

Policy on work involving animals or animal material

POLICY COVERSHEET

# Key Details

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| **POLICY TITLE** | Policy on work involving animals or animal material |
| **DATE APPROVED** | 14th March 2024 |
| **APPROVING BODY** | University Ethics Committee |
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| **RELATED POLICIES / PROCEDURES / GUIDANCE** | Research ethics procedures |
| **IMPLEMENTATION DATE** | 01 April 2024 |
| **POLICY OWNER (JOB TITLE)** | REF & Policy Manager |
| **UNIT / SERVICE** | Research & Innovation Services |
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# Version Control

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| **VERSION** | **DATE** | **REASON FOR CHANGE** |
| 1.0 | May 2017 | First version |
| 2.0 | May 2021 | Second version |

# Policy Hub

## For further information on policies:

1. You can go to the Secretariat pages on InSite at [https://outlookuwicac.sharepoint.com/sites/Secretariat](https://outlookuwicac.sharepoint.com/sites/Secretariat/);
2. You can go to the Policy Hub at [cardiffmet.ac.uk/about/policyhub](https://www.cardiffmet.ac.uk/about/policyhub); or
3. Contact [policies@cardiffmet.ac.uk](mailto:policies@cardiffmet.ac.uk).

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# Introduction

## **Purpose**

### Cardiff Metropolitan University is committed to undertaking the highest quality research, innovation, and learning & teaching.

1.1.2 The use of protected animals in regulated procedures and testing is regulated under the [Animals (Scientific Procedures) Act 1986 (ASPA)](https://www.gov.uk/guidance/research-and-testing-using-animals#animals-scientific-procedures-act-1986) which adopts the principles of the 3Rs (Replacement, Reduction and Refinement). Under the Act, a protected animal is defined as ‘any living vertebrate, other than man, and any living cephalopod’.

Regulated procedures include:

* + acts of commission, for example an action such as dosing or sampling;
  + acts of deliberate omission, for example withholding food or water;
  + acts of permission, for example the natural breeding of animals with harmful genetic defects

The act requires that institutions undertaking regulated procedures on protected animals must obtain an establishment licence for the place at which the work is carried out.

## **Scope**

### Cardiff Metropolitan University does not hold an establishment licence and has no ambition to do so, however some work of the University does involve working ***with*** animals. In addition, the use of animal derived products and animal material is essential for research, innovation, and learning & teaching in some areas.

### This policy details the minimum expectations of the University on those undertaking any activity which involves animals, whether alive or dead, or animal material. It encompasses all subject areas and all types of activity.

# Principles

## When undertaking any work involving animals or animal material, individuals will be guided by the following:

i) Ethics and the Institutional Ethical Standpoint

The Cardiff Met Ethics Framework articulates the general principles which will guide staff and students in their activities and states that participants will be treated with respect. Cardiff Met has robust ethics review mechanisms and takes seriously the responsibility to ensure that all work carried out by its staff and students conforms to the highest ethical standards.

The principles upon which decisions regarding applications for ethics approval are made are:

### **Non-maleficence**: minimise harm to participants, researchers, institution & environment

### **Beneficence**: Demonstrate potential for benefit

### **Dignity** and **autonomy** of participants

### **Confidentiality** and **anonymity** of participants, where possible

### **Impartiality** of researchers, where possible

### **Legal** compliance with UK voluntary and statutory regulation

### **Non-discriminatory** values and practices

ii) The 3 R’s

Cardiff Met notes the guiding principles underpinning the humane use of animals in research, the 3 R’s, and is committed to ensuring that any work involving Cardiff Met staff or students is undertaken with regard to these principles. The 3 R’s are:

**Replacement**  
Methods can be absolute replacements ie techniques which do not involve animals at any point, such as computer modelling, in vitro methodologies eg tissue engineering, or human volunteers. Alternatively, relative replacements can be used which avoid or replace the use of protected animals with organisms not protected under ASPA.

**Reduction**  
Adoption of methods which minimise animal use and enable researchers to obtain comparable levels of information from fewer animals, or to obtain more information from the same number of animals, thereby reducing the future use of animals.

