Facility Management

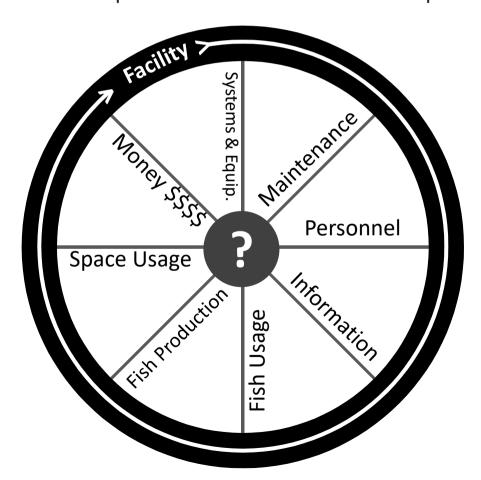


7th Annual International Zebrafish Husbandry Course Buguggiate, Italy 2018

Facility Management Scope

Facility Management

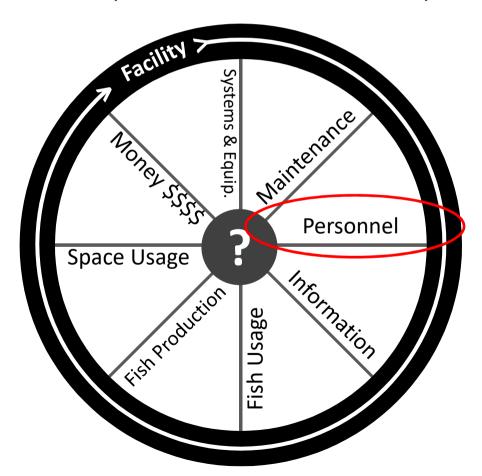
The integration of processes within an organization to maintain and develop agreed services which support and improve the effectiveness of its primary activities.



Facility Management Scope

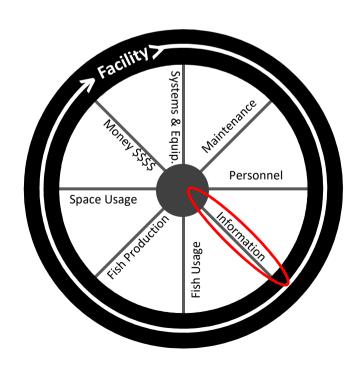
Facility Management

The integration of processes within an organization to maintain and develop agreed services which support and improve the effectiveness of its primary activities.



Distribution of Information

- Standard Operating Procedures
 - Overview sheets
- Signs and postings
- Maps
- Manuals and user guides
- Videos



Standard Operating Procedure - SOP

A **standard operating procedure**, or **SOP**, is a set of step-by-step instructions compiled by an organization to help workers carry out routine operations. SOPs aim to achieve efficiency, quality output and uniformity of performance, while reducing miscommunication and failure to comply to industry regulations. *-wikipedia*

Efficiency
Quality
Uniformity
Performance

Compliance to Regulation or Standard

Standard Operating Procedure - SOP

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Title

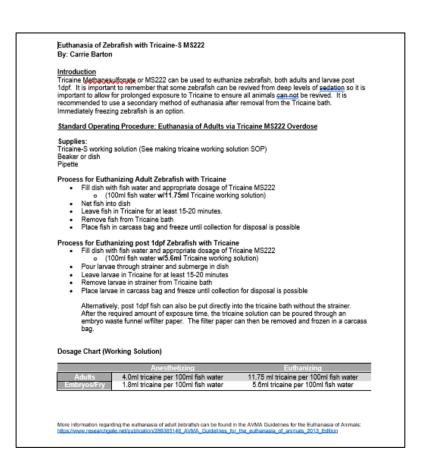
Purpose for the SOP

Materials needed to complete task

Methods: step by step instructions

Any pertinent archival information

References



Standard Operating Procedure - Formatting

Title: Euthanasia and Anesthesia of Zebrafish

Avoid the bulk approach to building SOPs

Euthanasia of Zebrafish with Tricaine-S MS222 By: Carrie Barton

Introduction

Tricatine Meghageus/Gogate or MS222 can be used to euthanize zebrafish, both adults and larvae post told. It is important to remember that some zebrafish can be revived from deep levels of <u>sadation</u> so it is important to allow for prolonged exposure to Tricatine to ensure all animals can explore the viewed. It is recommended to use a secondary method of euthanisis after removal from the Tricatine bark.

Standard Operating Procedure: Euthanasia of Adults via Tricaine MS222 Overdose

Supplies: Tricaine-S working solution (See making tricaine working solution SOP)

Process for Euthanizing Adult Zebrafish with Tricaine

• Fill dish with fish water and appropriate dosage of Tricaine MS222

• (100ml fish vater with 17.5ml Tricaine working solution)

• Net fish into dish

• Leave fish in Tricaine for at least 15-20 minutes.

- Remove fish from Tricaine bath Place fish in carcass bag and freeze until collection for disposal is possible

Process for Euthanizing post fidpf Zebrafish with Tricaline Fill dish with fish water and appropriate dosage of Tricaline MS222 o (1001 fish water wids fill Tricaline working solution) Four larvae through statient and submorage in dish Leave larvae in Tricaline for all seals 15-00 minutes Remove flarvae in strainer from Tricaline bath Fill the control of the contr

Alternatively, post 1dpf fish can also be put directly into the tricaine bath without the strainer.

After the required amount of exposure time, the tricaine solution can be poured through an embryo waste funnel writter paper. The filter paper can then be removed and frozen in a carcass baso.

