



Animal Experimentation Ethics Committee SOP: Requirements for Personnel Listed on AEEC Protocols

Objective	To describe the requirements for personnel to be listed on AEEC protocol; and to define requirements for personnel to initiate experimental techniques in laboratory animals
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Approved	3 October 2023
Version	1

Introduction

At Chinese University of Hong Kong, all training and health requirements must be completed before an individual may work with animals. Personnel may be listed on a protocol, however must be cleared to train or work with animals, only when the necessary requirements for each person are complete.

AEEC Protocol Personnel Requirements

New personnel can be added to an approved AEEC protocol via form PA. The AEEC Secretariat verifies the status of the following basic requirements for listed personnel:

- a. Valid Animal License
- b. Mandatory Animal Ethics Training
- c. Species-specific training
- d. Survival Surgery Training, as applicable

The AEEC may, at its discretion, requiring additional training for any personnel prior to approving that individual to work on a protocol.

Addition of personnel to the AEEC protocol

Protocol personnel must be added to each active protocol on which he or she will work. All personnel must review and understand the approved protocol and subsequent amendments. The Principal Investigator is responsible for ensuring that all protocol personnel are familiar with the experiments and are adequately trained in all animal activities associated with the protocol. Personnel updates are handled administratively via Form PA by the AEEC secretariat under [Amendment SOP](#).

Valid Animal License – All personnel who will be performing animal experiments must be appropriately licensed according to relevant sections of Cap. 340. The Secretariat will verify the description of procedures and experiment locations on the form 2. Animal license must be valid at the time of animal experimentation.

Mandatory Animal Ethics Training– the University provides an online mandatory quiz and certificate through The Office of Knowledge Transfer. The Animal Ethics module covers introduction to local regulations, CUHK policies and ethical considerations. All personnel listed on the protocol, including PI must complete this basic training at least once every 5 years.

Species-specific training- the University subscribes to American Association for Laboratory Animal Science (AALAS) Learning Library. The AEEC adopted the AALAS specie-specific courses and researchers are required to complete the specie training as listed on their AEEC protocol. Training must be renewed every 3 years.

Rodent survival surgery training- all personnel who will participate in rodent survival surgery must complete training prior to performance of surgery. Training must be renewed every 3 years.

Teaching activities involving students handling animals

Teaching activities involving live animals and students performing animal handling must be reviewed and approved by the AEEC prior to the activity. Instructors must be included as protocol personnel and must complete the required training above. In addition to the Animal License, a teaching permit (form 4) with list of participants must be provided under requirement of Cap. 340 section 9. Instructors are responsible for providing sufficient training, and inform the students of any risks (Allergies, animal scratch and bites) involved in the activity.

Students registered and participating in the teaching activity are not expected to be listed as protocol personnel nor complete the training above (see exception below).

For protocol-specific training, students are required to be listed on the protocol and must also obtain endorsement to attain manual skills (form 3) from the Department of Health under Cap. 340 section 8.

References

Guide for the Care and Use of Laboratory Animals. 8th edition. Washington (DC): National Academies Press (US); 2011

The Hong Kong Code of Practice for Care and Use of Animals for Experimental Purposes, Agriculture, Fisheries and Conservation Department, Dec 2004

Appendix

1. Form PA-1 - Personnel Amendment Cover Page for Approved AEEC Protocol
2. Form PA-2 - Personnel Amendment Supplement Page for Approved AEEC Protocol

Animal Experimentation Ethics Committee Chinese University of Hong Kong Personnel Amendment Cover Page for Approved AEEC Protocol					NOTE: No personnel may perform an experimental procedure until he/she the signed Training form, Cover Page and valid animal license has been verified by AEEC.		
Approved Protocol Details							
Title							
Name of Principal Investigator					AEEC Ref No.		
Personnel Involved in the Animal Experimental Procedures							
Animal Monitor	Name	Email	Phone	DOH License	Expiry Date	OHS	Training
Principle Investigator Certification							
<input type="checkbox"/> As PI, I confirm By my dated signature below, I acknowledge that: 1) I have provided a copy of the approved protocol including amendments to the above noted individual being added to this protocol, and 2) I (or my designee) will train the above noted individual relative to his/her role and the importance of carrying out this animal work in strict compliance with the procedures described.							
Instructions for completing the form							
<ol style="list-style-type: none"> All personnel who will be working with live animals must be listed on the form. Valid animal license from Department of Health must be attached A separate Training verification form must be completed and submitted. Sign and date below. Submit the completed form and the training verification form via AEEC forms: https://forms.office.com/r/uAkNQVai4Z The AEEC secretariat will verify and incorporate this information with the existing protocol. 							
Date				Signature of Principal Investigator			
For Office use:							
Form PA-1		Approved			Version		

Animal Experimentation Ethics Committee Chinese University of Hong Kong Personnel Amendment Supplement Page for Approved AEEC Protocol		Page of
AEEC Ref No.		Instructions: List the name of training, date, nature and instructor (if applicable). See example.
Name	Training/Experience in past 5 years	Years of experience with species
	Example:	4
Signature	Successfully performed 100 surgeries as described on this protocol since 2021.	Years of experience with procedures
	LASEC Animal Handling Workshop, 20-09-2021, Hands-on, LASEC	2
	ORKTS Animal Ethics Certificate, 18-09-2020, Online, ORKTS	
Name	Training/Experience in past 5 years	Years of experience with species
Signature		Years of experience with procedures
Name	Training/Experience in past 5 years	Years of experience with species
Signature		Years of experience with procedures
Name	Training/Experience in past 5 years	Years of experience with species
Signature		Years of experience with procedures
Name	Training/Experience in past 5 years	Years of experience with species
Signature		Years of experience with procedures
Name	Training/Experience in past 5 years	Years of experience with species
Signature		Years of experience with procedures
For Office use:		
Form PA-2	Approved	Version