Customer checklist for planning Experiments at FISH-VET

Here is a document to help you to prepare planning your experiment at FISH-VET. It shows all the steps, users must follow. If you have any question, please do not hesitate to contact lab-fish-vet@nmbu.no.

Before to start experiment

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| 1. **Take contact with the fish lab to discuss possibilities and costs, and get this task list together with other documents to read (Annex files from NMBU)**

*Note 1 : See ANNEX A for NMBUs routine for competence requirements to work with animals at NMBU.* *Note 2 : See ANNEX B for the general description of routine for planning, applying, and performing animal experiments at NMBU.* | Checked |
| 1. **Submit a brief plan to the fish facility and get a quote for your project**

Use this form to request a quote: <https://nettskjema.no/a/plan-new-project-at-fish-vet>*Note: It is better to get a budget before submitting a grant application to avoid the difficulties or impossibility of performing the experimental plan due to insufficient budget.*  |  |
| 1. **Provide a proper detailed plan to the fish facility manager**

The plan must at minimum contain the information below:1. What are the groups or treatments, number of fish, number of tanks
2. The environmental conditions (water temperature, photoperiod, feeding frequency and quantity)
3. Time plan for sampling and for complete experiment
4. The list of chemicals and pathogens (if any) planned to be used in the facility (this also includes vaccines and special food)
5. Any special requirement linked to your research project
6. The list of all people from the project who will enter the fish facility. Any persons that require access without the supervision of a member of the fish facility staff need to be clearly identified, others will not be granted access without supervision.

*Note: An agreement (contract, see point 6) must be made between the researcher planning the experiment and the fish facility no matter if FOTS application is required for the study or not.* |  |
| 1. **Get the necessary approuvals (if applicable)**
* Projects above the legally defined threshold for potential harm require approval from Norwegian

authorities (Mattilsynet) via a FOTS application. Consult the NMBU guidance documents for FOTS applications (ANNEX C). Please, contact PMSK NMBU if you are in doubt whether you project requires a FOTS-application. *Note 1: The approval of a FOTS application by Mattilsynet usually takes 40-60 working days.**Note 2: One of the requirements of a successful FOTS application is to confirm that the fish facility has the capacity (personnel and equipment available) to conduct the planned experiment.* *Note 3: All people going to work with the live fish must be listed in the application.** Projects using GMO fish lines or GMM must request …..
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| 1. **If using any pathogen or chemical whithin the fish facility, provide a risk assessement and SOPs used in the project to the fish facility manager**

*Note: The fish facility will provide the general SOPs in the fish facility but the researchers designing the project must provide a risk assessment and specific SOPs for the pathogens and chemicals planned to be used in the project. These SOPs are intended to prevent general infection or contamination of the fish facility staff and users, equipment, and rooms, and must be validated by the fish facility manager prior the contract can be signed.* The SOP must at minimum contain the information below:1. List of chemicals and infectious agents (dangerousness, contamination prevention procedures, waste treatment, and material decontamination)
2. How fish will be exposed
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| 1. **Participate to the Startup meeting (with the veterinarian of the fish facility)**
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| 1. **Get a contract, sign it, and make the prepayment**

 Note: No fish can be ordered or produced before this step is performed |  |
| 1. **Get training to work in the fish facility, read all documents sent by the facility, and sign the consent form.**
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| 1. **Get access to the fishAPP to follow my fish and tanks**
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During the project

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| 1. **Inform the facility at least 24h in advance about any plan change or any need that is not planned using this form:** <https://nettskjema.no/a/fish-vet-request-form>**.**

*Note: This include the need of equipments, personnel, changes in the protocol,…* |  |
| 1. **In case of experiment with a FOTS, request any plan change to Mattilsynet and get approval prior the change is put in place.**
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After the project is finished

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| 1. **Get the data from your experiment (water quality, fish mortality)**
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| 1. **Get the bill and pay it**
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| 1. **Use NMBU and FISH-VET logos in all communications**
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