

THE UNIVERSITY OF HONG KONG
Committee on the Use of Live Animals in Teaching and Research

To: All Heads of Departments
Deans, Faculties of Dentistry, Education and Science
All Principal Investigators of CULATR-approved projects

Revised CULATR Application Form, Documents and Practices

At the CULATR meeting held on September 30, 2008, the Committee discussed the need to strengthen the monitoring of use of animals by Principal Investigators in order to keep practices of the University in line with international standards. It was agreed that the following measures be implemented:

1. Monitoring of Animal Usage of PI (Principal Investigator)-Owned Colonies Form

Due to the increasing number of research projects involving the use of animals from “PI-owned animal colonies” (i.e. breeding colonies generated by in-house genetic modification or breeding/stock colonies obtained from overseas/local non-LAU [Laboratory Animal Unit] sources), PIs with self-owned colonies will be required to fill in the new “Monitoring of Animal Usage of PI-Owned Colonies Forms” starting from January 1, 2009. There are 2 separate forms:

Form A – CULATR-approved Animal Quota (Appendix A)

PIs are required to complete this form using the data in Section 7(a) of the CULATR application form. One Form A is required for each CULATR-approved protocol.

Form B – Annual Report on Animal Colony Data and Actual Animal Usage (Appendix B)

This form records the animal colony data and usage on a regular (e.g. weekly) basis. One Form B can be used for each or more than one animal strain/line depending on the complexity of the breeding system required by individual protocols. For PIs who have requested the LAU to provide husbandry / breeding services for their colonies, LAU staff would be responsible for filling in the MAUF Forms on the PIs’ behalves.

The Laboratory Animal Unit has already communicated with LAU Users regarding the usage of the MAU Forms and welcomes users to contact them should they have any queries on completing the forms. Please contact Dr KS Lo at Tel: 2816 8515 / Email: lauhku@hkucc.hku.hk.

2. **Annual Report Form**

PIs concerned are required to attach the above forms together with the Annual Report starting from the 2009 reporting exercise (i.e. for the annual report to be submitted in January 2010 covering the reporting period of January 1, 2009 to December 31, 2009). Changes have been made to the 2009 Annual Report form accordingly [document M.126/908: Appendix C (changes are highlighted)].

3. **Application Form**

i. Signatures of all investigators

In order to ensure that all staff and students involved in a protocol, including those listed in Section 3(a) of the application form, are aware of the experimental procedures of protocols and their responsibilities, the Committee has agreed that all persons listed in Sections 2 and 3(a) will be required to sign the agreement in Section 14 of the application form.

ii. Estimation of cage numbers for PI-bred animal colonies

In order for the CULATR and LAU to better assess/monitor the use of animal holding space, PIs will be required to estimate the number of cages to be used to keep breeders/offspring/stock animals of PI-bred colonies under Section 7(a)[ii] of the application form.

Please note that the revised form will take **immediate effect** and can be downloaded from http://www.hku.hk/facmed/04research_animal.htm. Protocol applications prepared using old forms will not be accepted by the Secretariat.

4. **Vetting of Protocols Without Animal Licenses**

Comments have been received recently from many PIs regarding the extended length of time required for the Department of Health to issue Cap. 340 licenses (animal licenses). In view of such circumstances, the Committee agreed that, as a temporary measure, protocol applications can be accepted for vetting as long as a copy of the PI's submitted application form for animal licenses (Form 1) and a copy of the acknowledgment letter from the Department of Health are attached to the CULATR application. However, Principal Investigators must submit a copy of the approved licenses to CULATR once received from the Department of Health.

This measure should by no means be taken as a method to "jump-start" projects. Investigators are strongly reminded that it is against the law to conduct animal experiments without a relevant Cap. 340 license.

On the other hand, the Committee will write to the Department of Health to express its grave concern on the recent delay in the animal license issuance process.

5. New List Frequently Asked Questions

A list of Frequently Asked Questions has been placed on the CULATR website (<http://www.hku.hk/facmed/images/document/04research/culatr/culatr-faq.pdf>).

Animal users are welcome to consult the FAQ list as a quick reference on the application process and guidance notes for completion of the application form.

Please feel free to contact the undersigned at 2819 9312 / culatr@hkucc.hku.hk for enquiries about animal ethics applications.

Thank you for your attention.

