



Ocean Sciences Centre

Resource Manual 2007

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This document is available for download at
<http://cims.osc.mun.ca/cims/>

OSC Orientation Resource Manual

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Graduate Life at the Ocean Sciences Centre

This Resource Manual is to assist you and your research at the OSC. Often, it is difficult to get the best solutions to your questions unless you ask the right question or the right people. Sometimes, your supervisor may not have all the right answers (it could happen!), therefore, this guide will help you to make the best use of the OSC people and resources, making your time at the OSC a positive experience.

Graduate Students Union (GSU)

<http://www.gsumun.ca>

This is your graduate student association, which is located on the 2nd floor of Feild Hall (above Bitters). You are automatically a member of this organization once registered as a graduate student at Memorial (full time or part time). The website for the GSU goes into detail about the services and volunteer opportunities it offers.

To stay on top of grad student issues it is recommended that you sign up for the grad student listserv 'gsu-l'. This will provide you with information about grad student events, health plan information, housing, or just general discussions about timely issues that pertain to grad student life at Memorial. Instructions on how to sign up for gsu-l can be found on the website or just email gsu@gsumun and ask to be added.

Every department has a grad student rep that sits on the Board of Directors of the GSU. This person is responsible for representing the views and needs of the students in their department to the GSU and relaying information back to the students. There is a listing of all the BOD reps on the website, with contact info.

Bitters Restaurant & Lounge

This is your grad student pub. It is also the Friday "beer o'clock" gathering place for a lot of the students, staff and faculty of the OSC. The food here is great and affordable; there are happy hour drink specials.

School of Graduate Studies (SGS)

Inco Innovation Centre, IIC-2012

www.mun.ca/sgs

The SGS website contains information for your graduate program.

- Graduate Registration Procedures and Course Offerings
- Information for Prospective Students and Applicants
- Information for Current Students
- Calendar
- Contact Information
- News and Events
- Graduate Ceremony Awards
- Policies and Guidelines
- Forms
- Request for Recreation Fee Exemption
- Graduate Programme In Teaching
- Graduate Research Integrity Programme (GRIP)
- Graduate Programs
- PhD Oral Defences

➤ On-line Application Form
International Grad Students

The best resource for international grad student specific issues is the International Student Advisor, located in Courte Real, Burton's Pond.

OSC Socializing

- Friday - Beer O'clock at Bitters. There are usually people there anytime after 5:00 PM, or after the Biology Seminar (which is at 4:00 PM).
- Friday BBQ and the 'BBQ list'. The tradition of the Friday BBQ (rain or shine, winter and summer) which had survived many generations of OSC students, has now evolved into the BBQ list. This is an unofficial social event email list that students of the OSC use to spread the word about bbq's, house parties, movies etc. If you would like to be added to this list, contact Juan Casanova at jucperea@yahoo.com and he will add your name to his copy.
- Other Events: Fall Pubcrawl, Christmas Party, Curling, Softball, Mini-golf, Sushi Nights etc.
- Join the OSC Social Committee. If you'd like to be involved or have a new idea, talk to Daryl Jones.

Helpful Hints

- Sign up for demonstrating labs at the end of each semester or very early in the semester you are going to demonstrate.
- You need to fill out your payroll deduction form (to have your tuition automatically removed from your fellowship) **EVERY** September. The comptroller's office does not carry over this information from year to year. Many students forget and then get slammed with a huge bill from the university for unpaid tuition for the year, which is not fun.
- Sign up for CISTI (online journal source) at the library. This will save you money in photocopying and a trip to the library. You can have the journal articles sent to your OSC mailbox.
- Working after-hours or weekends at the OSC? The shuttle doesn't run on weekends or holidays, but there are always students with vehicles that may be coming out to work. Ask around for a ride. The buildings are locked after 5:00 PM and on weekends, when the Facility Custodians are on duty. If you need access to the building after hours talk to your supervisor about borrowing the key to the main door.
- Everyone working after-hours or weekends should be trained in basic First Aid. (Please see Connie Short if you require training.)
- Other grad students are an invaluable source of information; don't be shy about asking them questions.