	Anesthetizing	Euthanizing
Adults	4.0ml tricaine per 100ml fish water	11.75 ml tricaine per 100ml fish water
Embryos/Fry	1.8ml tricaine per 100ml fish water	5.6ml tricaine per 100ml fish water

Making Tricaine for Anesthesia and Euthanasia By: Carrie Barton

Standard Operating Procedure: Making Tricaine Stock Solution

Purpose: This document describes the processes of making tricaine stock solution

Supplies:
TricaineS-Powder (Western Chemical)
RC or DD water
Tris --PBI
Scale and weigh boats
Beater
Sirr plate or stir stick
pri mater
Plastic, non-transparent bottles or tubes for storage

Labels Chemical hood (tricaine is classified as a respiratory irritant)

- Process for Making the Stock Solution:

 Place scale inside hood with the blower turned off

 Measure out the appropriate volume of RO or DD water per chart below

 Weigh Tricaine-S powder in a hood
- Carefully add powder to water and stir to dissolve Turn hood on as soon as the powder has been added to the water
- Slowly add Tris- pH 9 until pH of tricaine solution has reached 7.00-7.2
- Aliquot into amber containers and tubes and store back stock in freezer
 Bottles and tubes can be removed and thawed as needed

Tricaine Stock Solution					
Desired Amount	300mL	500mL	600mL	800mL	1L
3x Tricaine Powder	1200 mg	2000mg	2400mg	3200mg	4000mg
RO water	293.7mL	489.5mL	587.4mL	783.2mL	979mL
Tris- pH 9	~6.3mL	~10.5mL	~12.6mL	~16.8mL	~21mL

Anesthesia of Adult Zebrafish with Tricaine By: Carrie Barton

Introduction
Tricaine Wethanesufcoate or MS222 can be used as a submersible anesthetic. It is important to know the levels of anesthesis of fish prior to doing the procedure.

Levels of Anesthesia (McFarland and Klontz 1969)

Standard Operating Procedure: Anesthasia via Tricaine MS222 for Zebrafish

Supplies: Vorking solution (See making tricaine working solution SOP)
Tricaine-S working solution (See making tricaine working solution SOP)
2 dishes fiftinger bowlat/del cupsion other shallow container that will hold ~200mls)
Paper Towels
Metal spatula
Breeding ank with fresh fish water for recovery
Net

- Process for Anesthetizing Fish:

 Fill dish with fish water and appropriate dosage of Tricaine MS222

 For Adults: 100ml fish water wi-fmit tricaine working solution

 For Larvae: 100ml fish water wil-fmit tricaine working solution

 Fill second dish with just Hesh fish water.
- Net fish and drop into the anesthetic bath
- Net fish and drop rine the anesthetic bath Octobers this for signer of distress (clieding from the gills or reddening around the base of the fins). When this has reached the appropriate level of anesthesia, remove from that with spoon. Up the fish in the district ordinaring just find water to mise anesther for the fish. If the property of the

standard operating procedure, making iniciane working solution

Purpose: This document describes the processes of making tricaine working solution.

Supplies: 3x Tricaine-S Stock Solution (See Making Tricaine Stock Solution SOP)

- Process for Making the Working Solution:

 These tables (solution:

 Combine with fish water in a ratio for the life stage and desired outcome (anesthesia or exhibitation)

 Make the couple of ratios

 Make thoroughly

 Use working solution that day. Do not reuse!

	Anesthetizing	Euthanizing	
Adults	4.0ml tricaine per 100ml fish water	11.75 ml tricaine per 100ml fish water	
Embryos/ Fry	1.8ml tricaine per 100ml fish water	5.6ml tricaine per 100ml fish water	

Process of Euthanizing Larval (1dpf-7dpf) Zebrafish

- . Fill bottom of 2L breeding tank 2/3 full of crushed ice
- Add fish water until full
- . Nest breeding tank insert in the tank bottom, pushing it down into the ice
- o This will create a cold water bath, free of ice
- Insert thermometer to ensure temperature of 36-39F have been achieved.
- . Pour larvae through strainer and nest into the water
- Wait until fish have full loss of orientation/equilibrium and opercular movements have cear
- Start timer for minimum of 20 minutes
- Transfer larvae into carcass bag and freeze until time of collection and disposal

Oosage Chart (Working Solution)

	Anesthetizing	Euthanizing
Adults	4.0ml tricaine per 100ml fish water	11.75 ml tricaine per 100ml fish water
Embryos/ Fry	1.8ml tricaine per 100ml fish water	5.6ml tricaine per 100ml fish water

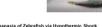
Signs of Anesthetic Stress in Zehrafish



Moving fish from Tricaine bath, to rinse bath, to the towe







Euthanasia of Zebrafish via Hypothermic Shock By: Carrie Barton

<u>immonuturon</u>

Prolonged immersion in 36-39F water (hypothermic shock) can be used to euthanize both adult and larval zebrafish. It is important to remember that some zebrafish can survive hypothermic shock if slowly rewarmed. It is recommended to use a secondary method of euthanasia after removal from the ice bath. Immediately freezing all animals post hypothermic shock exposure is an appropriate method.

