

Please read the guidance notes before completing sections A to E and sending the form to your Home Office Inspector. Completed forms should be submitted **AT LEAST 3 WEEKS** before the date of the proposed movement. Please use **BLOCK CAPITALS**

**!!Complete a separate form for EACH strain of animal AND for controls transferring with GM/HM animals!!**

**Only the underlined information is needed for a Section A or B establishment which is non-designated**

**A. ANIMALS TO GO TO:**Establishment:Address

Project Licence Number: PPL /

Designated Establishment: PCD

Name of person responsible for receiving the animals:

Status (tick one ONLY): If animals going to PPL -

If animals going to stock at Designated Establishment -

Contact Tel. No

Project Licence holder [ ] Deputy [ ]

Certificate holder [ ] Deputy [ ]

**Note: any project licence given in this section must authorise the use of animals of the type requested in section C**

**B. ANIMALS TO COME FROM:**Establishment:Address

Project Licence Number: PPL /

Designated Establishment: PCD

Name of person sending the animals:

Status (tick one ONLY): Project Licence holder [ ] Deputy [ ]

Contact Tel. No.**C. DETAILS OF ANIMALS AND TRANSFER ARRANGEMENTS:**

Species: Strain: Sex: Number of Animals:

Approx. age or weight:

Approx. Date of Transfer: Mode of Transport:

Approx. Journey Time:

If transfer might have significant health or welfare problems for the animals indicate what these problems might be and what steps will be taken to minimise such problems during transport and on receipt (continue overleaf if necessary):

Brief description of procedure intended for the animals:

Genetic status (tick ONE): **NORMAL** [ ] **HARMFUL MUTANT** [ ] **GENETICALLY MODIFIED** [ ]

Nature of mutation/genetic modification or other procedure(s) the animals have undergone:

**D. JUSTIFICATION FOR TRANSFER OF PROTECTED ANIMALS - Transfer of animals can be authorised for the reasons under the headings given below. Please tick the ONE alternative which applies and fill in the Reasons section where indicated.**

**Acquisition of schedule 2 species from a non-designated source**

1. Attempts have been made to obtain the animals from Designated Sources in the UK but they are not available [ ]  
 2. Animals from Designated Sources in the UK are not suitable for the purpose (give **Reasons** below) [ ]

**Discharge of animals from project licence controls**

1. Animals are for use at a bona fide scientific research establishment outside the United Kingdom and :-  
     are genetically modified or harmful mutant animals of a type or health status not available at the receiving establishment [ ]  
     or tissue or other ex vivo material cannot practicably be sent instead of the live animals (give **Reasons** below) [ ]  
 2. Animals are for a use in the United Kingdom that does not require a project licence (give **Reasons** below) [ ]

**Transfer of animals between project licences in sections A and B**

1. Animals are GM or HM animals of a type or health status not available at the receiving establishment [ ]  
 2. Animals have been surgically or otherwise prepared, under Home Office authority, for use elsewhere [ ]

**Transfer of animals for treatment or Schedule 1 killing (within 24 hours of arrival) at another establishment**

1. Animals are being transferred for health monitoring or diagnostic purposes, or for treatment [ ]  
 2. Animal tissue or other ex vivo material cannot practicably be sent instead of the live animals (give **Reasons** below) [ ]

**Transfer of animals for other reasons**

1. Animals do not fall into one of the above categories but transfer is needed (give **Reasons** below) [ ]

**Reasons (continue on page 2 if necessary):**

**E. DECLARATION This section MUST be signed by BOTH of the specified people in Sections A and B, except where one establishment is overseas.**

I/we certify that the above details are correct and ask the Secretary of State to consider this request. The transfer of animals will be carried out in accordance with all relevant regulations regarding welfare of animals in transit and in compliance with Ministry of Agriculture Fisheries and Foods requirements for import/export of animals. The animals will be inspected by a competent person before and after transfer and any necessary veterinary certification provided. Any welfare problems arising as a consequence of the transfer will be notified to the Home Office promptly.

Signature of person specified in section A (if in UK):

Date:

Signature of person specified in section B (if in UK):

Date:

**F. AUTHORISATION** Transfer request as above **APPROVED / REFUSED**

I/E Reference No:

Inspector Signature:

Date:

Reasons (continued from Section D overleaf- use separate page if necessary):

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## GUIDANCE NOTES FOR COMPLETION OF THE FORM

### Abbreviations:

ASPA - Animals (Scientific Procedures) Act 1986; GM - genetically modified; HM - harmful mutant; PL - Project Licence;  
DE - Designated Establishment; CD - Certificate of Designation.

