challenge the test on the second attempt, the team must then wait thirty (30) days, and are recommended to obtain additional training before being eligible to challenge the test again.
6. **Testing Records** — Test related documents will be maintained for thirty (30) days in the event of an appeal. After the thirty (30) day appeal window, all test related documents will be destroyed. The only record maintained after thirty (30) days will be a record of teams who earned a passing grade.

7. **Appeals Process** — If a tested handler wishes to appeal the results of a test, a written request must be submitted to the Certification Committee within ten (10) calendar days of the test. The request for appeal may be sent via email to secretary@wddo.org, or by mail to W.D.D.O Certification Committee 262 Kennel Dr. Vincent, AL 35178.

   A. Each request must contain the name of the handler and the canine along with the company and contact information for the handler and the microchip number for the canine (if applicable), as well as the names of the Testing and Certifying Officials.
   
   B. Each request must also contain the type of test, the date, time, and location of the test, and the specific reasons for an appeal.
   
   C. The Certification Committee will investigate and determine if the test(s) were structured or administered improperly, and notify the handler of its findings in writing.
   
   D. If the Certification Committee finds that a test was structured or administered improperly, the thirty (30) day waiting period before being eligible to retest will be waived, and the handler will be allowed to retest immediately.
   
   E. Any additional costs, or travel expenses incurred for either the Testing/Certifying Official or the handler in the event of an appeal will be the responsibility of the parties involved. W.D.D.O. will not be liable for any additional expenses, or lost income.

1. General

A. Persons wishing to challenge the W.D.D.O. Termite Detection Canine Team Certification Test must first be members of the organization in good standing, having paid all applicable membership dues, and completed all appropriate applications. Certificates, as well as other member benefits, will not be awarded to persons that have not met all requirements for membership.

B. Certificates are awarded to members in good standing that successfully challenge all phases of the test. Teams awarded certification under this test will have demonstrated their ability to locate evidence of a termite infestation in conditions similar to those encountered in the field.

C. Certificates awarded under this test are valid for one (1) year from the date of testing. If at any time within one calendar year from the date of testing, the tested team challenges the test again, and does not earn a passing score, the prior certificate issued will be null and void.

D. Tests are conducted based on “Double Blind” testing methods. Double blind refers to the fact that neither the tested team nor anyone else present during testing is aware of how many hides are placed or the location of hides in search areas or if hides are placed in a given area or room. The number of hides, and/or location(s) of hides are based on randomized choices, typically by rolling a twelve sided die, or through use of a random number generator. The appropriate choices based on the die or random number generator roll are outlined below in Section Two, Test Setup Procedures. All phases of the test shall include at a minimum one blank search area or item, as well as one search area or item containing an appropriate hide.

E. Prior to testing, each handler will be given a copy of the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet. This sheet is a brief overview of how each test is structured, and administered, and includes all applicable rules by which the tested team must adhere. All handlers are required to read and sign, acknowledging their understanding and agreement to comply with the rules of the test. After reading and signing, the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet must be turned in to the Testing and/or Certifying Official.

F. Tests are to be structured and planned by a properly qualified and appointed individual under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly structure such a test. This person is referred to hereafter as the “Testing Official.” The Testing Official is responsible for structuring each test, as well as ensuring that all applicable rules and guidelines outlined below are adhered to. When the Camera System is used in lieu of a proctor to observe the tested team(s) during the testing, the Testing Official is also responsible for monitoring the team’s progress for the duration of the test.

G. Tests are to be administered by a properly qualified and appointed individual under W.D.D.O. guidelines and procedures as possessing the knowledge and experience to properly administer such a test. This person is referred to hereafter as the “Certifying Official.” The Certifying official is responsible for setting up the test at the direction of the Testing Official, and maintaining the integrity of the test. When the Camera System is used in lieu of a proctor to observe the tested team(s) during the testing, the Certifying Official is also responsible for monitoring the team’s progress for the duration of the test.
H. **Camera System** – A camera system may be used to remotely observe the handler during all testing scenarios in place of a Proctor. The Testing and Certifying Officials will monitor the teams progress as the team challenges the test to ensure that all rules outlined in Section Three of this document and in the W.D.D.O. Double Blind Canine Scent Detection Certification Test Overview Sheet are followed.

I. Where required by state law or in such situations where deemed necessary by the Testing Official and/or Certifying Official a Proctor is to accompany tested handlers during the test and record all areas chosen by the tested handler as containing hides on the Handler Answer Sheet. If for any reason, the camera system is unavailable for use in monitoring the tested team’s progress during the testing scenario, a proctor must be assigned to accompany the tested handler.

   i. The Proctor must be a third, disinterested party with no financial or other interest in the outcome of the test.

   ii. The proctor must have no prior knowledge of where, or if any hides are placed in a given area.

   iii. Upon completion of the testing, the Proctor will attest through his or her signature on the Handler Answer Sheet, to the test’s accuracy and propriety.

2. **Test Setup Procedure**

   A. **Hides**

      i. Hides used in this test are to contain a varying number of live adult insects, numbering no less than ten (10) and no more than one hundred (100), to present varied amounts of odor in search scenarios. If a substrate is included in the hide, it should be a neutral material such as blank cardboard.

      ii. No containers or insects or substrate or any other items or materials are to be used in these tests that have ever been treated with or exposed to any pesticides of any type or form whatsoever, whether natural, chemical or any other method.

      iii. No pseudo scents or scented toys are allowed for use in testing scenarios.

      iv. Hides are to be placed in scenarios and allowed to remain there for a minimum of thirty minutes prior to beginning testing.

   B. **Basic Odor Recognition Phase**

      1) **Scent Boards**

         i. Scent boards are to be prepared as follows: on an eight to ten foot long 2 X 4, eight to ten pieces of two inch diameter PVC pipe, approximately three inches in length, are evenly spaced and mounted vertically. Each pipe should have a properly fitting cap with multiple holes drilled through. These holes are to be approximately one eighth of an inch or more in diameter and clustered near the center of the cap.

         ii. The Scent Board should resemble the following diagram:

         ![Scent Board Diagram]

         iii. At the discretion of the Testing Official, a suitable replacement, such as empty, unused, clean paint cans, or similar containers deemed suitable by the Testing Official, may be substituted for the scent boards described above.
2) **Determining the Number of Hides** – The choice as to how many of the pipes will contain hides is based on rolling a twelve sided die, or using a random number generator. The results of this roll is to be recorded on the Test Setup Form.
   i. If a one, two, three, or four is rolled, one pipe is to contain a hide. The remaining pipes are blank.
   ii. If a five, six, seven, or eight is rolled, two pipes are to contain a hide. The remaining pipes are blank.
   iii. If a nine, ten, eleven, or twelve is rolled, three pipes are to contain a hide. The remaining pipes are blank.