**Administrative
General Office
OS 3017**

**Maureen James (on leave) 3708
Intermediate Clerk Steno**

- Front desk attendance
- Ordering office supplies
- Distributing forms, mail, cheques, etc.
- Booking of the Challenger Room
- Signing out parking permits
- Paging

**Winnie Sparkes 2767
Intermediate Secretary**

- Secretarial matters
- Processes stipend payments
- Contact person for Graduate Studies and Biology Department
- Petty cash reimbursement
- Procurement purchasing

**Delores Wheeler 3709
Administrative Assistant**

- Handles financial matters concerning MUN policy and travel
- OSC access card (after hours)
- Travel issues
- Telephone issues

**Danielle Nichols (on leave) 2459
Assistant to the Director / Outreach
OS 4010**

Graduate Student issues – Space, seminars, recruitment, grad database, CIMS system, etc.

- Co-ordination of current public education program and outreach activities
- Identify and prepare funding applications for public education
- Assist Director in writing research applications
- OSC Lab communications - pamphlets, brochures, annual reports, external seminars, web site, etc.
- Research tours of the ARDF and OSC facilities
- Liaison for visiting researchers, visitor monitoring
- User fees
- Co-supervisor of the Field Services Unit
- Maintenance of personnel database, CIMS system
- Maintenance of bibliography database
- Space allocation, graduate students, visiting research, faculty and staff

Information Technology Ocean Sciences Centre Information Technology Division (OSCIt)

oscit@mun.ca

www.mun.ca/osc/OSCIt

For up to date information as well as for our extensive online FAQ and our acceptable use agreement, guidelines and policies, please see our web site.

The Ocean Sciences information technology division provides on-site technical, consultative and systems administrative computing services to the Ocean Sciences Centre faculty, staff and graduate students. Our role is to provide a broad range of computational services to support the diverse research community present at our centre.

The Ocean Sciences Centre Information Technology (OSCIt) Division has offices located in both main buildings at the Ocean Sciences Centre complex. Two full time personnel provide on-site computing services for faculty, staff and graduate students as well as visiting researchers.

OSCIt oversees all computer and network related functions within the OSC complex and an ancillary building located near the main university campus.

OSCIt also act as a liaison for university shared services.

The primary responsibilities are:

- Personal computer support
- Research systems consulting and support
- Network consultation and administration (local OSC network system only)
- Server systems administration
- Software consultation
- Image and data analysis facility
- Liaison services

Since many of our researchers are joint- or cross appointed with the Department of Biology, OSCIt maintains an organizational working agreement with the Department of Biology computing office.

OSCIt operates several mirrored network server systems for authentication, remote access, data management, backup services, lab services and imaging and data analysis. OSCIt currently has over 250 active computing devices, as well as an ancillary complex located on the main campus, in its operational template.

Marc Bolli 6739
System Administration
AX 4018

Ken Langdon 3120
Computer Support
OS 3006

Peter Earle 4500
Department of Biology Computing Office
(Inter-departmental organizational IT agreement)
SN4117B

Image and Data Analysis Facility (IDAF)

Memorial University Research Support Laboratory Supervised by Ocean Sciences Centre Information Technology Division (OSCit)

oscit@mun.ca

www.mun.ca/osc/OSCit/idaf.php

For up to date information, please visit the OSCit web site.

The primary role of the Image and Data Analysis Facility (IDAF) is to provide the Memorial University research community with access to instrumentation and computational resources vital to the process of acquiring, quantifying, qualifying and processing marine scientific imagery data. Tools include digital microscopy cameras (multi-purpose as well as low light and fluorescence capable), image analysis software for morphometric measurement, high performance computing tools for rapid numerical data analysis, visualization and imagery manipulation. Currently under renovation, the new IDAF will provide enhanced support for access to large data storage arrays via a gigabit network interconnect.

