

POLICY

Effective Date: 7/3/2012

Approved By: Vice President for Academic Affairs

Cancels: Revised

See Also:

[OLAW: Office of Laboratory Animal Welfare
Animal Research Review Form](#)

FRM-AA2150.01A Fish Holding Form (attached)

POL-AA2150.01 FISH HOLDING

This policy provides guidance to all who require the use of fish in education and research while working at Shannon Point Marine Center (SPMC).

- 1. Fish are Held in Conditions Replicated as Closely as Possible to their Natural Environment.**
- 2. Anyone Seeking to use Fish for Observation, Educational Programs, or Experimentation Must Obtain Prior Approval From the SPMC Director or His/Her Designee.**
- 3. A Fish Holding Form FRM-AA2150.01A (see below) must be Submitted in Order to Determine if Fish can be Held Under the SPMC Approved Standard Operating Procedures (SOP) or if Further Approval by the Animal Care and Use Committee (ACUC) is Needed.**

The application will be reviewed based on the following criteria:

- specific uses of fish,
- objectives of experiment,
- adherence to the SOP or explanation for procedures that may deviate from the SOP for holding fish, and
- procedures for end use of fish.

SPMC will review the application and determine if experimental protocol introduces stressors that are outside SPMC's observation and holding SOP.

- 4. Experiments Determined to be Outside SPMC's SOP will Require Special Approval from the ACUC. Submit ACUC's [Animal Research Review Form](#).**

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5. **Users Must Have in Place Approved Collection Permit and Transfer Permits (Personal or SPMC) Issued by Department of Fish and Wildlife in Order to Bring Fish to the SPMC Flow-Through Sea Water System.**
6. **Users Must Submit the Fish Holding Form FRM-AA2150.01A at Least One Week Prior to Bringing Fish into Flow-through Sea Water System.**
7. **Users Must Complete an Approved Animal Care Training Course Prior to Bringing Fish into Flow-through System.**
8. **Visiting Scientists, Faculty, and Students may Request Special Status, via Email or Written Letter, in Which Personnel from SPMC may Act as Steward for Individual Requested Projects to Help Carry out Short Term Scientific Opportunities.**
9. **Only Those Visitors or Agencies that can Provide Proof of Conforming to State and Federal Regulation will be Allowed to Take Fish Off-site.**

SPMC will require visitors or agencies to provide a statement of handling that should reference the agency policy regarding animal care. SPMC assumes no responsibility for the handling of fish once they leave our facility.

10. **Each Scientist Conducting Experiments will Submit a Final Report to the Manager of Academic Support Services Within one Month After Termination of Experiment.**

The report must include the following items:

- Original Tank holding cards
- Original Animal Care Logs
- Dates of study
- Species of fish
- Life stage of fish
- Number of fish
- Duration (hours, days, or weeks) of individual fish held for each replication of experiment
- How fish were disposed for each replication (or)
- A summary including all batches or replicates for entire study

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11. SPMC Will Provide the ACUC an Annual Report Summarizing the Activities of Educational and Research Use of Vertebrates Held at SPMC.

This report shall include the following:

- Summary of the number of projects carried out under SPMC SOP and include number of projects carried out that deviated from SPMC SOP.
- Complete list of all species, life stages, mortality, releases, and emergency triage activities during the year.
- List of euthanizing techniques used during the year.

FRM-AA2150.01A

SHANNON POINT MARINE CENTER
Western Washington University
FISH HOLDING FORM

Name _____ Date _____

Address _____

_____ Phone _____

Institution _____ Course # _____

Faculty

Staff

Graduate

Undergraduate

Do you have your own permits?

Your collection permit Number _____

Your transfer permit Number _____

Do you have an approved protocol from the ACUC?

Hold in running seawater system from _____ to _____

List the species and quantity for each organism.

Describe food source and feeding schedule.

Specify the use of the organisms stated above.

State the objectives of the experiment.

If fish will be euthanized, describe techniques to be used.