Standard Operating Procedure: Euthanasia of Zebrafish via Hypothermic Shock (Ice Bath Immersion)

Supplies: Crushed ice 2 L breeding cage w/insert Fish water

Thermometer Embryo strainer (for larval euthanasia)

Process for Euthanizing Adult Zebrafish via Hypothermic Shock

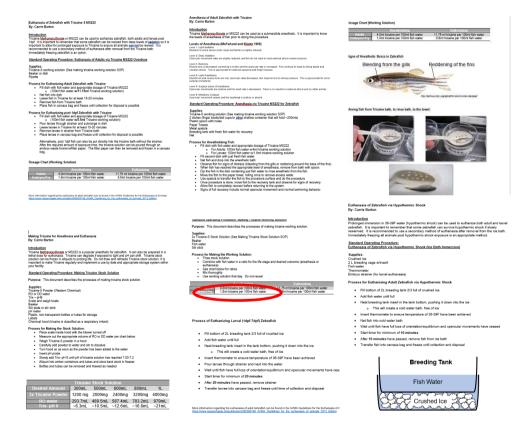
- Fill bottom of 2L breeding tank 2/3 full of crushed ice
- . Nest breeding tank insert in the tank bottom, pushing it down into the ice This will create a cold water bath, free of ice
- Insert thermometer to ensure temperature of 36-39F have been achieved
- Nat fish into cold water bath
- Start timer for minimum of 10 minutes
- After 10 minutes have passed, remove fish from ice bath
- . Transfer fish into carcass bag and freeze until collection and disposal



Wait until fish have full loss of orientation/equilibrium and opercular movements have ceased

Standard Operating Procedure - Formatting

Title: Euthanasia and Anesthesia of Zebrafish



6 page SOP covering:

- Making tricaine stock solution
- Making tricaine working solution
- Euthanizing zebrafish with Tricaine
- Anesthesia of zebrafish with Tricaine
- Alternate methods of euthanasia



Standard Operating Procedure - Formatting

4 Specific SOPs

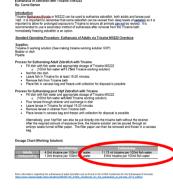
Information is: Easier and faster to find = More likely to be used



Making tricaine solutions



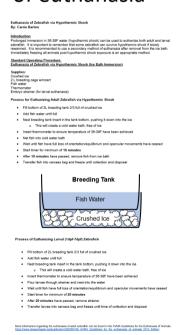
Euthanizing zebrafish with Tricaine



Anesthesia of zebrafish with Tricaine



Alternate methods of euthanasia



Standard Operating Procedure – Reference Sheets

Quick Reference Sheets

A reference card or reference sheet (or quick reference card) is a concise bundling of condensed notes about a specific topic. It serves as an ad hoc memory aid for an experienced user.

-wikipedia

- Not a substitute for full length SOP or proper training
- Meant as a supplement to accessible procedure book
- Make these water proof and available within facility were the specific task is done



Facility Feeding Quick Reference

Color	Size of Tank	Volume of Feed	
	2.8 L	% scoop	
Yellow	2.8 L	% scoop	
	6 L	1 scoop	
	9 L	2 scoops	
Orange	2.8 L	½ scoop	
	6 L	1 scoop	
	9 L	2 scoops	
Purple	Bulk Tanks	Instruction on each tank	
Special	2.8 L	% scoop	
Diets	6 L	1 scoop	
	9 L	2 scoops	

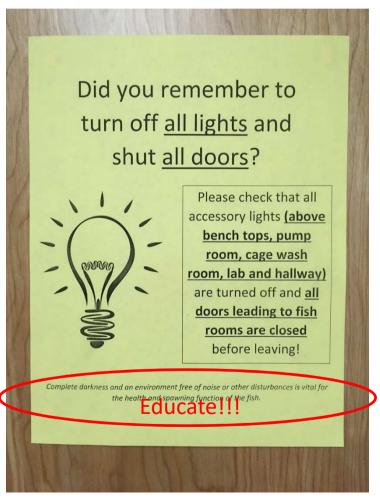
Color	Size of Tank	Volume of Feed	
	2.8 L	% scoop	
Yellow	2.8 L	½ scoop	
	6L	1 scoop	
	9 L	2 scoops	

Color	Size of Tank	Volume of Feed	
	2.8 L	¼ scoop	
Yellow	2.8 L	% scoop	
	6 L	1 scoop	
	9 L	2 scoops	
Orange	2.8 L	% scoop	
	6 L	1 scoop	
	9 L	2 scoops	
Purple	Bulk Tanks	Instruction on each tank	
Special	2.8 L	% scoop	
Diets	6 L	1 scoop	
	9 L	2 scoops	

Visual Aid – Signage

Signs are a useful tool for conveying a brief and concise message or providing basic reminders