3) **Placement of Hides** – The hides are to be placed on the board with at least one blank pipe between pipes containing hides, according to the following procedure. The results of each roll are to be recorded on the Test Setup Form.
   i. Each pipe is to be assigned and clearly marked with a number beginning with one.
   ii. A twelve sided die or a random number generator is used to determine in which pipes hides should be replaced.
   iii. Depending on the number of pipes included, rolls with a value of nine, ten, eleven, or twelve will be discarded and rerolled if there is no matching pipe or container of that number.
   iv. The first roll will determine the number of the pipe in which the first hide will be placed.
   v. Each subsequent hide, if called for by the initial roll to determine the number of hides, is to be determined by another roll.
   vi. Subsequent rolls that would call for placing a hide in a pipe already containing a hide, or immediately adjacent to a pipe already containing a hide, will be discarded and call for another roll.
   vii. This process is to be repeated until all hides have been placed in accordance with the procedures outlined here.

C. **Room Search Phase**
1) The Room Search Phase is to consist of four rooms, or distinct areas. Each room or area will be assigned a unique number of one through four.
2) No one room will contain more than one hide.
3) A minimum of one of the rooms will be “blank,” in that no hides will be placed in that room.
4) A minimum of one room will contain a hide placed in accordance with the procedures outlined below.
5) **Number of Hides to be Placed** – To determine the number of rooms containing a hide, a twelve sided die, or a random number generator is used. The result of this roll is to be recorded on the Test Setup Form.
   i. If a one, two, three, or four is rolled, one hide is to be placed in one of the rooms, and the other three rooms are to be blank.
   ii. If a five, six, seven, or eight is rolled, two hides are to be placed in two of the rooms, and the other two rooms are to be blank.
   iii. If a nine, ten, eleven, or twelve is rolled, three hides are to be placed in three of the rooms, and the fourth room is to be blank.
6) **Identifying Rooms in Which Hides are to be Placed** – To determine which of the rooms will contain hides a twelve sided die, or random number generator is used. The results of each roll are recorded on the Test Setup Form.
   i. A roll of one, two, or three indicates that the hide is to be placed in the room, or area numbered as one.
   ii. A roll of four, five, or six indicates that the hide is to be placed in the room, or area numbered as two.
   iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the room, or area numbered as three.
   iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the room, or area numbered as four.
   v. The first hide is to be placed based on the roll as indicated here in this section. Each subsequent hide will be determined according to the same process, taking into account that duplicate rolls, and rolls that would cause a second hide to be hidden in the same room or area will be discarded, and call for an additional roll until all hides have been placed in accordance with these procedures.

7) **Placing the Hides** – The location of hides placed in each room is to be determined by rolling a twelve sided die, or use of a random number generator. This is the recommended best practice for placing hides within the assigned rooms, but in certain situations, such as a lack of adequate hiding places, the Testing Official may place the hides within the assigned rooms using his or her discretion. The location of each hide is to be recorded on the Test Setup Form.
   a. Each room is to be divided into four quadrants, individually numbered one through four.
      i. A roll of one, two, or three indicates that the hide is to be placed in the quadrant numbered as one.
      ii. A roll of four, five, or six indicates that the hide is to be placed in the quadrant numbered as two.
      iii. A roll of seven, eight, or nine indicates that the hide is to be placed in the quadrant numbered as three.
      iv. A roll of ten, eleven, or twelve indicates that the hide is to be placed in the quadrant numbered as four.
   b. This process is to be repeated for each room to contain a hide, until all hides have been placed.

3. **Testing Procedures**
   A. **Security**
      i. After planning the test, and placing the hides in the test area, the Testing and/or Certifying Official is to maintain strict control of the form(s) containing information regarding test answers until after testing is complete.
      ii. Separate areas are to be designated for handlers who are preparing to test, and handlers who have completed testing. Until testing is completed the two groups should remain separate.
      iii. Upon a handler's completion of a test, his or her Handler Answer Sheet should be immediately turned in to the Testing or Certifying Official.
iv. During the test, handlers are not allowed to move, open, or disturb any items, or otherwise in any manner alter an area in an attempt to visually confirm or reveal the presence or absence of a hide. Doing so will result in disqualification.

v. During the test, the handler is not allowed to receive any form of help, advice, or instruction by any means from anyone. If the Testing/Certifying Official (or Proctor where applicable) becomes aware of any such outside influence, the team will be disqualified.

B. Basic Odor Recognition Phase
   i. Tested teams will first have to successfully challenge the Basic Odor Recognition Test.
   ii. Tested teams will have a total of not more than ten (10) minutes to complete the Basic Odor Recognition Phase.
   iii. Handlers will enter the testing area alone, or with a Proctor when applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.
   iv. The tested handler, or proctor where applicable, will record the handler’s choices on the Handler Answer Sheet.
   v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.
   vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

C. Room Search Phase
   i. After successful completion of the Basic Odor Recognition Phase, the tested handler will move on to the Room Search Phase.
   ii. Tested teams will have a total of not more than twenty (20) minutes to complete the Room Search Phase.
   iii. Handlers will enter the testing area alone, or with a proctor where applicable. The Testing and Certifying Official will observe the test through the use of the camera system monitoring the testing area. If the camera system is unavailable for use in monitoring the test for any reason, a proctor must be used.
   iv. The tested handler, or proctor where applicable will record the handler’s choices on the Handler Answer Sheet.
   v. Upon completion of the test scenario, the handler will review the Handler Answer Sheet to ensure that it accurately records their choices.
   vi. The handler and the Proctor where applicable, will sign the Handler Answer Sheet and immediately turn it in to the Testing and/or Certifying Official.

4. Scoring
   A. Recording Results – Alerts for each phase of the test are to be recorded on the Handler Answer Sheet by the handler or the accompanying Proctor where applicable. The Handler Answer Sheet is reviewed by the tested handler to ensure that it accurately represents the handler’s choices of alerts. The form is then signed by the handler and by the Proctor where applicable and submitted to the Testing and/or Certifying Official for review.
      i. No person other than the tested handler is allowed to interpret the canine’s behavior. It is the sole responsibility of the tested handler to interpret the actions of the canine, and identify areas where the canine has indicated the presence of the target odor.
ii. It is the sole responsibility of the tested handler to clearly and accurately communicate and record (or where applicable, have the Proctor record) the specific area(s) identified by the canine as the areas containing the target odor.

iii. Failure to successfully pass any phase of the test will be considered as a fail for the entire test.

B. Odor Recognition Phase – In order to be awarded certification as a W.D.D.O. Termite Detection Canine Team, the team must complete the Basic Odor Recognition Phase of the test with no false alerts (false positives) and no misses (false negatives).

C. Room Search Phase – During the Room Search Phase of the test, the team is allowed one false alert (false Positive). The team must find and properly identify the location of all target odors and is not allowed to miss any hide (false negative). All alerts indicated by the handler must be within three (3) feet of the specific location of the hide or the alert is considered false.