Contacts:

Marc Bolli 6739

Ken Langdon 3120

CIMS

<http://star.osc.mun.ca/cims>

The OSC Information Database is intended to maintain basic personnel records for faculty, staff and students at the OSC - such as contact addresses, completed courses, degree status, research information, etc. As a user, you can update and view some of your own records including your "OSCID Profile" and also access reports compiled from information in the database, such as the OSC Directory.

The CIMS portal also provides for the posting of notices and advertisements of upcoming events.

The Publications section provides a searchable database of OSC publications.

There is a grad student message board. If you have a question for another student (e.g. equipment needs, rides on weekends/holidays, etc.), post it here.

Contacts:

Marc Bolli 6739

Ken Langdon 3120

Danielle Nichols 2459

Laboratory / Field Services

Workshop

Located above Dive Shop

The Workshop designs and manufactures a variety of on-site specialised equipment and structures. In co-operation with Facilities Management and Technical Services, is responsible for the operation of the physical laboratory and equipment.

The workshop is responsible for the day-to-day functioning of the physical laboratory, and research facilities.

- Contact them about all facets of research designs, equipment and set-ups.
- Work orders should be completed for all job requests. (There is no charge for this assistance.)
- The OSC van may also be rented through the Workshop.
- Jason Vokey is available for local pick-up and delivery of supplies. This service is only available on Mondays, Wednesdays, and Fridays. All requests should be submitted one day in advance.

Contacts:

Jim Devereaux 3707

Danny Au 3236

Jerry Ennis

Damian Whitten

Matt Pittman

OSC Shuttle

The OSC Shuttle is operated as a service for the graduate students and other passengers working at the lab. The shuttle stop on campus is located at the entrance to the music building that faces Elizabeth Avenue (Parking Lot 15B).

The regular shuttle schedule is:

Depart Campus 8:30 AM

Depart OSC 11:40 AM

Depart Campus 12:30 PM

Depart OSC 5:15 PM

Contact:

Jason Vokey 3236 553-2027 (Pager)

Facility Custodians

Desk in catwalk between AX and OSC

Responsible for after hours security and ensures the proper functioning of the OSC operating systems.

Contacts:

Randy Cahill 3275 553-2029 (Pager)

Jim Hopkins

Wayne Morrissey

Mike Carrigan

Trevor Williams

Technical Services at OSC

Electronics Shop
Annex building

Designs and maintains electronic equipment.

Contact:

Terry Harris 3262

Facilities Management at OSC

Boiler Room
Annex building

Responsible for the functioning and maintenance of the facility.

Contacts:

3231

Ian Churchill
Rick Walsh

Field Services

Dive Shop

oscfield@mun.ca

www.osc.mun.ca/services/field_services.html

Field Services maintains a variety of Scuba gear for cold-water year-round diving, benthic trawls and drags, seines, plankton nets, niskin bottles, CTD, underwater video camera and a portable air compressor and generator. The unit operates a 4 m zodiac, 7 m Boston Whaler and 5 ton multi-purpose vehicle with aeration and recirculating seawater holding tanks (2500 L) suitable for transporting live specimens long distances.

To make a specimen request, email field services at *oscfield@mun.ca*.

The dive staff:

Renee Boland
Bob O'Donnell
Philip Sargent

Contacts:

Jim Devereaux 3707
Danielle Nichols 2459
Phil Sargent 3224

Stockroom

OS 4013

<http://star.osc.mun.ca/cims>

As a service to researchers at the OSC, basic laboratory and aquarist supplies are stocked and sold at cost.

- Stockroom key is available from the general office (OS-3017)
- Users are required to track all stockroom purchases with the CIMS system and supplies are charged to your research account
- You will require a Username and password in order to access the online shopping cart
- You can shop from a browser from any computer by typing the location “star/cims” in the browser, order the items you want, then retrieve them from the stockroom.
- There is also a computer in the stockroom that can be used to place orders. If the computer system is not working, there is a sign-out sheet hanging next to the computer.
- Please list all items (size and quantity) and the account to be charged.