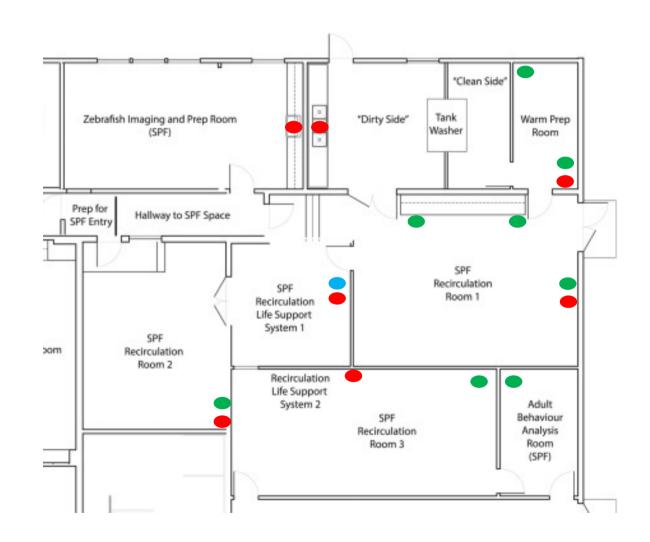




Visual Aid - Map

Location of all water spigots in the facility

- Line water tap
- Fish water tap
- RO water tap



Visual Aid – Map

Equipment locations – for maintenance purposes



Availability of Information

SOP binders should be available at facility entry point

-Check in sheets can help track entry in the event of a problem

Husbandry Staff

Research Staff

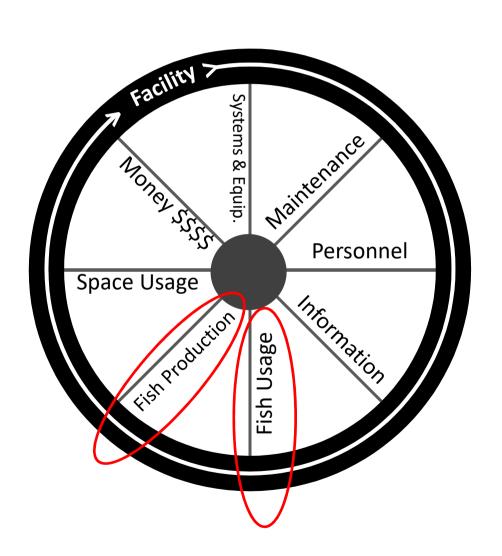
- Facility entry guidelines
- All animal care SOP's
- Emergency contacts
- ACUP's

Facility Services

Outside Contractors

- Facility entry guidelines
 -what tools can come in?
- Facility maps
- Environmental conditions
- Emergency contacts

Fish Usage and Production



Fish Usage and Production

A systematic approach to the use and production of fish is vital for:

- Animal welfare
- Reduce production of unneeded animals
- Support research minimize disruptions

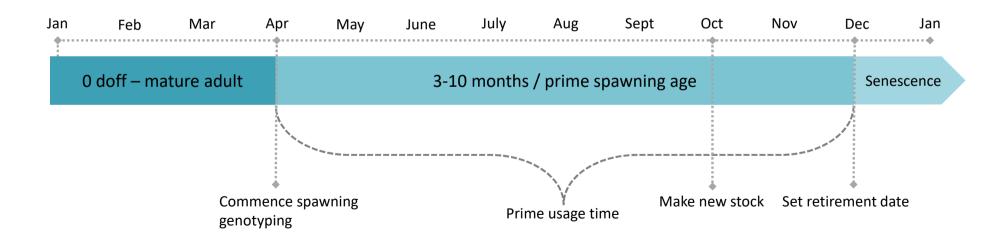
Production and usage schedules

Fish Production

Production schedule should take into account milestone events such as:

- Birth date
- Maturation time
- Time to ID if needed
- Respawn to make new generation of fish

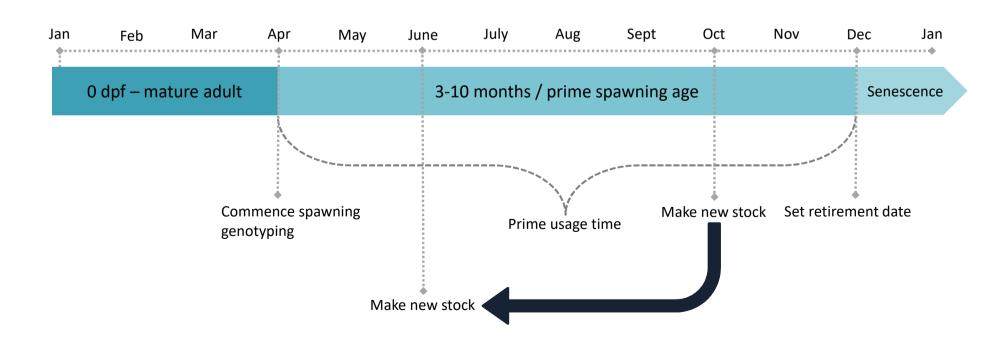
Establish generic timeline – life and usage cycle



Fish Production

- Does this line require extra time for genotyping?
- Is this a heavily used line?
- Is lag time between generations acceptable?

Establish customizable timelines for special or heavily used lines



Fish Usage – Spawning Rotation

Rotation system benefits heavily and minimally used animals

- Color code on tank label is a visual que of animal status
- Helps prevent over and under spawning
- Reduction of egg associated inflammation (egg bound)
- Works well for situations with multiple users
- Improved spawn success





www.zebrafish.org



Joerg Mayer, DVM, 2002

Fish Usage – Spawning Rotation

How does it work?

- All tanks spawned within the current week are tagged with a specific color by affixing a small flag to their tank label.
- This color is used as an indicator of how long ago the tank was spawned.
- Researchers and staff can easily see when the tank was used last by matching the label color to the rotation chart.

