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| **INSTRUCTIONS**:   1. Before filling out this form, please review the **Frequently Asked Questions** outlined in **Appendix A**. 2. Submit your completed form to the **Fish Facility Manager** for review and approval.   ***Note****: The Principal Investigator MUST receive confirmation of approval BEFORE procurement of any fish.* |

|  |  |
| --- | --- |
| Today’s Date: | Enter text |
| Principal Investigator: | Enter text |
| IACUC #: | Enter ‘To Be Determined’ if IACUC # not assigned yet |
| Study Title: | Enter text |

| 1. **PROCUREMENT INFORMATION** |
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**Provide the requested information outlined in the table below.**

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| --- | --- |
| Species approved on IACUC protocol *(indicate common and scientific name)*: | Enter text |
| Number of animals, per species, approved on the IACUC protocol: | Enter text |
| Maximum number of each species to be ordered: | Enter text |
| Supplier: | Enter text |
| Species: | Enter text |
| Strain / Cross: | Enter text |
| Date of birth: | Enter text |
| Date ordered: | Enter text |
| Expected date of receipt: | Enter text |
| Age upon arrival: | Enter text |
| Disinfection status: | Enter text |
| Health report: | Enter text |
| Specify where each species will be housed at UNE: | Enter text |
| Additional notes: | Enter text |

| 1. **PRINCIPAL INVESTIGATOR ATTESTATION** |
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| **By signing below, I attest that**:   * The information provided in this form is true and accurate. * The Fish Facility Manager will be contacted should any fish expire during transport to UNE. * The Fish Facility Manager will be notified once new fish have been procured and established in their tank(s).  |  |  |  | | --- | --- | --- | |  |  |  | | Signature |  | Date | |

| 1. **FISH FACILTY MANAGER APPROVAL** |
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| **I approve the procurement of fish from the specified supplier(s) outlined in this form.**   |  |  |  | | --- | --- | --- | |  |  |  | | Signature |  | Date | |

**Appendix A**

| Frequently Asked Questions |
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| 1. What is a supplier fish procurement form?   This form is a document that is required to be filled out and approved prior to procuring any fish via a supplier. |
| 1. Who should the procurement form be submitted to?   The form should be submitted to the Fish Facility Manager identified at the bottom of the UNE IACUC [website](https://www.une.edu/research/integrity/iacuc). |
| 1. When should the procurement form be submitted?   The form should be submitted *at least one week prior to the intended receipt date*. Approval of the form is required prior to any fish being procured (see Question #8 below). |
| 1. How accurate does the ‘Expected date of receipt’ need to be?   Though delivery/collection days may be difficult to determine, this date needs to be the Principal Investigator’s most accurately known date. Should this date change, the Fish Facility Manager MUST be notified. |
| 1. What information should be provided in the ‘disinfection status’ section?   If the fish or their offspring (embryos to juveniles) are treated in any way to remove harmful materials or diseases, this information should be listed. Treatments may include ovidine, diluted bleach, or more. |
| 1. What is the ‘Additional Notes’ section for?   This section is for any notes the Principal Investigator believes are relevant and important for the Fish Facility Manager to know. |
| 1. What should I do if I’m unable to answer one of the sections on the fish procurement form?   Indicate ‘Not Applicable’ or ‘N/A’. Brief descriptions as to why the section is ‘not applicable’ are encouraged. |
| 1. What is the approval process for a fish procurement form?   The Fish Facility Manager will review the submitted form along with the respective IACUC protocol. The Fish Facility Manager will reach out to you directly should they have any questions.  Approval is granted when the Fish Facility Manager signs and dates the fish procurement form. |
| 1. What should I do after I receive approval for my fish procurement form?   You may proceed with procurement of the fish from the approved supplier. The Fish Facility Manager MUST be notified once new fish have been procured and established in their tanks. |