

# Procedure for Ordering and Importation of Aquatic Animals

Both international and domestic orders of any aquatic species, tissues or gametes to be brought into Saskatchewan require an import permit from the Saskatchewan Ministry of Environment. An import permit is also required for wild fish collected from outside of the province. It is illegal to transfer/import live fish or gametes into Saskatchewan without the necessary provincial and federal importation permits. Failure to adhere to governmental importation regulations can result in fines up to \$100,000 and imprisonment up to one year.

The following procedure document was developed to aid researchers in submitting their request for aquatic animal purchase through the Animal Order Desk (AOD).

1. Begin the importation process at least two months prior to requiring the aquatic animal species. Discuss requirements with the Facility Manager well in advance, to ensure space availability, housing and feeding requirements, etc.
2. Ensure that the quantity and species of aquatic animal to be ordered are listed on an approved and current animal use protocol.
3. Identify an approved supplier for the aquatic animal species (If you do not know of a supplier, contact the Animal Order Desk and they can assist in finding a supplier for the species required)
4. Fathead minnows may be available from the Aquatic Toxicology Research Facility (ATRF). Make inquiries with the AOD or respective facility manager about availability well in advance so that adequate numbers can be produced to fill your needs.
5. Zebrafish colonies are held at Collaborative Sciences Research Building aquatic facility (managed by Animal Care and Research Support) or from the ATRF. Make inquiries about availability well in advance so that adequate numbers can be produced to fill your needs. Either the AOD, or the facility manager can be contacted
  - Rainbow Trout (triploid) are available locally from the fall to the spring. They are occasionally available from the ATRF
    - When ordering rainbow trout eggs and fish, please indicate whether diploid or triploid are needed
6. Submit an electronic Animal Request and Report form:  
<http://www.usask.ca/animalorderdesk/forms/animal-use-request/index.php>

**Note:** Purchase or transfer of aquatic animals that are to be housed in the ATRF will not be processed unless the Toxicology Centre Acting Director has been notified via email containing the details of the animal acquisition and an ATRF Project Submission Form submitted.

7. The AOD will determine which aquatic permits are required, and assist in the application process (ie. Saskatchewan Introduction and Transfer Permit, CFIA Import Permit, etc.)
  - Species At Risk Act (SARA) permits are the responsibility of the investigator
  
8. Once all permits have been obtained, the AOD will proceed with the order from the supplier and arrange for delivery to the facility.

Date Created:14-Sept-2015		Written by: Animal Order Desk	
SOP Review and Revision History			
<b>Revision Number</b>	<b>Review/Revision Date</b>	<b>Reviewer</b>	
1	13-Apr-21	ACRS/AOD	