

## CONDITIONS OF LICENSING FOR ANIMAL RESEARCH FACILITY

### **General conditions for licensing an animal research facility**

1.1 The Animals and Birds Act 2002 (Section 65) and the Animals and Birds (Care and Use of Animals for Scientific Purposes) Rules 2004 regulate and govern the administration and management of all animal research facilities in Singapore.

1.2 Any persons who wish to operate and maintain a premises as an animal research facility must apply for a licence from the Director-General, Animal Health and Welfare (hereafter called the Director-General) and ensure that they comply with the above legislation. It is also their responsibility to keep themselves informed of and to observe all relevant statutory requirements. Copies of the legislation are available from the Singapore National Printers.

1.3 The person accountable for the licence (hereafter called the licensee) shall ensure that the Facility to which the licence relates, the investigators, staff and other persons involved in the care and use of animals for scientific purposes comply with the Animals and Birds Act, the Animals and Birds (Care and Use of Animals for Scientific Purposes) Rules, the National Advisory Committee for Laboratory Animal Research's Guidelines on the Care and Use of Animals for Scientific Purposes and any directives that the Director-General may issue from time to time.

1.4 The licensee shall inform the Director-General in writing, within 7 days, if there is any change in the operations or personnel of the research facilities. This includes change in ownership and management of the research facilities, composition of Institutional Animal Care and Use Committee, the attending veterinarian and the location where animals are housed, used, bred or kept for scientific purposes.

1.5 The licensee shall submit the documents to the Director-General, within 30 days, if there is any change in the operations or personnel of the research facilities. The documents include layout plan (including common names and numbers of animals used, bred, conditioned or held for scientific purposes); Business profile; Organisational chart (indicating reporting channel between the CEO, applicant, management, IACUC, veterinarian, staff and researchers); Copy of Appointment Letter of the new IACUC member signed by CEO and Copy of Veterinary Surgeon Licence of the Attending Veterinarian.

1.6 The licensee shall ensure that all necessary clearances have been obtained from other official authorities, for example, the Urban Redevelopment Authority, Singapore Land Authority, Housing and Development Board, Building & Control Authority, Fire Safety and Shelter Bureau, Land Transport Authority, Ministry of Manpower and National Environment Agency.

1.7 The licensee shall maintain contingency plans for the management of animal disease outbreaks in the facility.

1.8 The licensee shall ensure that the supply of animals is obtained from sources approved by the Director-General, e.g. licensed breeding farms or imported with a valid import permit.

1.9 The licensee shall ensure that at least half of the animal users shall be trained by 12 months from the effective date of the Rules.

1.10 The licensee shall report to the Director-General of any outbreaks of highly infectious diseases, zoonoses or unusual mortalities in the research facility.

1.11 The licensee shall ensure the proper use and audit of all medication and drugs for veterinary treatment. The prescription and dispensation of medication and drugs shall be in accordance with the Medicines Act and the Poisons Act.

1.12 The licensee shall permit inspection of the facility by authorised officers of the Animal & Veterinary Service, as and when required.

1.13 If the facility is going to cease operations, the licensee shall inform the Director-General in writing at least 30 days before cessation of operations.