Minimum spawning interval 7-10 days Maximum spawning interval 6 weeks

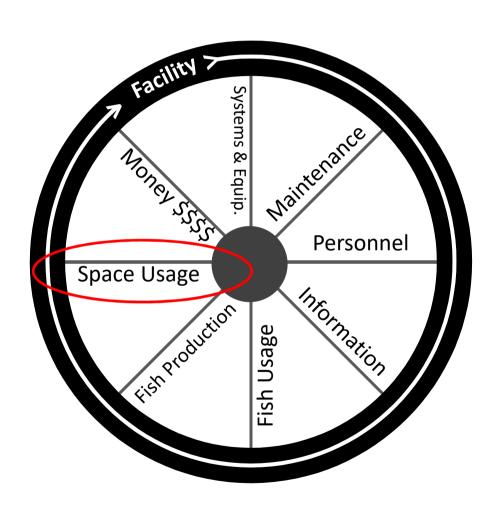


Fish Usage – Spawning Rotation





Space and Equipment Usage

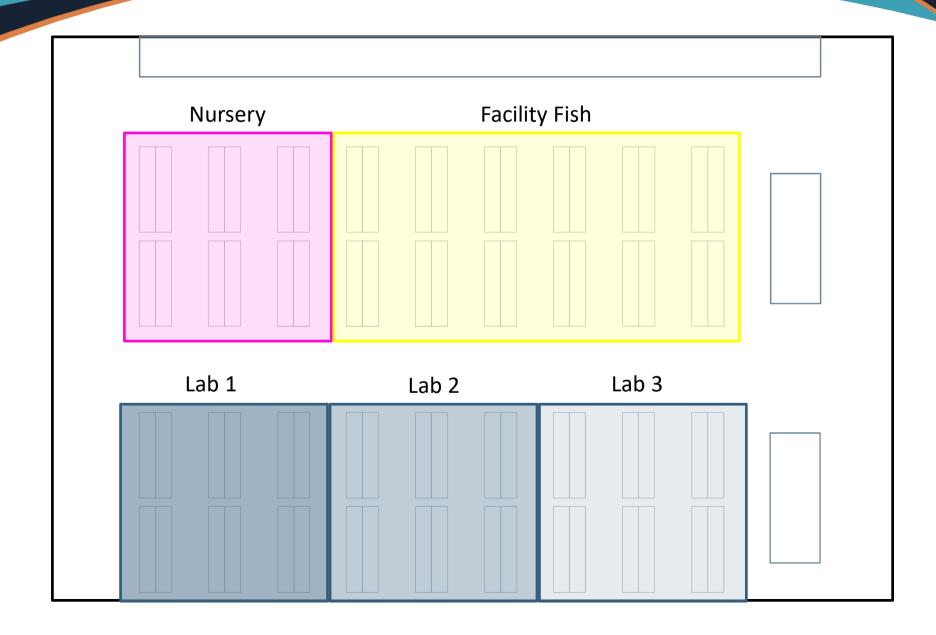


Space and Equipment Usage

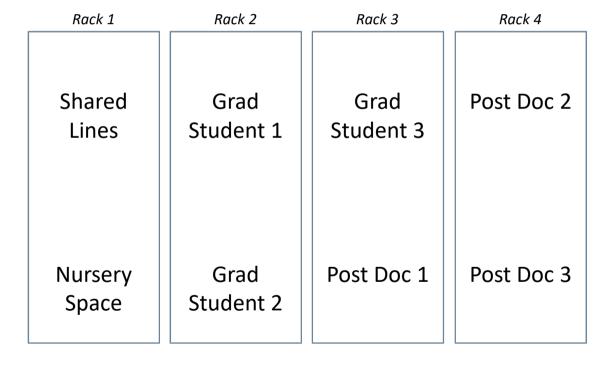
A systematic approach to managing space usage is vital for:

- Animal welfare
 - Reduction of animals produced and used
- Eliminating (okay, maybe minimizing) user conflict
- Time management and efficiency
- Productivity = more research outcomes

Space Usage – Facility Organization



Space Usage – At the lab level



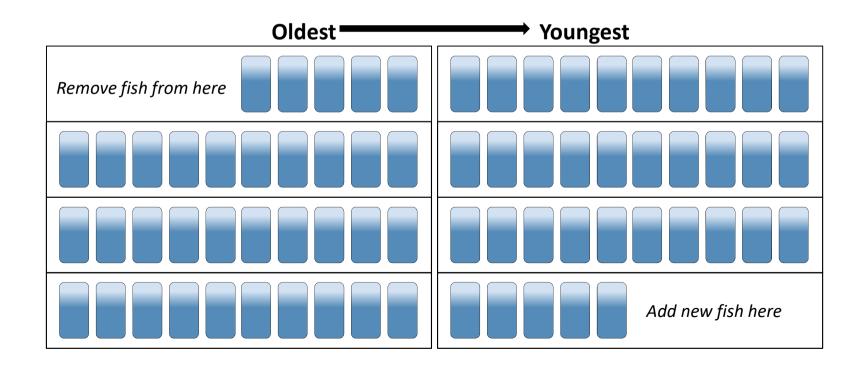


Space Usage – Nursery

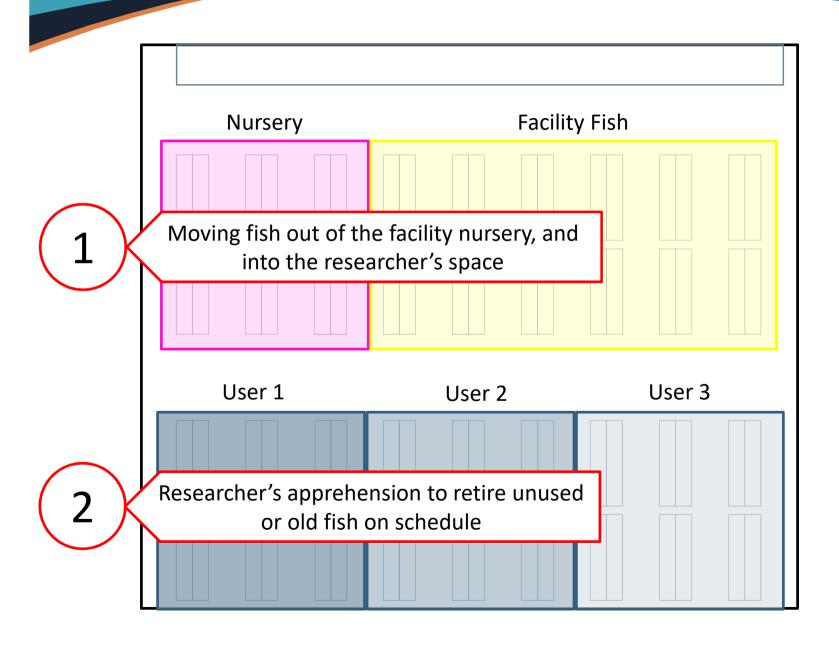
Regardless of type of facility, consolidate all juvenile fish into one nursery space!

