**SOP for Friday Incoming Shipment**

1. Receive packing list from Lab Manager
2. Prepare tanks for placement of fish (done on Thursdays)
3. Arrival of fish. Sort fishes by supplier and type and to be allocated to clean available tanks
4. Open newly arrived fish shipment and collect fish water sample - one from each supplier
5. Fill and sort tank cards
6. Update DOA (Die on arrival) on packing list.
7. Submit packing list document to lab manager.

**Theory on Friday Incoming Shipment**

1. Packing list acts as a necessary document which is part of auditing for the near future. It is used as a guideline on which incoming shipment will arrive on the day of import.
2. Tanks are to be prepared on Thursdays and filled with dechlorinated water to age the water before the day of shipment. By ageing the water, dissolved gases have time to dissolve off and water temperature can be stabilised to desired range.
3. We would need to sort according to category and type of fish (eg lily’s, koi fish) to better organise the sections. This will ease future process orders and fishes to catch as the allocation is well organised.
4. This is part of preventive action and check and a procedure needed to act as an evidence under the DOA (Die on arrival) document. This will allow us to show evidence if the DOA of fish is high. It is also part of good husbandry practices as this would allow us to detect any potential hazards that may be present in water of fish or fish itself - a weekly water testing. If an event happens like high ammonia burn, we can contact the supplier straight away.
5. Once completion of opening the fish bags and transfer to tanks, we will write the necessary information on tank cards which consist of section, tank number, name/size of fish, date arrived, supplier, food needed and how many times a day
6. Two copies of the packing list will be given, one for DOA and the other for allocation of tanks as a reference guide. One will be identified with which section you belong to - which will be used for results of water tests and DOA management which will be sent to the DOA management. The other would be for LAB USE - Used for allocation of tanks.
7. BOTH packing list with section and Lab use identified will have to be submitted to the lab manager for record and documentation purposes.