Title: Daily Maintenance and Care of Fish at the Aquatic Research Laboratory

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OBJECTIVE
The objective of this Standard Operating Procedure is to describe procedures for the maintenance and care of fish at the Aquatic Research Laboratory prior to assignment to specific research protocols.

HEALTH AND SAFETY
All personnel will be enrolled in the Clemson University Medical Surveillance Program.

PERSONNEL/TRAINING/RESPONSIBILITIES
Any employee familiar with the equipment, techniques and trained in this and referenced SOPs may perform this procedure.
The primary responsibility of maintaining the colony belongs to the facility manager, and then falls to someone named by the manager, who has been deemed adequately trained, in case of the manager's absence.
Emergency contact telephone numbers are posted.

PROCEDURE
All activities are recorded in the log book or on the task/information specific data form(s).
Deviation from normal will be recorded.

Daily Procedures:
Each unit will be examined for:
 a. proper water flow, aeration, and proper draining
 b. mortalities, or moribund fish (see SOP 902-09-01 for reporting procedure)
 c. units are fed daily in the amount which can be consumed in 30 minutes, or as instructed by the facility manager
 d. When in use, temperatures on mixing valves checked and verified in several tanks and compared to temperature set points. Min/Max thermometers are used to monitor ambient and controlled water temperatures.
Weekly Procedures:
a. floors will be scrubbed weekly, or more often if necessary
b. tanks will be wiped out (carefully as not to disturb fish) with a clean scrub pad
c. flow restrictors will be cleaned once per week or more frequently if needed
d. spray bars in re-circulating system cleaned if needed
e. water quality will be measured weekly or more frequently if needed

Disinfecting Procedure:
Disinfecting procedures take place whenever fish are removed.
a. After rinsing the surfaces with chlorinated tap water each tank is scrubbed with cleanser and rinsed. Associated equipment is cleaned and the tank and equipment are soaked in a Clorox solution. After one hour the tanks and equipment are rescrubbed and rinsed at least three times in tap water.

QUALITY CONTROL CHECKS AND ACCEPTANCE CRITERIA

All procedures are subject to review by the Quality Assurance Unit.