Project plan for animal experiments

The project plan must be sent to [projectplan@biomed.au.dk](mailto:projectplan@biomed.au.dk) at least three weeks before study start. The project plan will be reviewed and approved by the veterinarians, relevant animal caretakers and facility team leaders before initiation.

**Project summary**

**Animal experimental license**

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| --- | --- | --- | --- |
| License number |  | License expiry date |  |

**Severity**

Category of the animals’ cumulative load of severity.

Terminal  Mild  Moderate  Severe

**Special safety precautions (eg. class 2 lab, tamoxifen etc.)**

Remember to fill in the ‘Occupational health and safety’ section.

Yes  No

|  |  |  |  |
| --- | --- | --- | --- |
| Animal species including strain |  | Number of animals |  |
| Diet (maintenance, breeding, other) |  | | |
| Start time (week, year) |  | | |
| Expected end time (week, year) |  | | |
| Localization (Skou, 1182) |  | | |

**Primary contact person**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Title |  | | |
| Phone number |  | | |
| Email |  | | |
| Course in laboratory animal science at level (mark with x) | | AD-level |  |
| B-level |  |

**Specification of the project**

**Research title**

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**Description of experiment in layman’s terms**

Include a short description of the experiment and procedures, including timeline, postoperative care and analgesia. Repetitive, identical studies conducted over a shorter period, may be written in one project plan. Please mark number of animals and timeline for each cohort clearly.

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**Clinical symptoms**

Describe the expected clinical symptoms.

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Describe how the clinical symptoms are relieved if they occur (sacrifice, analgesia, fluid therapy etc.)

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**Humane end-points**

Describe the humane end-points of the study.

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What do you want animal facility staff to do with sacrificed or deceased animals when you are not present?

**Yes No**

Store in refrigerator?

Store in freezer?

Destruction?

**Comments**

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**Need of assistance**

Describe if you need assistance with eg. weighing, blood samples, biopsies, necropsy or other. Assistance must be coordinated with the animal facility staff.

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**Occupational health and safety**

To ensure a safe working environment, a number of guidelines has to be followed when working with animals. Supplemental info: <http://dyrefaciliteter.au.dk/en/department-of-biomedicine/animal-experiments-and-healthsafety-isssues/>

When using hazardous chemicals, biologicals and infectious agents in the animal facility, the responsible scientist has to make a risk assessment and an APB (workplace instruction manual) describing the risks and necessary precautions and the preventive actions implemented during work before project start.   
Supplemental info: <http://dyrefaciliteter.au.dk/en/department-of-biomedicine/safety/>

**Risk assessment**

**I. Used agents, chemicals and products**

Specify substances, medicine, viruses and materials that you work with. List CAS numbers on all used substances (these can be found on [www.kiros.dk](http://www.kiros.dk)). If the substances are not in Kiros, they need to be created. If appropriate, attach relevant APB (workplace instruction manual) and safety data sheets.

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When working with carcinogens, a separate check list is followed (see link below).

<https://medarbejdere.au.dk/administration/hr/arbejdsmiljoe/fysiskarbejdsmiljoe/kemi-og-biologi/kraeftfremkaldende-stoffer>

**II. Risk factors**

Describe the risk factors for use of chemical and/or biological agents.

**Yes No**

Use of animal pathogenic microorganisms?

Use of human pathogenic microorganisms?

Is the work process unsafe for pregnant and nursing woman?    
Is excretion possible through air, water, feces, urine, bites etc.?

Possible illness/symptoms after infection or ingestion?

Use of radioactive isotopes?

Use of toxic substances?

Use of carcinogenic substances?

Use of hazardous biological agents?

Use of genetically modified organisms (GMO)?

If “yes”, describe which/how/why?

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**III. Special precautions**

Describe the necessary precautions in relation to risk of exposure and infection, including handling before, during and after experimental work. Consider risk of infection during cage change and handling of animals by the animal technicians.

**Yes No**

Use of face mask?

Use of single use/disposable cages?

Autoclaving of cages, cage lids, bottles?

If “yes”, describe which/how/why?

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**Waste handling**

Describe the precautions for waste management.

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**Projects using gene technology**

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| Date and journal number for notification of the project using gene technology or infectious biological agents to the Danish Working Environment Authorities (Arbejdstilsynet). |  |

Link: [How to notify about genetic engineering - Arbejdstilsynet (at.dk)](https://at.dk/en/self-service/genetic-engineering/)

**Basic information**

**Holder of animal experimental license**

|  |  |
| --- | --- |
| Name |  |
| Address and department |  |
| Phone |  |
| Email |  |
| C-scheme |  |

**Person responsible for payment**

|  |  |
| --- | --- |
| Name |  |
| Address and department |  |
| Phone |  |
| Email |  |

**Other participants in the experiment**

Will be contacted if it is not possible to reach the primary responsible for the experiment.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | | |
| Title |  | | |
| Phone number |  | | |
| Email |  | | |
| Course in laboratory animal science at level (mark with x) | | AD-level |  |
| B-level |  |

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