

Storage and registration of samples.

Annex 3 to the research policy of the department of Aquaculture and Fish Biology, Hólar University College.

1. Project leaders determine on whether samples collected in research projects should be stored in the department's sample collection. As a rule of thumb samples from field studies should be stored in the collection.
2. When samples are to be stored they need to be registered into the sample database. This has to be done in collaboration with the lab manager. In the database the following information need to be registered:
 - a. Description of samples
 - b. Location of sampling
 - c. Date of sampling
 - d. Date of entering into the sample collection
 - e. Species, populations, morphs
 - f. Location of storage
 - g. Status of samples and/or the nature of their processing
 - h. Preservation method
 - i. How long the sample should be stored and/or when the sample should be checked so that it is properly preserved
 - j. Responsible contact person
3. Sampling container has to be labelled both on the outside and the inside. Proper labelling should include the following information:
 - a. Location of sampling
 - b. Description of sample (e.g. DNA/stable isotope/whole fish/fish for otoliths/etc.)
 - c. Species, populations, morphs
 - d. Date
 - e. Project name and responsible contact person
4. Samples should be stored in the smallest (least volume) container/bag/cardboard box/etc. possible and the container has to be well labelled (see # 3 above).