PLEASE

Do not open packages.

‘Stealing’ from the stockroom is strictly prohibited.

Please comply with the online rules.

Contacts:

Connie Short 3223

Daryl Jones 3248

Chemical Stores

- Storage of bulk chemicals
- Key is available from OS-3017
- Only chemical available for purchase is ethanol. This must be “ordered” from the workshop.

Chemicals in this room are the property of individual researchers.

Contact:

Connie Short 3223

Safety

Fire

Emergency Number	9 - 911
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Fire Evacuation Procedures

If You Discover Smoke or Fire

- Vacate fire area, closing all doors behind you.
- Activate the nearest fire alarm pull station.
- Evacuate the building via the nearest safe exit.
- Once outside, stand clear of the building.
- *The designated meeting point is in the main parking lot.*
- Do not re-enter the building until authorized by Fire Department or Campus Enforcement and Patrol.

On Hearing the Fire Alarm

- Evacuate the building via the nearest safe exit.
- Once outside, stand clear of the building.
- *The designated meeting point is in the main parking lot.*
- Do not re-enter the building until authorized by Fire Department or Campus Enforcement and Patrol.

General Instructions

- Attempt to extinguish the fire only if fire is small and you can do so safely.
- Keep yourself between the fire and an exit.
- Familiarize yourself with the locations of fire alarm stations, emergency exits, and fire extinguishers in your area.
- Elevators are not to be used as a means of exit during a fire emergency.

Emergency Phones

Centrex Phone Locations – in the event VoIP phone service is lost.

Room	Phone #	People with access
OSC Basement (Loading Bay)	2068	All Faculty/Staff/Students
OSC / AX Catwalk	3275	All Faculty/Staff/Students
Annex Tankroom AX2000	2068	All Faculty/Staff/Students
Boiler Room AX2002A	3231	Facilities Management Staff
Workshop DV 2000	3236	Laboratory Services Staff

Lab Safety

- Personal protective equipment (PPE) – lab coats and gloves provided by supervisors; safety glasses, masks and ear plugs provided by OSC
- Training courses in WHMIS, radiation safety, first-aid/CPR provided by OSC
- Disposal of chemical waste
- Chemical spills – Spill kit located at the Annex side of catwalk
- Transportation of chemicals/samples for field trips (road)
- Transportation of chemicals/samples (air)
- Transportation of chemicals/samples (within facility)
- Dry ice shipments
- Liquid nitrogen handling and availability

Contact:

Connie Short

3223

Memorial University Laboratory Safety

www.mun.ca/facman/Safety/S-011_Lab_Safety.pdf

Memorial University provides a safe and healthy work environment for students, staff, faculty, and researchers who are required to use the lab facilities within the University. The very nature of laboratory activities involves some measure of risk. The scope of this document is to:

- Provide general guidelines and basic rules that would be considered the minimum requirement for the safe operation of a laboratory at Memorial University.
- Protect laboratory workers and supervisors from health and safety hazards.
- Define responsibilities of supervisors and those who use laboratory equipment and facilities.
- Provide a standard of safe laboratory practices which allows the University to meet the requirements of the Occupational Health and Safety Act and Regulations.

Please read the entire document before undertaking your lab work.

Scent Free

- MUN is a scent-free workplace.

Faculty, staff, students and visitors are requested to voluntarily refrain from wearing scented items such as perfumes, colognes or hair spray.

The Newfoundland and Labrador Lung Association indicates that 15-20 per cent of the Canadian population has some kind of breathing problem. The chemicals found in scented products can adversely affect asthma, allergies, emphysema, and bronchitis.