Create a chronological rotation system that:

- 1) allows researchers to know where to put fish
- 2) organizes the fish by age and ultimately feed size



Space Usage – Bottlenecks



Space Usage – Bottlenecks

Fish Math

1000 fish stock enters nursery

-10% mortality

=900 fish leave nursery ~3 months later

At 95-100% occupancy, ~900 fish need to be retired within 3 months of stock creation

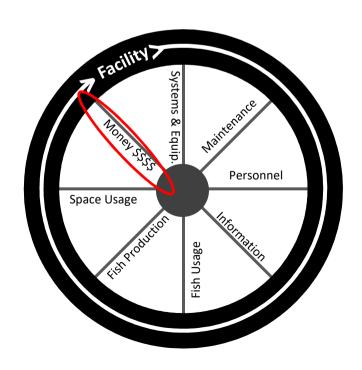


number of fish in must = number of fish out

Space Usage – Bottlenecks

An effective system to prevent bottlenecks related to tank space in the main facility is to:

- 1) Create a sign up and occupancy system that accounts for maximum capacity in both researcher space and nursery that has notifications for impending fish transfers
 - 2) Education users about the implications of elderly fish and the impact on whole colony health
- 3) Impose increased per diem rates or penalties for non-compliance



Facility Per Diem

Determine total operating expense per tank or per animal, at all stages within the facility.

- Nursery
- Grow out
- Adult tanks
- Quarantine
- Special services

Example:

		Cost per tank (3.5L) Per day (nursery)
WASHU-MCDS	\$0.20	\$0.40

Typically within a per diem system, all other associated expenses are captured.

Fee Book Model

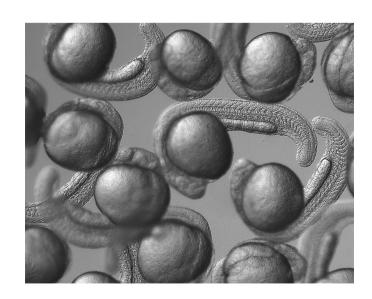
Tank charges similar to per diem system:

Fish housing/husbandry – tank rate or fish/embryo procurement Operating expenses Supplies PPE

Independent fees for specific services:

Special procedure support (microinjections, mutant line maintenance, dissection Equipment usage (microscopes, PCR equipment, etc.)

Good alternative for facilities supporting a large volume of labs exclusively using embryos or offering more technical support or full service closed core facilities



Procedure Spaces

Create sign up system and log book

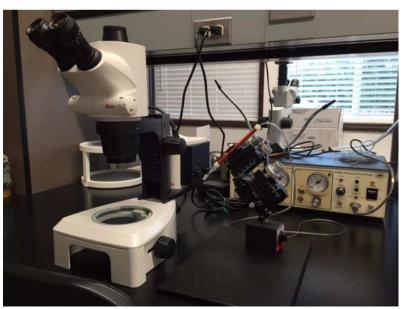
- help mitigate overlaps
- track equipment usage
- identify problems

Determine who is responsible for equipment repair, consumables, and service contracts!

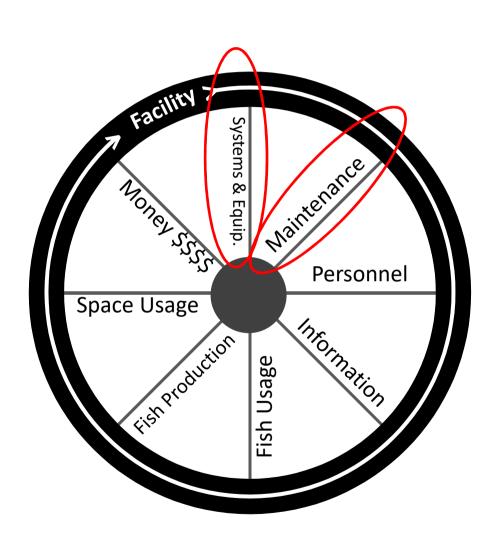
- fee book system?
- rolled into per diem?
- university core support?

Ensure equitable system for all users





Systems



Systems

Water Systems

- central life support
- recirculating aquaculture system
- supply water systems

Environmental Conditions

- lighting
- humidity and temperature control

Emergency Systems

- Power
- Water

Sanitation Systems

- Tank washers
- Autoclaves
- Waste water processing



Systems

Water Systems

- central life support
- recirculating aquaculture system
- supply water systems

Environmental Conditions

- lighting
- humidity and temperature control

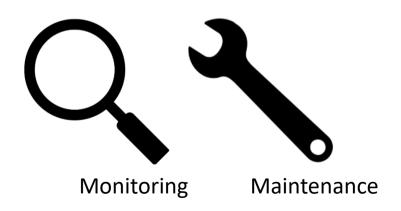
Emergency Systems

- Power
- Water

Sanitation Systems

- Tank washers
- Autoclaves
- Waste water processing





Water Systems (CLS, RAS, Water Plant)

The heart of every facility is the fish water system

One of the few systems we have complete control over in terms of care and maintenance







Challenge – Not all systems are alike

Although the basic processes are the same, many components are different.