D. Upon completion of the testing, the Testing and Certifying Officials will review the choices of the tested handler recorded on the submitted Handler Answer Sheet(s). Based upon this review a pass or fail determination is made by the Testing and Certifying Official who attests through his or her signature(s) to the test’s accuracy and propriety.

5. Retesting

A. Teams that are unsuccessful on the first attempt at the test are allowed to retest once within twenty-four (24) hours of the first attempt.

B. If the team fails to successfully challenge the test on the second attempt, the team must then wait thirty (30) days, and are recommended to obtain additional training before being eligible to challenge the test again.

6. Testing Records – Test related documents will be maintained for thirty (30) days in the event of an appeal. After thirty (30) days, all test related documents will be destroyed. The only record maintained after thirty (30) days will be a record of teams who earned a passing grade.

7. Appeals Process – If a tested handler wishes to appeal the results of a test, a written request must be submitted to the Certification Committee within ten (10) calendar days of the test. The request for appeal may be sent via email to secretary@wddo.org, or by mail to W.D.D.O Certification Committee 262 Kennel Dr. Vincent, AL 35178.

A. Each request must contain the name of the handler and the canine along with the company and contact information for the handler and the microchip number for the canine (if applicable), as well as the names of the Testing and Certifying Officials.

B. Each request must also contain the type of test, the date, time, and location of the test, and the specific reasons for an appeal.

C. The Certification Committee will investigate and determine if the test(s) were structured or administered improperly, and notify the handler of its findings in writing.

D. If the Certification Committee finds that a test was structured or administered improperly, the thirty (30) day waiting period before being eligible to retest will be waived, and the handler will be allowed to retest immediately.

E. Any additional costs, or travel expenses incurred for either the Testing/Certifying Official or the handler in the event of an appeal will be the responsibility of the parties involved. W.D.D.O. will not be liable for any additional expenses, or lost income.
Minutes from WDDO Board Meeting

From: March 5, 2014

Meeting started at 7:00 pm CT via conference call

In attendance: Steve Yerger, Sandy Yerger, Jim Latimer, Chelsea Latimer, David Latimer, Steve Dodge, Scott Mullaney, & Larry Meyers.

1. Minutes from last Board Meeting where read by Chelsea Latimer
2. David made to approve minutes from last board meeting.
   - Jim 2nd the motion
   - Voting was unanimous (among members present)
3. Scott-8 people attended Red Cross 1st Aid Conference.
   - WDDO made $200.00
   - Pictures were taken to be added to website.
4. Scott-Picture of Dalmatian was removed from the website & replaced with a pictures of Cooper
   - Same photographer (who took the picture of Cooper) will be coming to the conference
5. Scott-Certified Members are now listed by state on the website
6. Scott-WDDO is officially one of the approved detection certification agencies for Washington, DC.
   - David-Suggested we emphasize that on the web site.
7. Steve Y-Has Scott talked to North Carolina yet?
   - Scott-PA is next & has not been able to get NC yet.
8. Scott-NPMA has put out a letter of interest to K9 committee.
   - James Ko will be applying for it
   - Jim- Will also be applying to the committee
9. Chelsea-Contacted the WDDO website guy, Randy, & she is now the only approved person to make changes to the website
   - Anyone who wants to make changes must go through Chelsea then she will send it to Randy.
10. Steve D.- WDDO Stickers for sale: 3 & 5 inch with WDDO Logo & 3 & 5 inch with K9 Inside.
    - Already sold $83.00 worth
    - Will be bringing to the upcoming Conference to sell
    - They are at a 100% mark up.
    - Profits go to WDDO
    - Steve D will need to be reimbursed (At Conference)
11. Steve Y- Do we know how many members will be attending the Conference?
    - Chelsea- Has only received 4 applications (at that time)
12. Steve Y- Chelsea are you able to receive the apps online?
    - Chelsea- Yes, & she had Randy set her up an email which is secretary@wddo.org.
13. David motioned-Chelsea to talk to Randy about getting a paypal account set up. Need to know if it will go over his 1 hour & if it does how much will it cost. If it is within his 1 hour for Chelsea to give the go ahead to have it done.
   • Scott 2nd the motion
   • Voting was unanimous
14. Jim-Sandy can still set up a paypall account without it being on the website.
   • Chelsea needs to have Randy contact Sandy when he is approved to put paypal on website.
15. Chelsea- Her & Sandy will have a table set up at the Conference for those who haven’t paid their dues & or Conference fees yet. Members need to pay before aloud to test & or to attend the Conference.
16. David-Talk to Lisa Litt. She agreed to attend the Conference & give a speech.
   • Lisa is staying with Larry to save WDDO money.
   • Approximate costs to fly here here should be around $500.
   • Other expenses will include her food etc.
17. David-Talking to Rod Glover to come & attend Conference & speak
   • Would like to have a round table discussion with Rod, Larry, & Lisa about the state test.
18. Sandy-Steve D & Jim’s are up for reelection this year.
19. Steve D-Dr. Wagner invited us to visit & see the vapor trail study.
20. Steve D- Is going to visit with the lady with diabetes dog association to find out about how they are testing & if it really is double blind.
21. David- How do we gather data from our test?
22. David- We need to come up with a scoring system.
23. Jim-We need to get a current copy of the test up on the website.
   • David needs to submit the test to be approved.
24. Sandy- Is Lisa Litt going to need a per diem?
   • David-We should just reimburse her for her expenses.
25. Sandy-Will there be a meeting before the Conference
   • There will be a board meeting set up the Wednesday before the conference starts.
26. Jim- Motion to adjourn meeting
   • David 2nd
27. Meeting ended at 8:08 pm CT
Meeting started at 7:00 pm CT via conference call

In attendance: Steve Dodge, Scott Mullaney, Larry Meyers, Jim Latimer, Chelsea Latimer, & David Latimer.