General OSC Equipment

- OS-3010: distilled water, Mill-Q water and autoclave.
- OS-2001: drying oven.
- AX-4019: centrifuges (high and low speed), beta and gamma counters.
- Also available: - 80° C freezer space, bench-top spectrophotometer, histological equipment and stains, muffle furnace and fumehood.

PLEASE

Maintain all common areas and equipment so that it is available for others.

Clean up after each usage.

Do Not homestead!

No student should use equipment without first checking with his or her supervisor or lab personnel.

Please do not leave chemicals in unmarked containers or inappropriate locations in the buildings.

Ensure that the chemicals are properly labelled.

All chemicals must be disposed of properly.

Contact:

Connie Short

3223

Aquarist Services

OS 2006

As researchers have differing levels of fish husbandry experience, please ask about your requirements and responsibilities in caring for your animals.

All researchers must provide a copy of their Animal Care Protocol.

Tank-rooms and Cold-rooms

- Tanks of various sizes and configurations are available for rent in common tank areas.
- Tanks may be supplied with freshwater or seawater, with seasonal temperature control.
- Large fish nets and disinfectants are available by the sink outside of Surgery in the Annex Tank-room.
- Requests for tanks should be made a few days prior to your requirement, to allow sufficient time for disinfection and set up of tanks. Users are responsible for daily maintenance and feeding of their animals, and removal of all materials and tank cleaning when finished with the tank. (Charging of tank fees will be continued until cleaning is completed.)
- Frozen herring is available for feeding of animals.

Biosecurity

Disinfect hands (foam) and shoes (footbath) when entering and leaving the Annex tank-room. Common sense and respect for other users and their animals is our best defence against transmission of disease from tank to tank.

PLEASE

Do Not contaminate other user's tanks or equipment.

Do Not borrow personal nets or equipment.

Keep the tank area clean.

Do Not leave large aluminium nets in Virkon disinfectant net bath.

Contacts:

Lana Combdon

3248

Daryl Jones

Feed Freezer

OS 1008

- The walk-in freezer in the basement is for storage of pelleted fish food and frozen herring to feed research animals.
- There is also limited space available for the short-term storage of research samples. All samples must be sealed in containers, identified, with date of removal recorded in the binder in the freezer.
- Unidentified and abandoned samples will be sent to the disposal freezer.

PLEASE

Do Not keep needless or unmarked samples in the freezer.

Any samples which are not marked or properly containerized will be disposed of without notice.

Contacts:
Lana Combdon 3248
Daryl Jones

Surgery
AX 2000

- The Surgery Room is available for sampling and surgical procedures on research animals as well for food preparation. All users must clean and disinfect their equipment and work areas when finished.
- The white board may be used to schedule sampling days. Although not exclusive use, this helps others to schedule their sampling days.
- Leave tank location on white board for field services collection.

PLEASE

Clean and disinfect your workspace when finished.

Place all organic material (fish and fish parts) into garbage bags and place in the Fish Disposal Freezers.

Contacts:
Lana Combdon 3248
Daryl Jones

Fish Disposal Freezers

Outdoor cage attached to Back Tank-room

All organic samples must be securely bagged and placed in the proper disposal freezer, so that it can be transported for disposal. The tote in the freezer labelled “Contaminated Samples” is for animals which have been utilized in experiments involving radioactive or biohazardous materials, which will be incinerated.

“Contaminated Samples” are **not** morts, diseased animals or rotting carcasses.

PLEASE

Make sure that bags are tied securely and will not leak.

Contacts:
Lana Combdon 3248
Daryl Jones

Recycling Paper

Blue recycling bin in the OSC and AX hall-way at each end of the catwalk and in each office or lab.

MUN has a mandatory paper recycling program, which includes:

- White Paper
- Telephone Books
- Hard Covered Books (covers removed)
- Coloured Paper
- Shredded Paper
- Envelopes (with and without windows)
- Newspapers
- File Folders
- Post-It Notes (white or coloured)
- Flyers
- Catalogues
- Business Cards
- Glossy Magazines
- Soft Covered Books

Beverage Containers

OS 3016 (Lunch Room)

Three bins for refundable beverage containers near the vending machines.