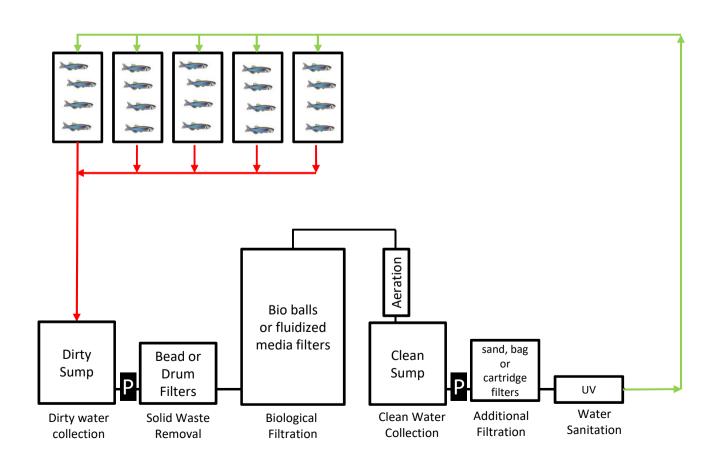
Differences in building services impact this as well







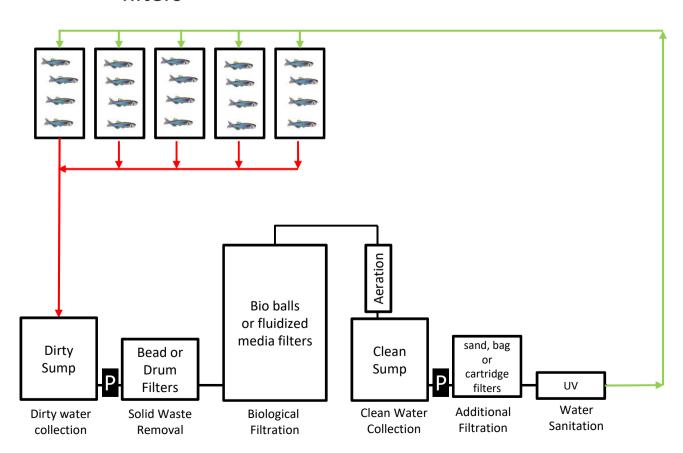
Basic RLS schematic



Basic RLS schematic

Multiple components working together

- Identify the maintenance needs and potential failure points
- Have back ups to things like pumps in place and tested
- · Identify proactive maintenance intervals on critical equipment
 - -UV lamps
 - -filters



Pumps

Having back up pumps onsite is crucial to avoiding negative outcomes in the event of an equipment failure

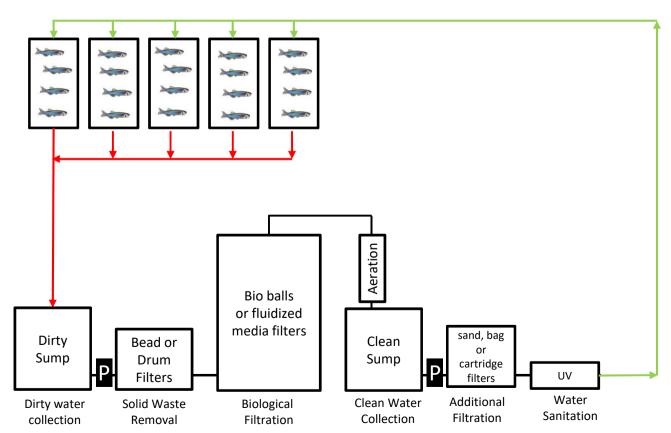
- if these can be integrated into the system, changing pumps is easier and reduces down time
- ensures spare pumps are actually operational
- like generators, pump need to be cycled!



Auxiliary Systems

Supply water

- Reverse Osmosis
- Deionized
- Tap water??
 - -requires treatment to remove chlorine or chloramines
- · Dedicated equipment or building supplied
 - -know the other users and who does the maintenance



Municipal Water Supply

Learn about your local water!

- -is it routinely treated? With what?
- -will they notify you of changes?

Municipal water supply reports for Corvallis, Oregon

Primary Standards

Treatment Plants							
Taylor Tre	atment Pla	int data ε	reek Treatment Plant data are shaded				
Parameter	MCL	MCLG	Maximum Reported	Range		Likely Source	Meets Regs?
Turbidity 1	TT = 95% of samples < 0.3 NTU	N/A	0.03 NTU	0.02	- 0.06 NTU	Soil runoff and stream sediment	Yes
Turbialty .			0.03 NTU	0.02	- 0.12 NTU	Soil runon and stream sediment	
Fluoride 2	4 mg/L	4 mg/L	0.64 mg/L	0.00	- 0.88 mg/L	Added to promote dental health	Yes
Fluoride -		4 mg/c	0.68 mg/L	0.72-	- 1.01 mg/L	Added to profitote defical fleatili	
TOC, Raw Water	TT = 4 mg/L	N/A	1.53 mg/L		- 1.77 mg/L		Yes
			1.06 mg/L	0.55	- 1.29 mg/L	Naturally occurring carbon, often	
TOC, Finished	TT = 2 mg/L	N/A	0.71 mg/L	0.50	- 0.58 mg/L	from leaves or other organics	Yes
Water		N/A	0.65 mg/L	0.50	- 0.70 mg/L		
Nitrate ³	10 mg/L	10 mg/L	No detect		N/A	Fertilizer, septic tanks,	Yes
Nitrate			0.10 mg/L		N/A	sewage, or erosion.	
Sodium ³	20 mg/L	N/A	17.6 mg/L		N/A	Chlorination with Sodium Hypochlorite	Yes
			6.64 mg/L		N/A	Chlorination with Sodium Hypochionie	
1. Turbidity has no health effects but can interfere with disinfection and provide a medium for microbial growth. "TT"							

dded to City drinking water and has been since 1952. Kno est to parents with young children. See article on page 6.