1. We need to include Karen Olsen, the Vice President
2. Scott Mullaney is putting together a K9 First Aid conference through The Red Cross in March.
   - Cost to WDDO is $75 per attendee
   - WDDO is going to charge $100 per attendee
3. Scott: JC Ehrlich is only using K9 teams that are certified through WDDO or Nesdca.
   - They need proof of certification so Chelsea needs to get everyone who is certified on the website
4. Steve Dodge: Question for the web designer; How is his fee paid? Is it a flat charge or is there a charge for each entry?
   - Scott: He believes we pay a monthly hosting fee that includes 3 hours of support.
5. Jim: Chelsea needs to be the sole point of contact to the web site designer & all web site related matters need to go through Chelsea.
   - Scott: Needs put in writing that the web site designer will only make changes at the direction of the WDDO Secretary.
   - Steve D: Web site designer needs to send his time to the WDDO Secretary so we can manage the 3 hours of support to afford being over charged.
6. Steve D: Talked about updating the registration form for new members & adding a renewal form for past members.
   - Chelsea needs to get with Steve Dodge & Don McAndrews to develop those forms
   - After forms are developed, they will be approved by the Board Members before put on the website
7. Scott: He wants the picture of the Dalmatian on the front of the website removed & replaced with something more appropriate with scent detection.
   - Jim: Picture of the 2 officers holding up narcotics finds needs to be removed as well & replaced with something more generic with scent detection. (suggestion from Jim after meeting was adjourned)
8. David: Did we vote on how much the secretary gets paid?
   - Jim: Yes. We voted on that at the conference board meeting in March of 2013 & the notes have been lost
   - Scott: Made a motion to pay the secretary $15 per hour.
     - Larry 2nd the motion
     - Voting was unanimous among the attendees.
9. Larry: Contacted Jim Fredericks at NPMA about research projects on scent detection. No response from him yet.
   - Larry: Do we need to send a speaker to the NPMA conference?
   - Steve D: Yes.
   - Steve D: Wants to submit Russ McAndrews (as an alternative to Sandy Sylvester who can’t not attend for she doesn’t travel) to speak on the importance & value of keeping good training & deployment records & testifying in the court room as a K9 handler.

10. David Latimer Motioned to adjourn.

11. Meeting ending at 7:35 pm CT.
Minutes of Annual Board Meeting

Of

World Detector Dog Organization

The annual Meeting of Board Members of the above named company was held at:

Date: April 13, 2013

Time: 6:40 pm

Place: Chinese Restaurant, Childersburg, AL

The following members were present in person:

David Latimer    Britt Bolen
James Latimer    Steven Dodge
Steven Yerger    Sandra Yerger

The meeting was called to order by Steven Yerger, was moved, seconded and unanimously carried that Britt Bolen act as Chairperson/Manager and that Sandra Yerger act as Secretary.

The Chairperson announced that the annual meeting of members was convened pursuant to due notice.

The secretary read the minutes of the previous meeting of the members held on March 23, 2012. Britt Bolen motioned to approve minutes from last meeting as read; James Latimer seconded the motion, motion passed unanimously.

The President, Steven Yerger, reported on the business and affairs of the Corporation generally.

Membership currently stands at thirty-one (31) persons.

The treasurer, Sandra Yerger, reported on the financial status of the Corporation and attached herein is the Financial Statement. David Latimer motioned to approve financial statement, Steven Dodge seconded the motion. Motion passed unanimously.

The Secretary stated that the terms for Board Members Britt Bolen and Scott Mullaney have expired and were renewed by members at meeting April 12, 2013.
Old Business

Agenda:

A. Membership Enhancement
B. Associate memberships, shelter discussed by Chelsea Lehr Latimer
C. Co-author a citation index
D. Clinic Day before testing

David Latimer motioned for Secretary to contact Scott Mullaney for approval to pursue benefits for members

2nd: Steven Yerger  Motion passed unanimously

David Latimer motioned for James Latimer to discuss with Chelsea Latimer regarding action regarding associate members and shelters

2nd: Steven Dodge  Motion passed unanimously

David Latimer motioned for David Latimer to contact Larry Myers to determine status of his motion to co-author a citation index.

2nd Steven Dodge  Motion passes 3-1 in favor

James Latimer motioned to have a clinic day prior to a conference, rates and fees to be established

2nd Steven Dodge  Motion passes unanimously

Definition of Clinic Day: multi-discipline group rate day of training established at cost to handler of $150/team, $25 administrative fee, $75 per additional canine; a maximum of 5 handlers and seven canines will be allowed for any given day, 9am-5pm. These bookings will be made on a first come-first serve basis. Reservations shall be made 30 days in advance.

New Business

Agenda:

A. Create Position of Certifying Official
B. Create A CEU Program
C. Create an Ethics Committee
D. Establish Term Limits for Officers of the Board
E. Modification of Secretary Position by Definition to Include Membership Director
F. Modification of Treasurer Position to be paid with monthly statements given to board for review
G. Membership Fee Changes / Conference Fee Schedule
H. Set Dates & Location for Yearly conference
I. Certificate Distribution

Discussion held regarding position of Certifying Official. David Latimer will continue development of protocols. See attached protocols for consideration.

Britt Bolen motioned to obtain a camera set and begin videotaping all certification tests

2nd James Latimer  Motion passes unanimously

David Latimer motioned to authorize Steven Yerger to continue investigations with Carol Cobine regarding the establishment of a Continuing Education program

2nd James Latimer  Motion passes unanimously

David Latimer motioned to create an Investigative Ethics committee and give them authority to suspend or revoke membership based on an investigation of a complaint. The committee may also choose a sanction.

2nd Britt Bolen  Motion passes unanimously

David Latimer motioned that the duly elected Board of Directors or their appointees serve as the member of the Investigative Ethics committee.

2nd Britt Bolen  Motion carries unanimously

Steven Dodge motioned that Scott Mullaney investigate what ethics requirements are presently in force in Maryland for members of Non Profit boards, and whether or not Board Members must complete any tests.

2nd David Latimer  Motion carried unanimously

Steven Yerger motioned that the officers are to be appointed by the Board of Directors for a term of 2 years and may serve an unrestricted number of terms.

2nd David Latimer  Motion carried unanimously

David Latimer motioned to modify the position of secretary to become secretary/membership director and offer compensation for this position, whose compensation will be established at a later date after the job description is created.

2nd James Latimer  Motion carried unanimously
Britt Bolen motioned to establish Sandra Yerger to initiate the basic job description of above position.

2nd Steven Dodge       Motion carried unanimously

David Latimer motioned to authorize treasurer to provide monthly financial reports to Board Members and make them available on a quarterly basis to any members upon written request. In addition, a job description of the treasurer will be established and electronically dispersed to board members for approval. Compensation will be established based on job description and approved by Board.

2nd James Latimer      Motion carried unanimously

David Latimer motioned to initiate discussion regarding amount needed and disposition of funds collected in order to modify current fee structure and the Board will make a decision based on gathered information in 90 days (July 13, 2013).

2nd Britt Bolen        Motion carried unanimously

Steven Dodge motioned that the annual conference is established to be in Vincent, AL on the last weekend of March yearly, unless a date change is determined necessary by the board.

2nd James Latimer      Motion carried unanimously

James Latimer motioned that the Board will entertain proposals from any member desiring to host a WDDO-sponsored conference. This conference could, at the discretion of the Board, be held in lieu of, at the same time, as the annual AL conference or at a different time. The proposals must be submitted, reviewed and approved by the Board. The request shall be received by the Board six (6) months prior to desired conference dates.