(Miss) Cindy Tang
for Secretary
Committee on the Use of Live Animals
in Teaching and Research

December 18, 2008
CT/

**THE UNIVERSITY OF HONG KONG
COMMITTEE ON THE USE OF LIVE ANIMALS IN TEACHING & RESEARCH**

Monitoring of Animal Usage of PI-Owned Colonies

(Colonies Generated by In-house Genetic Modification or Obtained from Overseas / Local Non-LAU Sources)

CULATR-approved Animal Quota

(Please refer to the data in Section 7(a) of your CULATR application form)

Holding Area: <i>(Note 1)</i>	<input type="checkbox"/> CA-FMB	<input type="checkbox"/> CA-LAU Ext	<input type="checkbox"/> MDA-LAU Building/LAU-Ext	<input type="checkbox"/> Other Location (please specify):
Room No:	CULATR No:		Department:	
Name of Principal Investigator:			Name of User:	
			Name of Coordinator:	

Note 1: CA-FMB = Conventional Area (Lab. Blk., LKS Faculty of Medicine), CA-LAU Ext = Conventional Area (Dexter H.C. Man Building),
MDA-LAU Building/LAU-Ext = Minimal Disease Area (LAU Building/Dexter H.C. Man Building)

CULATR-Approved Animal Quota

Species	Animal Strain/Line					Animal Quota				
	No.	Nomenclature	Source			Breeding Colony			Stock Colony	
			<input type="checkbox"/> In-house Genetic Modification	<input type="checkbox"/> Overseas	<input type="checkbox"/> Local Non-LAU	No. of Breeders	No. of Stock	No. of Offspring to be produced which will be used in experiments	No. of Stock	No. of stock which will be used in experiments
Name of Department	Name of facility	Name of facility								
	1									
	2									
	3									
	4									
	5									
	6									

Remark

If the CULATR-approved animal quota also includes "LAU Animals" (i.e. animals supplied by the SPF Breeding Area [SPFBA] of the LAU), please list below:

Species	Strain	No. of animals to be used

Species	Strain	No. of animals to be used

THE UNIVERSITY OF HONG KONG
Committee on the Use of Live Animals in Teaching and Research

Annual Report on CULATR-approved Research Protocols
for the period January 1, 2008 to December 31, 2008

A. Particulars of Protocol

CULATR No. : _____

Protocol Title : _____

Principal Investigator : _____

Date of Approval : _____

Type(s) & Number of Animals Approved

(please check the appropriate box(es))

a. Animals to be bred and supplied by the Laboratory Animal Unit (i.e. the Specific Pathogen Free Central Breeding Area)

Type: _____ Number: _____

Type: _____ Number: _____

Type: _____ Number: _____

b. Animals to be bred by the Principal Investigator in _____
(specify location)

i. Size of the Breeding Colony(ies) (i.e. no. of “breeder/stock” animals)

Type: _____ Number: _____

Type: _____ Number: _____

Type: _____ Number: _____

ii. Number of offspring to be produced by the Breeding Colony(ies) which will be used in this CULATR project

Type: _____ Number: _____

Type: _____ Number: _____

Type: _____ Number: _____

c. Animals to be purchased/obtained from sources other than b(i) & b(ii) above:

(please specify the source)

Type: _____ Number: _____

Type: _____ Number: _____

Type: _____ Number: _____

B. Progress (please check the appropriate box)

- a. The above protocol has not yet been commenced. (No additional answers are required.)
- b. The above protocol was commenced in _____ (mm) _____ (year) and is currently active.

(Please complete Section C, D & E below.)

[Note: If the duration of your animal experiment extends beyond three years from the commencement date, you are required to seek the Committee’s approval by providing the anticipated completion date and detailed justifications before the approval period expires]

The project is funded by:

- University Government External Grants Donations

- c. The above protocol was completed in _____ (mm) _____ (yy)
(Please complete Section C, D & E below.)

The project was funded by:

- University Government External Grants Donations

C. Changes (please check the appropriate box)

- a. There was **no change** in the above protocol during the reporting period in terms of its experimental procedures, principal investigator(s)/staff/students involved, and the types and number of animals used.
- b. There was/were **change(s)** in the above protocol during the reporting period:

(1) Has **prior approval** been obtained from the CULATR before the change(s) took place? (please check the appropriate box)

No (please give reasons*) _____

Yes. The approval was obtained on _____ (please attach the relevant documents, e.g. the approval letter from the CULATR)

(2) The change(s) was in the following aspect(s): (please check the appropriate box[es])

i. Experimental procedures (please specify*):

ii. Type(s) and number of animals used (please specify*):

iii. Principal Investigator(s) and other staff/student(s) involved (*please specify**):

iv. Other changes (*please specify**):

Important Note: You are **required** to seek CULATR's **prior approval** for any future changes in the protocol.

D. Type(s) and Number of Animals Used

Type: _____ Number: _____ (in reporting period)

Number: _____ (since commencement of this project)

Type: _____ Number: _____ (in reporting period)

Number: _____ (since commencement of this project)

Type: _____ Number: _____ (in reporting period)

Number: _____ (since commencement of this project)

E. Unexpected Animal Suffering (*please check the appropriate box*)

- a. No unexpected animal suffering was observed during the reporting period.
- b. Unexpected animal suffering was observed during the reporting period and the following measure(s) had been taken to minimize animal suffering (*please specify**):

Name of Principal Investigator : _____ Department : _____

Signature : _____ Date : _____

Please return the completed annual report form, together with other relevant documents as necessary, to Ms. April Luk either by fax (2818 4913) or internal mail (6/F, William M. W. Block, 21 Sassoon Road) on or before February X, 200X.

September 2008

* Please use separate sheet(s) as necessary.