



Standard Operating Procedures for First Time Users of Aqualab

November 2009

The purpose of this SOP is to introduce new users to the essential procedures and regulations for holding vertebrate animals and using Aqualab's facilities.

There are a number of procedures and regulations that first time users of Aqualab need to be aware of prior to and during their use of Aqualab's facilities, these include; Acquisition of a valid Animal Utilization Protocol (AUP), use of proper operating procedures, acquisition of and use of keycards, record keeping and training to name a few.

Animal Utilization Protocol: Each user needs to have a valid AUP. Animals that are brought into Aqualab need to be listed on a valid AUP. Blank AUP's can be downloaded from either from following the link provided on the Aqualab website or by using the link provided here.

http://www.uoquelp.ca/research/forms_policies_procedures/animal.shtml There will be several weeks delay between submission of the AUP and approval, so be sure to submit your AUP as far in advance of the project as possible if the project is time sensitive. A copy of all relevant AUP's should be kept in the room so that they may be accessed by all users. Copies of AUP's and amendments are located in the Aqualab Manager's office.

Aqualab Forms: There are a number of forms that Aqualab requires filled out prior to and during a project. These forms are:

The Transfer and Acquisition Form: This form must be completed and submitted to the Aqualab Manager when animals are either brought into Aqualab or are transferred from one protocol to another. This is for tracking purposes so that accurate numbers can be recorded for animal usage. This form is included with this document or is downloadable from the Aqualab website forms page.

The Daily Observation Sheet: As should be obvious from the title this sheet needs to be completed on a daily basis when animals are checked. If there is nothing to report i.e. problems, mortality, etc then only the checkers initials or signature is necessary to indicate that someone was in that day to fulfill the daily observation requirements. This form is included with this document or is downloadable from the Aqualab website forms page.

Mortality Sheet: When animals die they need to be recorded and disposed of properly. These records need to be kept in the room with the animals. Disposal of animals will be dealt with in another section. This form is included with this document or is downloadable from the Aqualab website forms page.

Users are not allowed to make modifications to the rooms they are using. All modifications are at the discretion of the Aqualab Manager, so if you want work done you will need to fill out a Work Order Form.

Work Order Form: If you have work that needs to be done for your project, please complete a work order form with detailed instructions so that we can most efficiently help you prepare. This form is also required for any consumable items that you would like to purchase from Aqualab, i.e. disinfectant, bleach, acid delimer, brine shrimp eggs, nets,

salt etc. You will need to include a trust fund number to receive materials. This form is included with this document or is downloadable from the Aqualab website forms page.

Trust Fund Authorization Form: As a user of the facility you will be expected to make your trust fund number available to us so that we can bill you for costs you will incur associated with the use of space, supplies and services. We have also attached a Trust fund authorization form that needs to be filled out and submitted either to the Aqualab Manager or to Nora Teri in the CBS Clerk's Office.

Key Cards: New users will need to have a keycard issued to provide access to the facility. Please see Bob or Matt to have a card issued in your name. This card will provide you with access to the area that you will be using as well as the drylab. The cards issued by Aqualab are proximity cards and can be read from within your backpack or wallet without removal. The front door is on a timer and will be open between the hours of 8:30 and 12:00 and 1:00 and 4:30. The front door will be locked on weekends and holidays. If you should arrive at the building on a weekend or holiday to find the front door unlocked we would appreciate you contacting either **Matt (519-831-1321)** or **Bob (519-831-1671)** immediately, this is not the normal condition for this door lock. The main facility door is locked at all times only users with a valid access card will be allowed in. You are responsible for the card we issue to you so please do not loan the card to anyone else. You will be responsible for any problems that occur by someone else's unauthorized use of your card.

Animal Care: Users are responsible for the maintenance of their animals. Standard operating procedures for different species and tank cleaning can be found online at the Aqualab website.

Training: New users need to complete the ACC core module prior to using animals. Users must be trained in all of the relevant procedures listed on the AUP for their project. Training records need to be kept and need to be accessible.

Daily Checking: All users are required by Animal Care practices to check their animals on a daily basis and maintain records to that effect (see record keeping). This daily checking includes weekends and holidays. If you are not able to meet this requirement you need to make arrangements for someone in your lab or group.

Feeding: You can store your food in the walk-in freezer. This is common space. If you spill food on the floor, **CLEAN IT UP**. If you spill food in the corridor, **CLEAN IT UP**. If you spill food anywhere, **CLEAN IT UP**. If you are unsure on how to feed your animals please contact either Aqualab staff for advice or your supervisor for training. Each species that we have SOP's for has a section on feeding. If you can't find the SOP, please contact Bob or Matt.

Cleaning: If you are using a tank that is on recirculation flow, there are special procedures for cleaning. Please read the SOP that is provided with the room you are using. If you can't find the Tank Cleaning SOP check the Aqualab website or contact Bob or Matt regarding proper procedures for cleaning your tank/s. If you are not sure what to do, **do not start without proper training**. Recirculation systems are affected by all of the tanks on the system, unlike flow-through or static systems where only the tank being cleaned is affected.