PLEASE

**Do Not put garbage in Recycling containers.
Follow recycling guidelines posted above containers.**

Computer Print Cartridges

OS 3016 (Lunch Room)

Used print cartridges may be placed in container in lunchroom.

Batteries

OS 3016 (Lunch Room)

Rechargeable batteries may be placed in a container in the lunchroom.

Cardboard

(Dumpster on Driveway)

Cardboard to be re-cycled may be placed in hallway or directly into “Cardboard Only” dumpster outside.

Contacts:

Lana Combdon

3248

Daryl Jones

OSC Research Resources

Deibel lab

- ecology and physiology of marine plankton
- zooplankton feeding and metabolism, marine food webs
- identification of marine invertebrates

Driedzic lab

- fish physiology and biochemistry
- molecular biology, cell biology, and enzymology
- surgical techniques and hormone assays

Gagnon lab

- structure and function of marine communities
- mechanisms of predation, competition and facilitation
- marine benthic ecology

Gamperl lab

- fish physiology and biochemistry
- effect of physical parameters on swimming and cardiorespiratory physiology
- surgical techniques

Fleming lab

- behavioural and evolutionary ecology of fishes
- breeding system evolution, life history diversity
- marine and anadromous fishes

Fletcher lab

- genetics, molecular biology of fish
- antifreeze proteins, transgenic fish
- freshwater recirculation systems

Mercier lab

- marine chemical ecology
- benthic ecosystems
- chronobiology of reproduction

Parrish lab

- chemistry and biology of marine lipids
- biomarkers, foodwebs, aquaculture
- analytical chemistry, chromatography, continuous flow colorimetry

Rise lab

- techniques for studying gene expression
- cDNA library, DNA microarray platforms including salmonid, zebrafish, and squid
- invertebrate and vertebrate development and responses to stressors (pathogens or environmental toxicants)

Rivkin lab

- microbial food webs
- oceanography
- image analysis, bacterial production

Snelgrove lab

- marine community ecology
- larval ecology of invertebrates and fish
- identification of invertebrates
- statistical consultation, experimental design & analysis

Schneider lab

- statistics, scaling

Wroblewski lab

- fisheries oceanography, modelling

Aquaculture Collaborative Research Development Program (ACRDP) - DFO

Lynn Lush, Dwight Drover, Andy Walsh
OS-4012 (Telephone 3243)

- Atlantic Cod Broodstock Development Specialists

Genome Atlantic - Cod Genomic Project (CGP)

Marlies Rise - Project Manager
OS-4005 (Telephone 2544)

www.codgene.ca

- Project Management and Cod Genomics

The Aquaculture Research and Development Facility (ARDF)

<http://www.osc.mun.ca/ardf>

The Aquaculture Research and Development Facility (ARDF) provides state-of-the-art facilities designed to support research, training, pre-commercial production, and small-scale commercial trials, on alternative species for marine aquaculture. A critical component of the new 1,300 m² facility is a sea water system designed to deliver high quality, temperature controlled, flow through and re-circulating water. There are areas for broodstock conditioning, hatchery and nursery operation, first feeding, and on growing. Live food production facilities have daily production capabilities of 1,000 L algae, 1 billion rotifers, and 500 million *Artemia*.