st inorganic contaminants are measured on a nine-year reduced monitoring cycle; the last sample was in Ma Nitrate is sampled annually. The MCL for nitrite is 1.0 mg/L and for nitrate is 10.0 mg/L; Corvallis tests the

Primary Standards

Distribution System							
Parameter	MCL	MCLG	Maximum Reported	Range	Likely Source	Meets Regs?	
Total Trihalo- methanes ⁴	80 μg/L	0 μg/L	21.35 µg/L	6.3 - 25.7 µg/L	By-products of disinfection process	Yes	
Haloacetic Acids ⁴	60 µg/L	N/A	19.53 µg/L	9.7 - 29.3 µg/L	By-products of disinfection process	Yes	
Copper ⁵	Action level: 90% of homes tested have less than 1.3 mg/L	1.3 mg/L	90% of homes tested had less than 0.305 mg/L	No homes tested were above 1.3 mg/L	Corrosion of household plumbing	Yes	
Lead ⁶	Action level: 90% of homes tested have less than 15 µg/L	0 μg/L	90% of homes tested had less than 3 µg/L	No homes tested were above 15 µg/L	Corrosion of household plumbing	Yes	
			t four locations in the di ater is likely to have ren	stribution system		elevate	

Detected Levels of Secondary Standards							
Parameter	MCL (non-enforceable)	Taylor Plant Reported	Rock Creek Plant Reported				
Calcium	n/a	4.75 mg/L	10.1 mg/L				
Chloride	250 mg/L	2.4 mg/L	4.2 mg/L				
Sulfate	250 mg/L	9.6 mg/L	8.2 mg/L				
Alkalinity	n/a	24.9 mg/L	39.5 mg/L				
Hardness	250 mg/L	20 mg/L	40 mg/L				
pH	6.5 - 8.5 pH units	6.90 - 7.40 pH units	7.00 - 7.20 pH units				
Total Dissolved Solids	500 mg/L	67.0 mg/L	58.0 mg/L				

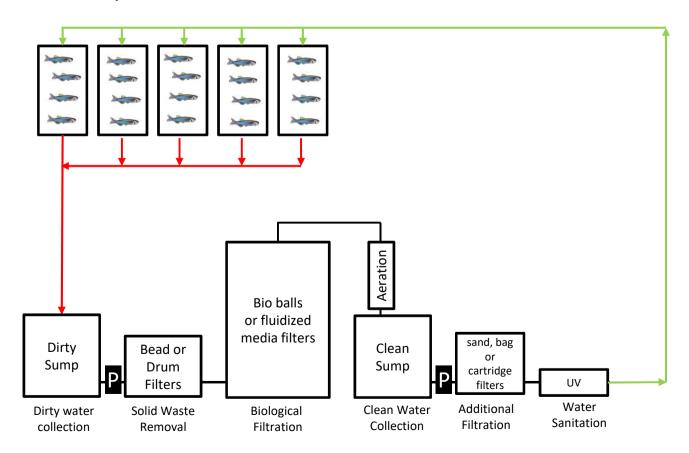




UV Disinfection

UV Failure poses a significant risk to health of the colony

- Do not use lamp failure as your maintenance interval
 -Recommendations on bulb degradation are available
- Check for lamp failure daily
- Keep lamps on site
- Keep sleeves and rebuild kits on site



Systems – Maintenance

Proactive

Preventing problems **before** they arise

- Automatic monitoring systems
- Routine checks on equipment
- Alarms are set for early detection
- Test back up equipment
- Disposables and supplies on hand
- Preventative maintenance contracts
- Replace critical elements on schedule vs. when they fail

Reactive

Reacting to problems **after** they arise

- Relying on alarms alone to drive your maintenance and system management plan
- Source what you need when it fails or needs replacement





Systems – The moving parts

Supply lines

- power and water
- shutoff points

Waste lines

- drains
- water treatment

Wear items and disposables

- what needs replacing and when
- are there spares on site?
- if not, how fast can you get them?

Repairs

- internal (facility services or operations)
- external (service contracts)



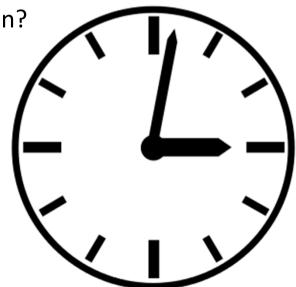


Systems – How much time do you have?

Learn the limits of your system in the event of an emergency or major repair which requires a system shutdown.

Biological filter: how long can it sit without circulation?

• Fish in tanks: when will they need manual care?



Systems – Monitoring

Real time availability of system parameters

- temperature (room air and water)
- pH
- conductivity

System logs are required at some institutions

- have the ability to look back at trends
- key for troubleshooting

Have back up systems

- handheld multi meters
- Test kits

Not just for your system water but for source/supply water too!



Diagnosis and troubleshooting of a problem will be impossible without these things!!



Systems – Monitoring

Probes and instruments used for water monitoring, production of solutions or additives, and any type of life support <u>require maintenance</u> and calibration.

- pH and conductivity probes (on system)
- Multi meters (back up for system)
- Temperature probes (ambient and water)
- Pipettes
- Scales
- Lighting timers
- Incubators
- Flow meters







Systems – Observation

Use your senses!!



Routinely walk through your facilities and look, listen, smell and touch things!

Do things look right?

- water on floors
- levels on pH and salt solutions
- lights

Do things sound right?

- silence
- extra background noise
- pumps/motors/equipment

Do things smell right?

- no smells
- extra smells
- food smells

Do things feel right?

- vibration
- heat