2nd Steven Dodge       Motion carried unanimously

James Latimer motioned that distribution of WDDO certificates for certified K-9 teams will be assigned as a duty of the secretary/membership director. However prior to the establishment of that position, James Latimer will complete and distribute certificates. Ann Spector will submit within thirty (30) days a modified certificate to the Board for their approval.

2nd Steven Dodge       Motion carried unanimously

Point of Order: Sandra Yerger tendered her resignation as the treasurer.

Steven Dodge motioned to reinstate Sandra Yerger to position of treasurer until such time as the newly established compensated position is filled.

2nd Britt Bolen        Motion carried unanimously
David Latimer motioned the Larry Myers be accepted as a lifetime member of WDDO with no assessment of membership fees based on the significant contribution he has made to WDDO.

2nd Steven Dodge  Motion carried unanimously

James Latimer motioned that WDDO members of any organization (business) who host a conference, and Board members and officers, be exempted from said conference fee. However certification fees will apply.

2nd Steven Dodge  Motion carried unanimously

David Latimer motioned to adjourn meeting at 9:30pm, Steven Dodge seconded motion.

Motion passed unanimously.

Respectfully submitted,

Sandra Yerger
Treasurer,
Acting Secretary
Protocols to be discussed and submitted for agenda by David Latimer:

I. **PROCTORS / CERTIFYING OFFICIALS:**

Change the title from proctor to “Certifying Official” – (referred to as CO hereafter)

CO is to have no business, familial, financial or business interest in the tested K9 or with the handler

CO is paid a fee for each tested team and reimbursed any necessary travel expense

CO should be paid at suggested rate of $25 per tested team and have reasonable travel expenses reimbursed

CO is to have final authority in whether a team has passed or failed a test

All tests are to be set up and all hides placed at the direction of or by a Master Trainer or other qualified individual as outlined in WDDO by laws.

Master Trainer or other qualified individual is to be paid at rate of $50 per tested team and have reasonable travel expenses reimbursed
Tests may be observed by the Trainer or other qualified official who set up the test, via a camera carried or worn by the CO.

Establish an appeals board for any issues or complaints about the administration of certification testing consisting of 3-4 board members.

II. EXCERPTS FROM AL TEST PROCEDURES

Concerning Appeals Board

In the case of a dispute between the Certifying Official and the tested handler, the Master Trainer should meet with the Certifying Official and tested handler and attempt to resolve any question concerning the team's performance. If the Master Trainer cannot satisfactorily resolve the disagreements between the tested handler and the Certifying Official, the Master Trainer may, at his or her discretion:

- Review the video of the test.
- Make a decision, based on his or her review, whether the team should be awarded certification. Refer the matter to the board described below.
- If the Master Trainer determines that he cannot resolve a dispute over certification, the matter is referred to a board of three individuals, appointed by AFC to review all relevant facts and circumstances surrounding a particular certification test.

This board may at its discretion, choose to:

- In the case of the team being failed by the Certifying Official but passed by the Master Trainer, the board may:
  - Allow the team to re-test immediately
  - Affirm the decision of the Master Trainer in contradiction with the Certifying Official

- In the case of the team being failed by the Master Trainer after receiving a passing score from the Certifying Official, the board may:
  - Order an immediate re-test under another Master Trainer or other duly appointed official and issue an interim certification, good for thirty days.
  - Uphold the decision of the Master Trainer.
The board may not under any circumstances, award certification to any team that the Master Trainer deems to not have satisfactorily met the requirements of the testing process. This board may not award certification in contradiction to a joint decision of both the Certifying Official and the Master Trainer.

III. CERTIFYING OFFICIAL, CEU PROVIDER QUALIFICATIONS:

Five years experience as handler or trainer of scent detection canines.

Demonstrated knowledge of WDDO certification testing procedures – class attendance and written exam.

Criminal background check – no felony convictions or convictions of misdemeanor crime of moral turpitude

Approval by Board of Directors or its designees

Annual participation in WDDO conference in Vincent AL

IV. INVESTIGATIVE BOARD

Create a board to investigate rules and ethics infractions by members. Give this board the power to suspend or revoke memberships based on complaints and investigations.

V. ASCENSION PROCESS

Change ascension process of going from one office to the next—higher office automatically to each officer being nominated and elected every two years
VI. SECRETARY AND TREASURER

Combine the jobs of Membership Director and Secretary into one and make it appointed and paid. Make Treasurer appointed and paid.

VII. MEMBERSHIP DUES

Raise membership dues to following:

- Full, private member: $250
- (one dog and one handler)
- Each additional K9 (w/same handler): $75
- Certification Fee per test: $100
- Associate Memberships: $150

Keep membership for active duty LE or other public officials at no charge.

Prorate dues on a monthly basis for the first year.

VII. WEBSITE

Clarify tests and separate each discipline.

Add by-laws to website.

Update membership information by direct contact with each member.

Allow website re-do by person that re-did Steve Yerger's website.
Larry Myers, Rod Glover and I are in the process of writing tests for the State of Alabama for arson and bomb dogs. Upon completion, I suggest that we adopt these tests as WDDO’s as well.

VIII. CONTINUING EDUCATION

Establish a continuing education requirement for WDDO

Establish a committee to evaluate applications for CEU provider

David and Larry would be the committee

David & Larry establish an evaluation process for CEU providers

Establish a written test for CEU providers

Charge a substantial application fee (1,000 to 1,500 dollars) to any person desiring to be a CEU provider

Require at a minimum, the same qualifications for a CEU as the requirements for Trainer

CEU providers are to administer a written and a performance exam at the end of each course

WDDO is to be compensated with a fee for each dog and handler attending CEU classes and collect the application fee from CEU providers
Sept 7

- Dave Walker host meeting
- Lobster Dinner Sept 8 (50) lobster 5:00 - 6:00 pm
- David Latimer talking
- Larry Meyers got a ticket

Board Meeting Sept 7th after conference 7:30 pm.

- Web
  - Newsletters on web
  - Notice of Conf. to NAACBG everyone
- Mid-year Conf. (have ready for summer) put out in March / Jim Bowers Kentucky
- Keith Coddington, Karen + David Kent conf. in California. ? When. Submit when
- March @ David Latimer conference

2:30pm Call to Order Back Blue Springs Manor 3rd floor

- Marketing effort - Website update
  - Proposal from Ashley M. about $3,000? not including website - Approve or not approve
  - 1st motion - Larry Meyers to move to update website
  - 2nd motion - Steve Verger - provide cost + need to move forward

- Have to go out for bid.

