



**ANIMAL DEVELOPMENTAL BIOLOGY RESEARCH LABORATORY**

Rm 261, Institute of Biology, College of Science

University of the Philippines Diliman

Diliman, Quezon City 1101 Philippines

**ZEBRAFISH LAB SERVICE FORM**

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| **CLIENT INFORMATION** | | | | |
| Name |  | Mobile No.: |  |
| Affiliation |  | Email Address: |  |
| Work/School Address |  | | |
| Purpose |  | | |
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| **SAMPLE AND SERVICE INFORMATION** | | | | | |
| **IMPORTANT NOTES:**   * Desired extract/s concentration/s must be ready for treatment already. This means the extract should be dried and dissolved in the appropriate solvent. | | | | | |
| Name of the extract/s: | | | | | |
| Number of the extract/s: | |
| Concentrations of extract/s: | | | | | |

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| **TERMS AND CONDITIONS** |
| *By submitting my sample/s to the Andev Lab, I understand and agree to the following TERMS AND CONDITIONS:*  1. That the **billing** is based on the cost of the materials, reagents, spawning, and testing services which were employed for the service requested.  2. That the entire procedure takes at least 1 week to finish, depending on the **SUCCESS OF THE SPAWNING EVENT**.  3. That the **RA-in-charge** has **full prerogative** on the scheduling, the completion of the methodology and the release of results.  4. That the AnDev Lab **DOES NOT** perform extraction and other related services. The client must submit properly sealed and labeled samples in tubes or flasks.  5.That the AnDev Lab **DOES NOT** perform extraction and other related services. The client must perform their own extraction procedure. Samples should be properly sealed and labeled in tubes or flasks;  6.That the client is responsible for ensuring that the sample/extract to be submitted is not contaminated by bacteria, yeast or any other microorganisms and that the AnDev lab is not responsible for any contamination that may be present in the sample submitted (e.g, contamination introduced during extraction, etc);  7. That the fee is **NOT** reimbursable once the assay has already been started, regardless if the test sample/extract was proven to be contaminated);  8. \*The scheduling will only be finalized after the IACCUC Approval. The schedule will be based on the submitted service form and the endorsement letter from client’s research adviser/ certification or any proof of institutional affiliation; Endorsement letter will also serve as a certification that the research/thesis adviser has extensively reviewed the study.  9. That a hard copy of the certification will be provided upon presentation of proof of payment (i.e. official UP receipt or Landbank Deposit slip).  10. That the information provided by the client in this form (e.g. name, client affiliation, service/s requested, etc.) will be reflected on the **certification document.**  11. That the experimental methodology, from the initial extraction to the waste disposal of samples, used by the AnDev Lab is set, non-negotiable and compliant to institution regulations.  12. That the AnDev Lab is a service laboratory and does not offer consultation services and reserves the right to turn down questions regarding the principles of the assays being requested;  13. That all questions regarding the principles of the assays must be addressed to the research adviser/s of the clients;  14. That the AnDev Lab reserves the right to turn down assay requests on the basis of but not limited to the following;   * Data on the animal model (zebrafish) and submitted sample/extract has already been published * The sample being passed still has solvent (e.g methanol, water, etc); * The sample is not soluble in dimethyl sulfoxide * There is no available schedule for assay |

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| **INSTRUCTIONS (PREPARATION OF DOCUMENTS)** | |
| **STEP 1** | For undergraduate and graduate students, the research/thesis adviser must write and sign an endorsement letter addressed to **Dr. Lerrie Ann Ipulan-Colet** with the following details:  1. School’s letterhead  2. Title of the study  3. Names of ALL the investigators.    The endorsement letter will also serve as a certification that the research/thesis adviser has extensively reviewed the study.    ***For researchers and professionals***, a certification from the affiliated institution signed by the agency head/ immediate supervisor is required. |
| **STEP 2** | Secure the service form from any research personnel of the AnDev Lab. Online version of this form is available upon request. |
| **STEP 3** | Accomplish the form and fill out all appropriate fields. Make sure to sign the form on page 1 |
| **STEP 4** | Submit the duly accomplished form together with the endorsement letter to **andevbioupdiliman@gmail.com** |
| **STEP 5** | FINAL APPROVAL AND SCHEDULING:    Have a DevBio Lab personnel sign and approve the service form. Secure a photocopy of the service form signed by **both parties**. This may also be done through email correspondence.  **Note**: *After submitting the service lab form, the RA-in charge will prepare the IACCUC PRF immediately for approval. The client should wait one and a half month for their Institutional Animal Care and Use Committee -Protocol Registration Form (IACCUC-PRF) to be approved before conducting their experiment on the laboratory*. |

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| **STEP 6** | *PREPARATION OF ADULT ZEBRAFISH FOR MATING*:    Adult zebrafish (held in the Wet Lab) shall be prepared for mating. A standard sized tank (40 x 30.5 x 20 cm) with UV-treated dechlorinated water will be used. The male and female fish, which were kept separately beforehand, will be put together inside the tank. A mesh will be used to contain the adults, and a catch basin for the embryos will be setup at the bottom of the tank. This shall prevent the adults from eating the embryos, and allow for easier collection of eggs. Afterwards, a 12 hrs light : 12 hrs dark cycle shall be induced using artificial light and covering |
| **STEP 7 (1 day after Step 6)** | *COLLECTION AND TREATMENT OF EMBRYOS*:    After the cycle, the adults shall be exposed to another 30-60 mins of light. Then, the embryos shall be collected. They shall be rinsed off and cleaned using embryo medium and methylene blue. Afterwards, the number of embryos shall be counted. The embryos shall be distributed across a 96-well plate wherein each well contains a single embryo. The edges of the well shall not be used to prevent the “edge effect”. Eight to ten embryos per row shall be set, and each row will be treated with different dilutions of the extract. Afterwards, the well-plate shall be incubated in Room 261 for 2-3 days |
| **STEP 8 (3-5 days after Step 7)** | *OBSERVATION AND DATA GATHERING:*    After incubation with the treatments, the embryos shall be observed for mortality under a dissecting microscope (embryotoxicity). The embryos that developed into larvae shall be observed under a light microscope for any morphological defects (teratogenicity). The results shall be recorded and pictures can be acquired using a photomicrograph |
| **STEP 9 (Billing)** | Wait for the final billing via email and pay the corresponding fees (full) upon the release of the results. Payment shall be made at the UP Cashier’s Office. The receipt shall be presented upon claiming of the certification |

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| **FEES** | |
| If no client participation  (all labor done by the lab) | **Php 6,900.00** per extract to be tested (students OR affiliates of the Institute of Biology, UP Diliman)    **Php 7,700.00** per extract to be tested (Non-student, affiliates of other institution |
| If with client participation  (labor done by client with supervision) | **Php 5,500.00** per extract to be tested (students OR affiliates of the Institute of Biology, UP Diliman)  **Php 6,300.00** per extract to be tested (Non-student, affiliates of other institution) |
| ***Note: Personnel fee depends on day and availability of the staff*** | |

In affixing my signature below, I am attesting that I, the applicant named above are one and the same person and that I have read promise to abide by the guidelines provided the Regen Lab.

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SIGNATURE OF APPLICANT

(Do not write under this line. For AnDev Lab use only)

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| Research Personnel: | Remarks: |
| Tentative date for release of results: |