

Name: Fish Room Log
Number: FSU-SOP-152.02
Category: General Procedures

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1.0 Purpose

The purpose of this SOP is to establish a uniform format for recording the daily observations and care of animals housed in a fish holding room.

2.0 Policy

- 2.1 As stipulated in SOP 110 (Recordkeeping, section 4.2.2), each room that houses fish (typically either SCI 101G or 101H) will have a monthly fish room log sheet either affixed to the outside of the entry door or in an easily accessible location within the room. This log sheet provides space to record daily observations of the animals housed within and to verify that routine husbandry and maintenance procedures have been performed and includes schedule of caretaking assignments, with names and contact information of each caretaker.
- 2.2 PI's with active IACUC protocols covering fish housing in these rooms, as indicated on the corresponding animal room card for a holding room, are responsible for designating faculty, staff, or student caretakers to make the daily visits and perform the routine procedures, such as changing tank water, called for in the schedule on the log sheet.
 - 2.2.1 Daily visits should be made for each day that animals are housed in the room, including weekends and holidays.
 - 2.2.2 However, routine procedures such as sweeping, mopping, or changing tank water and feeding should be scheduled for non-holiday weekdays, when it is most likely that student caretakers can participate.
- 2.3 The designated caretaker is expected to complete the log row for the assigned day, providing either checkoffs or requested data, and then to add their initials at the end of the row to affirm their completion of the log.
- 2.4 Completed log sheets should be archived in a separate binder, folder, or digitally scanned.

3.0 Materials

- 3.1 Standard fish room log sheets, printed on white paper (see template, uploaded to website separately)
- 3.2 A working pen, tethered by string to the door jamb or attached to a clipboard also containing the log sheet

4.0 Procedure

- 4.1 The following general information must be entered at the top of each posted standard log sheet (using only a permanent ink pen, not pencil) at the time when animals are first housed in the room:

- 4.1.1 Room # (e.g. SCI 101G, SCI 101H, etc.)
- 4.1.2 Month and year (one log sheet per month)
- 4.1.3 Species of all animals housed in the room. If more than one population is being used for a particular species, the population should be noted as well.
- 4.1.4 Light:dark cycle (as set in hallway light timer)
- 4.1.5 Ambient temperature (TA; as requested of Capital Planning)
- 4.2 The following specific information should be entered by the designated caretaker in the row for the assigned day of the month (1-31, as relevant):
 - 4.2.1 Time of visit (in military, 24-hr time format, e.g., 1717 = 5:17 pm)
 - 4.2.2 Checkoff for health:
 - 4.2.2.1 Enter √ if all animals appear healthy
 - 4.2.2.2 Enter X if any animals show signs of ill health or distress, or if dead
 - 4.2.2.2.1 Make note of the tank(s) in Comments, along with brief description of the situation
 - 4.2.2.2.2 Contact the PI to report
 - 4.2.3 Current ambient temperature
 - 4.2.4 Water chemistry check weekly
 - 4.2.4.1 pH matches home environment
 - 4.2.4.2 alkalinity 7-11 dKH
 - 4.2.4.3 ammonia and nitrate/nitrite <0.2 ppm
 - 4.2.4.4 salinity matches home environment (non-freshwater fish species only)
 - 4.2.5 Checkoffs for routine maintenance and husbandry, as scheduled:
 - 4.2.5.1 Sweep and mop floor as needed
 - 4.2.5.2 Change tank water as needed
 - 4.2.5.3 Feed no less than 5-6 days per week and never two consecutive days without food
 - 4.2.6 Comments as needed to elaborate on observations or procedures
 - 4.2.7 Initials of the caretaker completing the log sheet on that day (see 2.3 above)
- 4.3 The following specific information should be entered in the table accompanied at the bottom of the log sheet once per caretaker per log sheet:
 - 4.3.1 Initials (this should correspond to what is written elsewhere- see 4.2.7 above)
 - 4.3.2 Full name of caretaker
 - 4.3.3 Phone number of caretaker

5.0 References

- 5.1 Animal Care and Husbandry Documentation – Policy and Guide (Oregon State University)
http://research.oregonstate.edu/sites/research.oregonstate.edu/files/iacuc/files/documentation_of_animal_husbandry.pdf

SOP REVISION HISTORY

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152.01	12/20/17	Authored by D. Welsh
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