

**1. What is a supplier fish procurement form?**

This form is a document that is required to be filled out and approved of prior to procuring any fish via a supplier.

**2. Who should the procurement form be submitted to?**

The form should be submitted to the UNE Fish Facility Manager.

**3. When should the procurement form be submitted?**

The form should be submitted a week prior to any trips scheduled to collect fish. Approval of the form is required prior to any fish being procured (see approval meaning below in point 9).

**4. What does “DOB” stand for?**

Date of Birth.

**5. 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 Investigators most accurately known date. Should this date be changed, the UNE Fish Facility Manager must be notified.

**6. 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.

**7. What is the “Additional Notes” section for?**

This section is for any notes the PI believes are relevant and important for the Fish Facility Manager to know.

**8. What should I do if I’m unable to answer one of the sections on the fish procurement form?**

Answer that the question is “not applicable” or “n/a”. Brief descriptions as to why the section is “not applicable” are encouraged.

**9. What is the approval process for a fish procurement form?**

Once the form has been completed, you’ll need to submit the form to the current Fish Facility Manager at UNE. The Manager will then review the form and associated IACUC protocol. If they have questions, the Manager will contact the submitter directly.

Approval is the return of the procurement form with the Fish Facility Manager’s signature and date on the form.

**10. What should I do after I receive approval for my fish procurement form?**

You’re all set to go on your fishing trips to procure your fish. The Fish Facility Manager asks to be notified once new fish have been procured and established in their tanks.