Record keeping: Mortality and daily observation records **must be kept up to date**, and stored in the SOP binder in the room you are using. Spare sheets can be found in wall bins outside the office or by download from the Aqualab website.

Disposal of dead animals: After the mortality sheet has been filled out the animal needs to be disposed of. Fish die, if no disease is suspected the animal may be placed

in the dead stock freezer located outside of the walk-in freezer near the main facility doors. If disease is suspected contact either Bob or Matt for advice on how to proceed.

Transfer of disease can become a problem if the general rules are not followed. If one or more of your organisms die, place only the animal(s) in the dead stock freezer. **No paper towels or bags.** When transporting your animals to dead stock **USE A BUCKET. DO NOT** carry dead animals in the net you used to take them out of the tank with. Each room has its own nets. These nets are not to be transferred from room to room. Nets should be kept submerged in disinfectant between use.

Water Chemistry: As the user of the system that your animals are in, it is your responsibility to make sure that the water quality is adequate for your animals. If you are going to conduct water quality testing, consultation with Aqualab staff is recommended. We have available a Hach DR2800, Hach chemicals, Oxygen meters, refractometers and pH meters to facilitate testing. This equipment is owned and operated by Aqualab. We require that you receive training in the use of this equipment prior to use. All chemicals used need to be recorded and submitted on work order form in the materials used section with a trust fund number so that we can bill appropriately.

Standard Operating Procedures (SOP's): There are a number of SOP's available online that are downloadable from the Aqualab website as PDF files. It is your responsibility to familiarize yourself with the operation of your research space. Relevant SOP's for facility usage are **Aqualab Facility SOP** or **ECARS Operating Instructions**. The **General Animal Holding Standard Operating Procedure** gives more detailed information pertaining to general practices in Aqualab. If there is no relevant documentation to be found on the Aqualab website you may have to write your own SOP, please contact the Aqualab Manager with help on this process. These documents are a good reference to help reinforce training received. They can be found at: <http://www.uoquelpg.ca/~aqualab/aqualabforms.shtml>.

Walk-in Freezer: Immediately to the right after entering the facility door is a walk-in freezer. Please store excess food in this freezer. This is a communal space so please clean up any food you may spill. There is a temperature alarm that is tied to the campus police which will activate if the door is left open too long and the temperature rises. Please be conscious of this when entering the room. It is not wise to close the door after yourself, as the emergency release has been known to stick on occasion. If you need to spend extended periods with the freezer door open please contact either Aqualab staff or Campus Community Police at 52245 to notify them of the situation.

Alarms: Much of Aqualab is computer controlled and on occasion alarm situations will arise that causes an audible alarm to sound within the animal holding portion of the building. During non-work hours either Matt or Bob are on call and will respond to these alarms. There is no way for users to disable these alarms. There is another alarm that will also sound after hours. If a door is left ajar, after 4:30 PM or before 8:30 AM, an alarm in the front hall will sound until the door is closed. If alarms are ringing and you feel the need to call someone please contact Bob @ 519 831 1671.

Maintenance and other problems arising from Aqualab usage: You are the person who will be in and out of the room you are using more frequently than any of the staff of AQUALAB. Please be aware of the normal operation of your room. If you notice or suspect any problems developing within your room, **do not hesitate to bring it to the attention of either Bob or Matt.** Small problems tend to escalate into large problems if left untended. Damage to equipment or mortalities can occur. If you have upgrades to systems, new systems or problems that need to be fixed, please fill out the appropriate section (Work Requested) on a work order. If you need materials that AQUALAB supplies i.e. cartridge filters, disinfectants, acid delimer,

brine shrimp eggs etc. Please fill out the appropriate section (Materials Requested) on a work order. **Work orders can be found on the door to the office.**



Daily Observation Sheet:
Year:
Room #:

Month:	Time	Initials	Comments
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Animal Acquisition / Transfer Form

Form to be filled out by Researcher receiving animals ONLY

Primary Investigator:	
Your Name:	
AUP #:	
Date of Arrival:	
Room number where animals will be housed:	
Species Name (Common & Scientific):	
Number of Animals:	
Supplier or Researchers Name	
Originating AUP #: Complete for transfers only	



Work and Materials Request Form

Thank you for taking the time to fill out the following information.

Requested by:	Aqualab Room #:
Department:	Your Phone #:
Date Submitted:	Date Required:

Work Requested:

Materials Requested: (eg Bleach, Acid Delimer, Disinfectant, Nets)

Materials Used:
Office use only

Cost: _____

Work completed by:	Date Completed:
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Charge to:	Trust Fund Number:
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Aqualab Facility –College of Biological Science

Trust Fund Authorization for Charges

I authorize the **Aqualab Facility** to charge my Trust Fund# _____

for costs incurred relating to use and work completed for me by this facility.

I will submit new authorization forms as required to reflect Trust Fund changes

Faculty Signature

Date