

Code of Practice (COP) and Regulations of Animal Holding Core (AHC)

Rules for Entering SBS AHC:

- 1) All individuals entering this facility are obliged to obey all requests by staff of AHC.
- 2) Unless prior approval from the SBS Animal Care and Housing Committee has been given, all individuals entering this facility shall not bring in from sources other than LASEC:
 - animals (dead or alive)
 - body parts of animals
 - animal organs, tissues, or body fluids derived from animals (including, but not restricted to serum, plasma, blood, urine)
 - tumour or cell lines
 - nor shall they bring in equipment, clothing (including laboratory coats) or other items that have had contact with animals NOT from LASEC.
- 3) All individuals entering AHC are obliged to dress in personal protective equipment as directed by AHC and AHC staff.
- 4) All individuals entering AHC shall apply for access via CULink card and shall seek approval before allowing guests or visitors to enter.
- 5) All procedures conducted on animals MUST have Animal Experimentation Ethics Committee (AEEC) approval from the Chinese University of Hong Kong. Experimental animal welfare remains the responsibility of Principal Investigators and Research subject to HK Ordinances of CAP138 Pharmacies and Poisons Ordinance, CAP169 prevention of cruelty to animals ordinance and CAP340 Animals (Control of Experiments) Ordinance.
- 6) No animals are to be kept outside the AHC overnight.
- 7) Unapproved animals or caging and equipment MUST not be brought into SBS AHC. However, should you wish to bring animals or animal equipment to AHC, please seek the advice of AHC staff. Arrangements can be made to clean equipment and quarantine/health screen animals.
- 8) Guidelines and regulations for the use of animals at the University can also be found here on page 47.
http://www.orkts.cuhk.edu.hk/images/Research_Funding/The_Policy_Paper_1a.pdf#page=48

Duty of Holder of Animal Licence (licensee):

- The licensee shall keep an up-to-date record of Form 6 (soft or hard copy) and submit Form 7 returns to the Department of Health by December 31st of each licensing year.
- All licensees MUST ensure their animal licences are current, valid for the location of research, and include all the procedures that they conduct in all species.
- Cage cards detailing the contents of the cage as well as AEEC number, investigator names and emergency contact details MUST be displayed on ALL cages.
- Post-operative (Yellow) cage cards detailing post-operative care MUST be used following surgical procedures. Details of analgesia as indicated in the AEEC MUST be displayed.
- Seek advice from LASEC should you be unsure of the health condition or welfare of your animals.

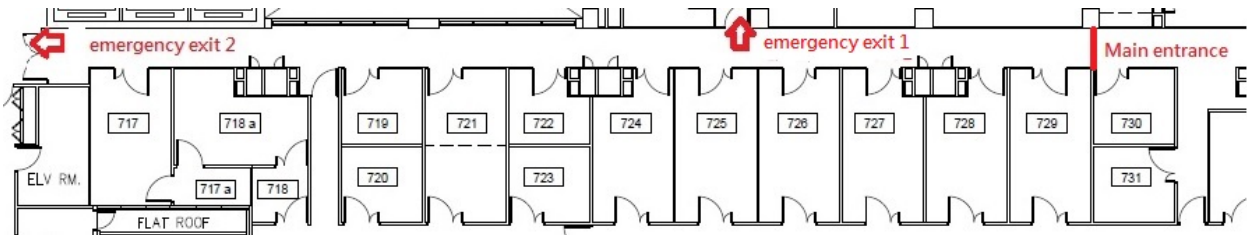
Failure to follow these rules could jeopardize the health of the animal colonies in AHC and potentially damage the research efforts of the CUHK. As a consequence, any person not obeying these rules may be excluded from entering and working in AHC facilities and could face disciplinary action.

Safety Notes for AHC User:

- 1) Guidelines and regulations on University Laboratory Safety Regulations can be found here:
http://www.cuhk.edu.hk/useo/safety/ko_labsafety/_labsafety.html
- 2) Personal protective gown, gloves and mask, shoe covers and hairnet MUST be worn in AHC.
- 3) Shoes that cover the toes and adequately protect the feet should be worn.
- 4) Secondary spill-proof containers must be used for transportation of hazardous materials.
- 5) A First Aid Kit is available near the main entrance of AHC.
- 6) Spill Kits are available in Room 717 and 728.
- 7) Use appropriate safety cabinets or biosafety cabinets for your experiment. It is the investigator's responsibility to ensure the safety of researchers, AHC staff and

research animals. Use of carcinogens MUST be approved and conducted in an appropriate area. Infectious agents MUST NOT be used in AHC.

- 8) In case of an alarm sounding, there are two emergency exits available to permit evacuation. Any animal experiments should be terminated immediately under certain circumstances where there is a possibility that pain and suffering would occur if the animal were left unattended. In the event of a fire, or the release of hazardous material, or other hazardous situations you must evacuate AHC and assemble in a designated safety zone.



- 9) If you are bitten or scratched by an animal, wash the wound thoroughly with soap and water. Seek medical attention.

Clinical Waste (sharps disposal):

- 1) DO NOT re-cap needles
- 2) Place the entire needle and syringe into yellow sharps containers.
- 3) Never place any sharps waste in a rubbish bin or inappropriate area.
- 4) Do not overfill yellow sharps containers with broken glass or sharps. Get a new one instead.
- 5) Only put sealed sharps boxes in the disposal cabinet for collection by clinical waste contractor. Record user name and amount of clinical waste.

Clinical Waste (carcass disposal):

- 1) You must ensure that animals have been successfully terminated by euthanasia prior to their disposal.
- 2) Segregate clinical waste from municipal waste, or other laboratory waste.
- 3) Wrap carcasses in a small plastic bag as supplied by AHC. Label PI group, user name, record type and amount of clinical waste before dispose it in the yellow clinical waste bag inside the freezer.

Animal Welfare

- If you notice any escaped animals, please notify AHC staff. DO NOT try and guess which cage they belong, as this could severely impact research. If necessary, place escaped animals in a new cage, provide food and water. Label with “escaped animal”.
- Should any staff members or students have animal welfare, or safety concerns, please report to any of the following contacts. Your concern will be treated in the strictest confidence.

Contacts

Beatrice Cheng: Tel: 39438023; email: beatrice@cuhk.edu.hk

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John A. Rudd (Chairman, Animal Care and Housing Committee):
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