

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

To: Directors / Chairpersons / Heads of Schools / Departments / Centres / Units (of areas engaged with live animal work)
Cc: Director of Estates Office
Departmental / School Administrators
Animal Laboratory / Facility In-charge & Liaison Persons

Policy for the Approval of Satellite Locations for Conducting Live Animal Teaching or Research

Please find attached the CULATR “Policy for the Approval of Satellite Locations for Conducting Live Animal Teaching or Research” ([Annex I](#)).

The policy details CULATR expectations for approval and oversight of areas suitable for conducting live animal experimentation or teaching at HKU.

This policy has been instigated to ensure that all areas where live animals are used at HKU meet or exceed international and local standards/guidelines/legislation for animal welfare, environment, and ethical oversight.

Upcoming revised animal welfare legislation due sometime in 2024 is expected to strengthen Cap.169 Prevention of Cruelty to Animal Ordinance and mandate a “duty of care” for animals, so it is vital that research animal care, use and oversight at HKU are maintained at the highest standards.

Effective September 1, 2023, all approved animal areas shall have a CULATR approval notice posted on the entrance door. No live research animals are permitted to enter areas that do not have CULATR approval.

To facilitate implementation of this policy, Directors/Chairpersons/Heads are requested to disseminate this policy to colleagues and ensure that animal work is only conducted in CULATR approved areas within their Schools/Departments/Centres/Units.

To facilitate institutional oversight of research animal areas, please nominate two Research Animal Liaison representatives and provide an access card/key/code to all research animal areas. The access card/key/code will be securely kept by CULATR and in the event of an emergency or need for unannounced facility visit, a CULATR representative shall attempt to notify the contact person(s) prior to entry into the animal area.

Please arrange return of the below slip with nomination of your Research Animal Liaison personnel together with an access card/key to the CULATR Secretariat at the 6/F Faculty Office, William MW Mong Block, 21 Sassoon Road, Pokfulam, no later than August 18, 2023.

Enquiries should be directed to the Secretariat via culatr@hku.hk. Thank you for your attention.



(Ms) Kimmy Liu
for Secretary

Committee on the Use of Live Animals
in Teaching and Research

July 18, 2023
KL/

Please return this section to the secretariat by August 18, 2023

I hereby nominate the following Research Animal Liaison personnel for our School/Department/
Centre/Unit:

1. Name _____

Rank/Title _____

Email _____

Office number _____

Mobile number _____

2. Name _____

Rank/Title _____

Email _____

Office number _____

Mobile number _____

Enclosed are access card(s), key(s) or code(s) for the following approved animal rooms at our
School/Department/Centre/Unit:

Signature _____

Director/Chairperson/Head,
School/Department/Centre/Unit of _____

Date _____

M.28/723

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

Policy for the Approval of Satellite Locations for Conducting Live Animal Teaching or Research

1. Appropriate facilities are an integral foundation for enabling the proper use of Live Animals in Teaching and Research.

To facilitate research needs, research animals may occasionally need to be moved out of centralised housing facilities and into satellite research laboratories. To protect the health and welfare of animals, the occupational safety of personnel, as well as research integrity, all areas where live research animals are used, housed or euthanized must meet international expectations in terms of suitability of the area on the following:

- Air handling system: with 100% fresh air at over 10 air changes each hour with appropriate temperature and humidity monitoring and/or control.
- Finishes of walls, floors and ceilings and uncluttered environment that allow for effective sanitation.
- Location in terms of adjacency to centralised animal holding areas, methods of transport within a building to avoid public areas (e.g. use of dedicated animal lifts), duration and frequency of transport of the animals from other buildings with an aim to minimise possible stress.
- Type of proposed work: e.g. euthanasia only, minor procedures, non-survival surgery or survival surgery.
- Access control to allow for unrestricted access to veterinary care, sanitation monitoring and post approval monitoring by CULATR.
- Personal protective equipment available to both animal users and non-animal users who may potentially be exposed to allergen in the same area.
- Rodent escape mitigation measures in place.

2. The CULATR requires strong justifications to approve satellite locations for live animal work.

Such justifications may include:

- Specific housing requirements of specialized equipment that existing approved locations cannot support.
- Specific housing requirements of different animal species that existing approved locations cannot support.
- The need to euthanize animals or perform non-survival surgery for fresh tissue collection within the laboratory of the investigator.

In such cases, all possible alternatives must first have been exhausted.

3. It should be noted that:

- CULATR will not generally approve new satellite areas for survival surgery or procedures that could be performed in centralised animal facilities.
- CULATR will not permit overnight holding of animals in satellite animal areas unless there is a scientifically justified experimental need.

- Satellite animal areas should be segregated from other laboratory areas, and should be either in a separate dedicated room, or a dedicated fume hood, or biosafety cabinet.
- Where justified, preference will be given to proposed new animal procedure rooms directly adjacent to existing centralised animal holding facilities, followed by buildings with dedicated animal lifts and centralised holding facilities.
- Due to the stress of transport of animals between buildings that compromise animal welfare and research validity, frequent transport of the animals between buildings for survival procedures will be prohibited unless strong justification is provided.

4. Procedures for applying for a new live animal area is as follows:

- (a) Any Principal Investigator wishing to use live animals in their laboratory must first seek endorsement from the Department Head, or School / Centre Director and notify CULATR of the intention to establish a satellite animal area.
- (b) If a new satellite animal area is agreed in principle by CULATR, the Principal Investigator, before any renovation or conversion work proceed, must ensure that the Estates Office is notified and change of use of the room is approved via established procedures of the University.
- (c) To ensure appropriate design standards for any new satellite locations where live animal work is proposed, the Estates Office must seek input and advice from CULATR during the design phase and before any construction work proceeds.
- (d) Prior to opening of any new satellite animal room, CULATR must inspect and provide final approval.
- (e) An access card or key to the satellite animal area will be provided to CULATR to facilitate veterinary care and post-approval monitoring.
- (f) All animal areas will be visited by CULATR at least twice each year to ensure continued suitability, compliance, and justification for animal work.
- (g) CULATR reserves the right to prohibit live animal use in any area that does not meet the required international standards, has repeated violations of CULATR regulations, and does not meet CULATR access requirements.

All researchers are reminded that no live animal work may be conducted in unapproved areas, and such non-compliance would be viewed seriously. All approved satellite animal areas must have a notice placed on the door of the area that indicate CULATR approval.

Please note that this policy relates to living vertebrate species. There is no restriction on the use of laboratories for tissue collection from animals already euthanized in a centralised animal area or approved satellite area.

July 2023