  - First what we want
  - Micah Nix putting it in writing and then send to board for approval
Not at meeting: Jim Latimer, Brett Bolen, Karen Olsen
Here at meeting: L. Meyers, David Latimer, Steve, Sandy Berger, Steve Dodge, Mican Nyv, Summer Nyv

*What the board wants*

1. Private forums) (no alias) for members
   - bed bug
   - bomb
   - termites
   - drug 

2. New application with Code of Ethics
   - needs logo on application

3. Bylaws go on website have to check that they read it.
   - Need Code of Ethics Committee
     1. Warning letter
    2. Lim Sup
    3. Membership revokes

*Rewriting bylaws *new adding what board wants, changes on paper
* all directors
* 3 yr. for term

*All board members understand that they are held responsible if lawsuit comes up or problems.

*We all read and debated changes @ 9:52 p.m. 9/17 for bylaws - discussion made unanimously.

*President - Steve V randomly picked

2 positions out of a bowl coming up in Annual March 2012

David Latimer (1) Larry Meyers.
* Nomination for Chairman of board *
  - Larry M. nominated David Latimer
  - David Latimer - Chairman of Board

** Annual Meeting March 14, 15, 16 in Alabama **

- Submit Conference to board - get one from Keith when and where ?

Fees for Annual Dues:

* Public *
* Private *

* $1,000 in bank right now per Sunco Y *

Board will pay for house and travel expenses for board members and office
- Everyone must pay to attend meeting - conference

* Larry Meyers wanted (moved) for At-Hoc Committee
  Micah Nix second that Larry will sit on board, would like Ashley M on committee.
  - purpose to enhance renew in enhancement
  - for wood - Larry is Chair
  - email Larry Meyers. Hold on raises
  - fee right now. email by Dec for Larry Meyers

* Survey for dues / polls *
* IRS

**C status was suspended for a failure to notify WDD of changes of paperwork. IRS knew of mishap. WDD has filed the correct and current paperwork. WDD will be notified of reinstatement.

* motion to be dismissed * @ 11:42 pm.
WAIVER OF NOTICE OF THE ANNUAL MEETING OF MEMBERS

OF

World Detector Dog Organization

We, the undersigned, constituting all of the members of the above named Company, do hereby waive notice of the time and place of the Annual Meeting of Members, and of any adjournment or adjournments thereof, and consent that the meeting be held at:

Place: 262 Keenel Dr, Vincent AL, via conference call

Date: March 10, 2007

Time: 7 pm

We do further agree and consent to the transaction of any business which may properly be brought before such meeting.

Dated: 3/10/07

David Latimer
Member

Steven Yerger
Member

Sandra Yerger
Member
WAIVER OF NOTICE OF THE ANNUAL MEETING OF MEMBERS

OF

World Detector Dog Organization

We, the undersigned, constituting all of the members of the above named Company, do hereby waive notice of the time and place of the Annual Meeting of Members, and of any adjournment or adjournments thereof, and consent that the meeting be held at:

Place:

Date:

Time:

We do further agree and consent to the transaction of any business which may properly be brought before such meeting.

Dated: ____________________

__________________________
Member

__________________________
Member

__________________________
Member
January 23, 2007

Note to Officers

As of this day, World Detector Dog Organization, LLC has been disbanded and World Detector Dog Organization, Inc. has been created, in accordance with IRS guidelines.

Sandra Yerger
Secretary/Treasure
WDDO
MINUTES OF FIRST MEETING
of
THE MEMBERS
of
World Detector Dog Organization

The first meeting of members of the above named Company was held at:
Date: March 10, 2007
Time: 7 PM
Place: 262 Kennedy Dr. via conf. call

The following Members were present and constituted a quorum:
David Latimer
Steven Yerger
Kathy Latimer
Sandra Yerger

The meeting was called to order by _________________________________.

Upon motion duly made and seconded that David Latimer was elected as Chairperson/Manager and Sandra Yerger elected as Secretary/Manager.

The meeting then moved to the election of managers. Upon nominations duly made and seconded, the following were elected and qualified:
Operating Manager:
Treasurer/Manager:
Secretary/Manager:

Upon a motion duly made and seconded, the following resolution was unanimously adopted:
RESOLVED, that each of the forenamed persons be and are hereby elected to the office set opposite (his/her) name, to assume their duties and responsibilities fixed by the Operating agreement.

The operating manager of the Company thereupon assumed the chair, and the Secretary/Manager assumed his/her duty, and presented the following:
(1) Copy of the Articles of Organization.
(2) Copy of the proposed Operating Agreement of the Company

Upon motion duly made, seconded and unanimously carried, it was
RESOLVED, that the Articles of Organization and the Operating Agreement be, and that they hereby
are ratified, approved, and adopted by the Members.

The Secretary/Manager submitted the company seal proposed for use by the Company. Upon motion duly made, seconded and unanimously carried, it was

**RESOLVED,** That the form of seal submitted is hereby approved and adopted as the Company seal of this Limited Liability Company, and an impression thereof be made on the margin of these minutes.

Presented next was the specimen copy of the proposed membership certificate which represents ownership interest in the company. Upon motion duly made, seconded and unanimously carried, it was

**RESOLVED,** that the specimen form of a proposed certificate represented at this meeting, is approved and adopted as the certificate to represent the ownership of an interest in the Company; and further

**RESOLVED,** that the specimen certificate so presented to the meeting be attached to the minutes thereof.

There was a proposal presented at the meeting to issue units of ownership in the Company.

The banking arrangements of the Company were then discussed. After the discussion was complete, on motion duly made, seconded and carried, a proposed Secretarial Certificate to be furnished to ________________________________ was unanimously approved and the resolutions set forth in such certificate were unanimously adopted. A conformed copy of such Secretarial Certificate was ordered annexed to the minutes of the meeting.
Upon motion duly unanimously made, carried and seconded, it was

**RESOLVED,** that upon receipt of consideration therefor certificates representing ownership in the Company be issued by the Secretary/manager to:

<table>
<thead>
<tr>
<th>Name &amp; Address</th>
<th>Interest in the Company</th>
</tr>
</thead>
</table>

and it was further

**RESOLVED,** managers of the Company be authorized, empowered and directed to take any action to execute and deliver any and all instruments in connection with carrying out the above resolutions.

There being no further business to come before the meeting, upon motion duly made, seconded and unanimously adopted, the meeting **was adjourned.**

Attest:

Secretary/Member

Members:

________________________

________________________

________________________
March 10, 2007

Minutes to First Annual Meeting

As recorded in minutes book

The first conference to provide and certify according to standards set forth in double blind test is scheduled for March 2008.

Sandra Yerger
Secretary/Treasure
WDDO
MINUTES OF ANNUAL MEETING OF MEMBERS
OF

The annual Meeting of Members of the above named Company was held at:
Date:
Time:
Place:
The following Members were present in person:
Names of Members
__________________________________________
__________________________________________
__________________________________________
__________________________________________

The meeting was called to order by ______________________, was moved, seconded and
unanimously carried that ______________________, act as Chairperson/Manager and that
__________________________________________, act as Secretary/Manager.

The Chairperson declared that all members were represented.