**Refinement**Improvements to scientific procedures and husbandry which minimise actual or potential pain, suffering, distress or lasting harm or improve animal welfare in situations where the use of animals is unavoidable.

iii) Requirements of other bodies  
Staff and students are expected to be aware of and adhere to the legal and ethics requirements of all applicable professional bodies and the legal requirements of the country within which the research will take place when embarking on projects involving animals.

# Approval processes for work involving animals or animal material

## Cardiff Met does not hold a Home Office issued Establishment Licence to carry out regulated procedures on protected animals. This being the case, the carrying out of regulated procedures on protected animals is not permitted on Cardiff Met’s premises.

## Notwithstanding this, it is recognised that Cardiff Met staff and students undertake projects and activities involving working with animals or animal material. The following paragraphs detail the procedures to be followed by Schools in all instances, whether the project falls under research, innovation or learning & teaching.

i) Work involving vertebrate animals and cephalopods, either alive or dead

For work involving vertebrate animals and cephalopods, ethical approval must be sought from the University Ethics Committee (UEC) and work must not commence until approval has been granted. When an application for ethics approval is received, a subcommittee of UEC will be convened to consider the application. The group will include at least one member with knowledge of the subject area of the application. The group will endeavour to feedback to the PI as soon as possible after receipt of the application and will not be constrained by the extant timetable of UEC meetings.

ii) Work involving invertebrate animals (excluding cephalopods), either alive or dead

For projects involving invertebrate animals (excluding cephalopods), approval must be sought from the relevant School Research Ethics Committee (SREC) or delegated Sub-Panel and work must not commence until approval has been granted.

For projects involving live animals, in line with Cardiff Met Ethics Framework, work must be undertaken in the spirit of ensuring the welfare of the animals involved in the project and any ethics application received regarding such a project will be considered with this in mind.

For projects involving dead animals, the animals in question must be dead at the point of acquisition or procurement.

iii.) Work involving food stuffs or animal derived material procured from suppliers of laboratory materials  
Work falling under this category must follow the institution’s existing procedures for procurement of such materials. Projects that do not follow normal procurement procedures will be considered by the relevant SREC or delegated Sub-Panel.

# Projects with collaborative partners

## Collaboration with colleagues from outside Cardiff Met is welcomed and encouraged.

## In order to safeguard the reputation of the institution it is important that the involvement of Cardiff Met staff or students in UK based projects which require a Home Office issued Establishment Licence for regulated procedures on protected animals is noted and recorded by the institution. Staff involved in such collaborations, including where they are supervising students who are undertaking such work at a partner institution, should therefore report details of the project and their involvement to UEC via their School representative, together with confirmation of which body has provided ethics approval for the project.

4.3 All research involving Cardiff Met staff and/or students must undergo internal ethics approval, regardless of whether the project has received ethics approval from another institution or body. Where approval has been obtained elsewhere, this should be stated in the Cardiff Met application and a copy of the external ethics approval submitted along with it.

# Roles and Responsibilities

## This policy applies to *all* individuals who intend to undertake any activity involving animals, whether alive or dead, or animal material, on Cardiff Met premises or using Cardiff Met facilities.

## The University Ethics Committee has strategic ownership of the policy and is responsible for monitoring its use and for reviewing it periodically, in line with the University Schedule for Policy Approval.

## Any staff member or student who is unclear on how their project fits with the policy should contact the University Director of Research for advice in the first instance.

# Related Policies and Procedures

### Full details of Cardiff Met procedures for ethics approval can be found on the [Ethics Governance](https://www.cardiffmet.ac.uk/research/Pages/Ethics-Governance.aspx) section of the Research pages of the Cardiff Met website.

### Further information concerning work involving regulated procedures on protected animals which require a Home Office issued Establishment Licence for Scientific Research on Living Animals can be found at <https://www.gov.uk/guidance/research-and-testing-using-animals>

# Review and Approval

### This policy will be reviewed by the University Ethics Committee every three years, in line with the University Schedule for Policy Approval. School Ethics Committees will be invited to comment as part of the review process.