Contacts:

Danny Boyce, Facility and Business Manager (OS 4007)	8691
1 st Floor (Broodstock, Hatchery, First Feed Room, Paired Mating, and Offices)	3026
2 nd Floor (Live Feed Areas, Filtration Room, and Fish Physiology)	2678
OS - 4005A Fish Health / Water Quality lab	

Hatchery and First Feed Aquaculture Staff

Lori Thorne
Francine Godden
Jennifer Monk
Laurie Murphy

Broodstock and Live Feed Aquaculture Staff

Rodney Healey
Denise Tucker

Cage Site Staff

Jennifer Caines
Dan May
Courtney Williams
Sheldon Perham

**Aquaculture Research and Development Facility
Ocean Sciences Centre**

Live Food Request Form

(Algae, Rotifers, Artemia)

Present Date: _____

Name: _____

Professor/Researcher Associated With: _____

Contact Number: _____

Type of Live Food Requested: _____

Date Live Food Required: _____

Amount of Live Food Requested: _____

Termination Date: _____

Grant #: _____

**Aquaculture Research and Development Facility
Ocean Sciences Centre**

Tank Request Form

Present Date: _____

Name: _____

Professor/Researcher Associated With: _____

Contact Number: _____

Date Tank Required: _____

Termination Date: _____

Type, Size and Location of Tank / Incubators Requested: _____

Number of Tanks / Incubators Requested: _____

Water Temperature Required: _____

Flow Rate Required: _____

Photoperiod Required: _____

Species (i.e. cod, halibut, salmon): _____

Origin (i.e. cultured, wild): _____

History (location of eggs/fish before transfer to ARDF): _____

Number & Size of Fish Per Tank (stocking density kg/m³ or kg/m²): _____

Research Project: _____

Grant #: _____

If you need assistance filling out a tank request form, please feel free to contact Danny Boyce.
dboyce@mun.ca or (709) 737-8691.

Biosecurity

Implementation of Aquaculture Research Development Facility (ARDF) Biosecurity Protocols 2006

Biosecurity is defined as management practices that prevent non-infected, healthy animal populations from being exposed to infectious or parasitic agents.

Disease causing organisms are often spread by vectors, such as people or equipment. If these vectors are properly disinfected at critical control points then exposure to disease causing organisms will be greatly reduced.

The Aquaculture Research and Development Facility (ARDF) abides by regulations set forth by The Department of Fisheries and Oceans, Canada (DFO) and The Provincial Department of Fisheries and Aquaculture (DFA) in order to obtain license (s) for the transfer of live fish to and from our facility. If protocols below are not followed the ARDF is subject to disciplinary actions from governing agencies who provide us services (licenses and veterinary services etc.).

Bio-Security is an evolving process and requires expertise and input from varied sources. An all encompassing, failsafe protocol has not been developed to date. To decrease disease risk to the Aquaculture Research Development Facility, cooperation is needed at all levels and departments. Effective immediately, protocols outlined below are to be followed by all people entering the Aquaculture Research Development Facility. Please also read "Facts About Biosecurity".

- Entering and exiting the building is only permitted through the link area only, unless an emergency is in progress.
- All other doors are **fire exit** doors only.
- The exit door (with footbaths) next to the cold room and the exit door in the broodstock room are for building related items only (feed delivery, salt delivery, fish transfers etc.). These doors are not to be used for an alternative entry or exit door, to and from the parking lot.
- Hand wash and footbath stations for each room are present. Please use these effectively.
- Personnel traffic flow should be minimized to decrease the risk of pathogen transfer.
- Tours must be authorized by the OSC Director (Dr. Ian Fleming), Facility Managers (Danny Boyce) or (Jim Devereaux) or ARDF Research Associate (Dr. V. Puvanandran). Please sign in all guests in book provided on table in link before entering the facility.
- Tours through the facility will be minimized. If a tour is necessary, footwear must be disinfected (i.e. rubber boots and plastic booties are provided). Hand wash stations must be utilized and guests should leave their hands in their pockets for the remainder of the tour.
- If guests have recently visited other farms or facilities, footwear must be changed and lab coats worn. Rubber boots and lab coats are provided in the link before entering the facility.
- Keys are issued to personnel working in the ARDF only. All other people will have to be admitted to the building by ARDF staff upon request.
- Outside contractors entering the building have to be accompanied by ARDF/OSC staff at all times and follow protocols outlined above.