The Chairperson announced that the annual meeting of members was convened pursuant
to due notice, and that pursuant to a resolution adopted by the members, __________, _____, and
that notice to be affixed to the minutes of the meeting.

The Secretary read the minutes of the previous meeting of the members held on ____________,
_____ which was then adopted.

The Operating Manager reported on the business and affairs of the Corporation generally.

The Treasurer/Member reported on the business and affairs of the Corporation generally.

The Secretary/Member presented (his/her) report.

The Secretary stated that the resignations of the following person's as Managing Members of the
Company:
__________________________________________
__________________________________________
__________________________________________
MINUTES OF ANNUAL MEETING OF MEMBERS
OF

The annual Meeting of Members of the above named Company was held at:
Date:
Time:
Place:
The following Members were present in person:
Names of Members

The meeting was called to order by ________, was moved, seconded and
unanimously carried that ________, act as Chairperson/Manager and that
__________, act as Secretary/Manager.
The Chairperson declared that all members were represented.

The Chairperson announced that the annual meeting of members was convened pursuant
to due notice, and that pursuant to a resolution adopted by the members, ________, _____, and
that notice to be affixed to the minutes of the meeting.
The Secretary read the minutes of the previous meeting of the members held on ________,
which was then adopted.

The Operating Manager reported on the business and affairs of the Corporation generally.

The Treasurer/Member reported on the business and affairs of the Corporation generally.

The Secretary/Member presented (his/her) report.

The Secretary stated that the resignations of the following person(s) as Managing Members of the Company:

____________________

____________________

____________________
Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the resignations of each of the forenamed persons be and is hereby accepted, effective immediately.

The Chairperson stated that the following members of the Company were designated by the management for re-election, and upon motion duly made and seconded, they were nominated to serve as Managing Members of the Company until the next Annual Meeting of the Members of the Company and until their successors are elected and qualify:

__________________________________________
__________________________________________
__________________________________________
__________________________________________

Next business before the meeting was ____________________________ (describe). (Name), (Describe title of manager) ____________________________ of the Company, made the following motion which was seconded by (Name), (Member) ____________________________ of the Company.

After (full Discussion/no discussion), a ballot was taken and (Name), (Describe title of Manager) of the Company announced the results of the ballot as follows:

For __________ Against __________ Abstentions __________

Therefore the motion (passed/failed).

No further business having been brought before the meeting, upon motion duly made, seconded and unanimously adopted, the meeting was adjourned.

Members:

__________________________________________
__________________________________________
__________________________________________
__________________________________________

Secretary
MINUTES OF ANNUAL MEETING OF MEMBERS

OF

The annual Meeting of Members of the above named Company was held at:

Date:

Time:

Place:

The following Members were present in person:

Names of Members

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

The meeting was called to order by __________________________, was moved, seconded and unanimously carried that __________________________, act as Chairperson/Manager and that __________________________, act as Secretary/Manager.

The Chairperson declared that all members were represented.

The Chairperson announced that the annual meeting of members was convened pursuant to due notice, and that pursuant to a resolution adopted by the members, __________, _____, and that notice to be affixed to the minutes of the meeting.

The Secretary read the minutes of the previous meeting of the members held on __________, _____ which was then adopted.

The Operating Manager reported on the business and affairs of the Corporation generally.

The Treasurer/Member reported on the business and affairs of the Corporation generally.

The Secretary/Member presented (his/her) report.

The Secretary stated that the resignations of the following person/s as Managing Members of the Company:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________
Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the resignations of each of the forenamed persons be and is hereby accepted, effective immediately.

The Chairperson stated that the following members of the Company were designated by the management for re-election, and upon motion duly made and seconded, they were nominated to serve as Managing Members of the Company until the next Annual Meeting of the Members of the Company and until their successors are elected and qualify:

__________________________  __________________________
__________________________  __________________________
__________________________  __________________________

Next business before the meeting was __________________________ (describe). (Name), Describe title of manager) __________________________ of the Company, made the following motion which was seconded by (Name), (Member) __________________________ of the Company.

After (full Discussion/no discussion), a ballot was taken and (Name), (Describe title of Manager) of the Company announced the results of the ballot as follows:

For __________ Against __________ Abstentions __________

Therefore the motion (passed/failed).

No further business having been brought before the meeting, upon motion duly made, seconded and unanimously adopted, the meeting was adjourned.

Members:

__________________________  __________________________
__________________________  __________________________
__________________________  __________________________
__________________________  __________________________

Secretary
MINUTES OF ANNUAL MEETING OF MEMBERS
OF

The annual Meeting of Members of the above named Company was held at:
Date:
Time:
Place:
The following Members were present in person:
Names of Members

The meeting was called to order by _____________, was moved, seconded and
unanimously carried that _____________, act as Chairperson/Manager and that
___________, act as Secretary/Manager.
The Chairperson declared that all members were represented.

The Chairperson announced that the annual meeting of members was convened pursuant
to due notice, and that pursuant to a resolution adopted by the members, __________, __________, and
that notice to be affixed to the minutes of the meeting.

The Secretary read the minutes of the previous meeting of the members held on __________,
________ which was then adopted.

The Operating Manager reported on the business and affairs of the Corporation generally.

The Treasurer/Member reported on the business and affairs of the Corporation generally.

The Secretary/Member presented (his/her) report.

The Secretary stated that the resignations of the following person's as Managing Members of the
Company:

________________________

________________________

________________________

________________________
Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the resignations of each of the forenamed persons be and is hereby accepted, effective immediately.

The Chairperson stated that the following members of the Company were designated by the management for re-election, and upon motion duly made and seconded, they were nominated to serve as Managing Members of the Company until the next Annual Meeting of the Members of the Company and until their successors are elected and qualify:

Next business before the meeting was ______________ (describe). (Name), (Describe title of Manager) ______________ of the Company, made the following motion which was seconded by (Name), (Member) ______________ of the Company.

After (full Discussion/no discussion), a ballot was taken and (Name), (Describe title of Manager) of the Company announced the results of the ballot as follows:

For ______ Against ______ Abstentions ______

Therefore the motion (passed/failed).

No further business having been brought before the meeting, upon motion duly made, seconded and unanimously adopted, the meeting was adjourned.

Members:

________________

________________

________________

________________

Secretary

Annual-3-
MINUTES OF ANNUAL MEETING OF MEMBERS
OF

The annual Meeting of Members of the above named Company was held at:
Date:
Time:
Place:
The following Members were present in person:
Names of Members

The meeting was called to order by ____________, was moved, seconded and
unanimously carried that ____________, act as Chairperson/Manager and that
__________, act as Secretary/Manager.
The Chairperson declared that all members were represented.

The Chairperson announced that the annual meeting of members was convened pursuant
to due notice, and that pursuant to a resolution adopted by the members, ____________ , ____, and
that notice to be affixed to the minutes of the meeting.
The Secretary read the minutes of the previous meeting of the members held on ____________ ,
____ which was then adopted.

