

POLICY

Effective Date: 7/3/2012

Approved By: Vice President for Academic Affairs

Cancels: Revised

See Also: POL-AA2150.01 Fish Holding

FRM-AA2150.04A Organism Holding Form (attached)

POL-AA2150.04 COLLECTION, CARE AND MAINTENANCE OF LIVING ORGANISMS AT SHANNON POINT MARINE CENTER (SPMC).

This policy applies to organisms held in the flow-through sea water system at SPMC and protects the natural flora and fauna of the intertidal habitat on the SPMC campus.

1. **Organism(s) Held at SPMC Will Follow All State and Federal Regulations for the Collection, Holding, and Return of Organisms Used in Research and Education.**
2. **The Manager of Academic Support Services (MASS) Develops and Amends Procedures to Implement this Policy as Needed or Recommended.**
The MASS will:
 - a. Develop, implement, and review guidelines and procedures;
 - b. Work with the Shannon Point Ecological Committee (SPEC) in order to protect intertidal habitat;
 - c. Review organism collections and holding requests.
3. **The Director of SPMC Appoints Scientific Personnel to SPEC under Advisement from MASS.**
4. **Scientific Personnel Serve on SPEC.**
SPEC will:
 - a. Advise the MASS on ecological impact of collecting sensitive or important species;
 - b. Advise the MASS on holding conditions that may affect the approval or disapproval of organisms to be collected or held at SPMC.
5. **Prior to Collecting or Transporting of Organisms to SPMC, Scientists, Instructors, and Students Are Required to Submit Organism Holding Form FRM-AA2150.04A (see below).**
6. **Organisms Are to Be Held in Conditions that Closely Reflect their Natural Environment Except when Experiments Are Being Conducted to Test the Holding Conditions.**
7. **Vertebrate Organisms Must Have an Approved Protocol as Specified in the Animal Use and Care Policy ([Animal Research](#)).**

FRM-AA2150.04A
SHANNON POINT MARINE CENTER
Western Washington University
ORGANISM REQUEST/HOLDING FORM

Name _____ Date _____

Address _____

Phone/contact _____

Institution _____ Course # _____

Faculty

Staff

Graduate

Undergraduate

Do you have your own permits?

Collections permit Number _____ Transfer permit number _____

Would you like to collect using SPMC SCP permit? _____

Would you be collecting under personal take regulations? _____

Will you be collecting vertebrate organisms? _____

Name and Quantity of Organism(s), use separate sheet if necessary: _____

Location of Capture _____

Hold in run seawater system from _____ to _____

Date expected to transferred to SPMC _____

Date disposal or released _____

Describe protocol for monitoring environmental conditions required by organisms

Describe food source and feeding schedule