The Operating Manager reported on the business and affairs of the Corporation generally.
The Treasurer/Member reported on the business and affairs of the Corporation generally.
The Secretary/Member presented (his/her) report.
The Secretary stated that the resignations of the following person's as Managing Members of the
Company:

Annual-2-
Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the resignations of each of the forenamed persons be and is hereby accepted, effective immediately.

The Chairperson stated that the following members of the Company were designated by the management for re-election, and upon motion duly made and seconded, they were nominated to serve as Managing Members of the Company until the next Annual Meeting of the Members of the Company and until their successors are elected and qualify:

__________________________________________________________________________

__________________________________________________________________________

Next business before the meeting was __________________________ (describe). (Name), (Describe title of manager)_________________________ of the Company, made the following motion which was seconded by (Name), (Member) ___________________________ of the Company.

After (full Discussion/no discussion), a ballot was taken and (Name), (Describe title of Manager) of the Company announced the results of the ballot as follows:

For ______ Against ______ Abstentions ______

Therefore the motion (passed/failed).

No further business having been brought before the meeting, upon motion duly made, seconded and unanimously adopted, the meeting was adjourned.

Members:

__________________________________________________________________________

Secretary
MINUTES OF ANNUAL MEETING OF MEMBERS
OF

The annual Meeting of Members of the above named Company was held at:
Date:
Time:
Place:
The following Members were present in person:
Names of Members

The meeting was called to order by _________________. was moved, seconded and
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The Chairperson declared that all members were represented.

The Chairperson announced that the annual meeting of members was convened pursuant
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that notice to be affixed to the minutes of the meeting.

The Secretary read the minutes of the previous meeting of the members held on ____________,
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The Operating Manager reported on the business and affairs of the Corporation generally.

The Treasurer/Member reported on the business and affairs of the Corporation generally.

The Secretary/Member presented (his/her) report.

The Secretary stated that the resignations of the following person's as Managing Members of the
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__________________________________________

__________________________________________

__________________________________________
Upon motion duly made and seconded, the following resolution was unanimously adopted:

RESOLVED, that the resignations of each of the forenamed persons be and is hereby accepted, effective immediately.

The Chairperson stated that the following members of the Company were designated by the management for re-election, and upon motion duly made and seconded, they were nominated to serve as Managing Members of the Company until the next Annual Meeting of the Members of the Company and until their successors are elected and qualify:

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Next business before the meeting was __________________________(describe). (Name), Describe title of manager) __________________________ of the Company, made the following motion which was seconded by (Name), (Member) __________________________ of the Company.

After (full Discussion/no discussion), a ballot was taken and (Name), (Describe title of Manager) of the Company announced the results of the ballot as follows:

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Therefore the motion (passed/failed).

No further business having been brought before the meeting, upon motion duly made, seconded and unanimously adopted, the meeting was adjourned.

Members:

____________________________________
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Secretary

Annual-3-
WDDO January 19, 2010 Meeting

Communication Committee formed: Steve Dodge, Becky Locker, Sharon Roberts, and Kim Hough volunteered to help with conference scheduling of testing and training sessions

Certification Committee formed: Jim Bowers and Britt Bolen

Quarterly Newsletter: Kathy Latimer

Face Book Page

Two conferences per year one in Jan and the second one in June (winter in a more central location and summer in south, maybe Florida) Conference will be held Friday through Sunday Conference fees to be charged: $50.00 per attendee pre-registered, late fee of $25.00, $25.00 per dog Britt Bolen of Pineville, La will host June 2010 conference

Dr Larry Myers was voted in as a certifying official.

Certifying teams:

Stephen W Dodge of ProTech Pest, stevedodge@protechpest.com 7426 Alban Station Blvd. B-216, Springfield, Va 22105 202-374-6900 Roxy in BBD and Marlowell in TD

Sharon J Roberts of Go Green Pest, allpawsiustj@yahoo.com 11531 US Hwy 41 S, Gibsanton, Fl 33534 813-699-4182, 813-299-1844 cell Charlie in TD

David Bohannan of Detective BedBug, detectivebedbug@gmail.com , 3653 S Hamilton, Chicago, Il 60609, 219-545-8786, Barney and Jack in BBD

Shellie Beno of Detective BedBug, also with Barney and Jack in BBD, 312-804-8447
Chelsea Lehr of Allied Termite, kennychels@carter.net, 900 W 9th St, Alton, IL 62002, 618-540-3754 cell, 618-535-0799 Kenny's cell, 618-463-0400 office, Hunter in TD

Jim Latimer, jmlatimer@jlcarpentry.com, 55 kennel Dr, Vincent, AL 35178, 205-238-8308, Deacon in BBD

Jim Bowers, irg@mindspring.com, Integrated Resource Group, PO Box 766, Madison, TN, 37116, 615-868-3330 office, 615-838-9806 office, Cooper and Boone in AD

Britt Bolen, bblem@suddenlink.net, 130 Camellia Ln, Pineville, LA 71360, 318-308-6363 cell, 318-442-6363 home, Scooby AD

Dustin Hough, dhough22@hotmail.com, D&R Termite & PC, 1102 Tinker, Hominy, OK 74035, 918-724-9855, Rosco TD
WAIVER OF NOTICE OF THE ANNUAL MEETING OF MEMBERS

OF

World Detector Dog Organization

We, the undersigned, constituting all of the members of the above named Company, do hereby waive notice of the time and place of the Annual Meeting of Members, and of any adjournment or adjournments thereof, and consent that the meeting be held at:

Place:

Date:

Time:

We do further agree and consent to the transaction of any business which may properly be brought before such meeting.

Dated: ______________________

________________________________
Member

________________________________
Member

________________________________
Member
SPECIMEN FORM OF CERTIFICATE

Appendix-A
World Detector Dog Organization, LLC

MEMBERSHIP CERTIFICATE

This Certifies that SPECIMEN

is a member of the above named Limited Liability Company and is entitled to the full benefits and privileges of such membership, subject to the duties and obligations, as more fully set forth in the Limited Liability Company Operating Agreement.

In Witness Whereof the Limited Liability Company has caused this Certificate to be executed by its duly authorized members this _______ day of __________, ________, and its Limited Liability Company seal to be hereunto affixed.
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World Detector Dog Organization, LLC

MEMBERSHIP CERTIFICATE

This Certifies that

is a member of the above named Limited Liability Company and is entitled to the full benefits and privileges of such membership, subject to the duties and obligations, as more fully set forth in the Limited Liability Company Operating Agreement.

In Witness Whereof the Limited Liability Company has caused this Certificate to be executed by its duly authorized members this _________ day of __________, __________, and its Limited Liability Company seal to be hereunto affixed.
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