### 1. The purpose of this form

Home Office permission is required to transfer stock animals or those undergoing regulated procedures under a variety of circumstances (common examples listed below). This permission may be built into PL or CD as a condition of issue for regular transfers, in these cases this form is not needed. **This form allows permission for transfers to be given on a case-by-case basis** where there is not a permissive condition on the PL, or, for stock animals, on the CD. **Regular acquisition should be authorised by a PL/CD condition.**

### Common examples requiring use of this form

**a) acquisition of GM or HM animals from non-designated sources such as overseas laboratories** - these animals are undergoing what would be regarded as regulated procedures in the UK and they are usually Schedule 2 species (usually mice, rats, pigs, sheep but any GM/HM animal would be covered if coming to the UK for a scientific purpose)

**b) acquisition of Schedule 2 species (not GM or HM) from non-designated sources.** In the special circumstances where this might be justifiable this form can be used. Examples might be acquisition of normal Schedule 2 species from overseas (this will apply to animals of the same genetic background as those with a particular genetic modification), wild rats or mice being acquired for experimental studies.

**c) transfer abroad of animals undergoing regulated procedures.** The animals are discharged from project and personal licence controls when they leave UK jurisdiction. Examples would be GM or HM animals, animals deliberately infected with parasites or inoculated with tumours, surgically prepared animals.

**d) transfer of animals between projects.** Be aware that this may require prior amendment to the programme of work of the receiving project if it does not already authorise the use of the specific animals. Transfer may not necessarily involve the animals moving between establishments but if it does they remain the responsibility of the sending project licence holder until they arrive at the receiving establishment. Note: The form does not itself authorise any re-use of animals and should only be used when continuing use is involved (as e.g. when GM animals bred on one project are transferred for scientific use on another).

**e) transfer to another establishment for Schedule 1 killing.** This is often done for recovery of tissues for *in vitro* studies at the receiving establishment. The animals remain the responsibility of the sending project licence holder until they arrive at the receiving establishment if this is designated or otherwise until they are killed. If the receiving establishment is designated the animals come under the care of the persons named on the certificate on arrival. Animals should be killed within 24 hours of arrival at the receiving establishment

**f) transfer to another establishment for health monitoring, diagnosis or treatment** - this form can be used for transfer of animals undergoing regulated procedures to non-designated establishments for the purpose of health monitoring, diagnosis or treatment.

**NOTE:** In all cases where the animals are not solely under a CD the appropriate PL holder is responsible for the animals while they are alive within UK jurisdiction. GM and HM animals remain under the control of a PL until specifically discharged (see also Genetically Modified Organisms (Contained Use) Regulations, 1992).

### 2. Using the form

- complete, as fully as possible but giving only the information specifically requested, sections A to E of the form.**
- send the form to your Home Office Inspector (for transfer between DEs with different inspectors, the inspector for the receiving DE) AT LEAST THREE WEEKS before the expected date of transfer.**
- the Inspector will sign section F (IF the transfer can be authorised) and return it to you. If the transfer cannot be authorised the Inspector will contact you.**
- as the form, when signed by the Inspector, acts as authorisation from the Secretary of State to amend, or waive, certain conditions on licences/certificates it is an important document. KEEP IT WITH THE PL or CD as it may be inspected by the Home Office at a later date.**

**4. Certification arrangements** - be aware that release of animals from a DE will normally require veterinary certification - check with the Named Veterinary Surgeon when completing the form

### 4. Transfer arrangements

In the UK, the conditions of transport must comply with the requirements of the *Home Office Code of Practice for the Housing and Care of Animals used in Scientific Procedures*, paras 3.11 - 3.19 and of the *Welfare of Animals during Transport Order 1997*. Guidelines on the transport of laboratory animals have been published in *Laboratory Animals, (1993) 27, 93 - 107*. The animals must always be inspected within 24 hours of departure and on arrival by a competent person. A certificate of their fitness to travel must be retained by the sender. If part of the movement is not within the UK it is expected that you will ensure that equivalent controls operate to protect the welfare of the animals.

Succinct but sufficient details should be given of precautions taken to minimise possible welfare problems during transfer. For example, in tumour-bearing animals the information provided must make it clear that the time from tumour implantation to development of clinical signs in the animal must be long in comparison with the time between implantation and arrival of the animal at its destination. Transfer will only be approved if it is clear there are no serious implications for the welfare of the animals.

### 5. Justification

Approval will only be granted if the justification for the transfer is given by completing the relevant parts of section D. Where reasons are required these should be succinct and sufficient to show that there is no practicable alternative to the transfer of live animals, such as sending tissue, semen, embryos or parasites, as appropriate.

Permission to send abroad animals which have been subjected to major surgery or when welfare problems are liable to be manifest is unlikely to be given. When regulated procedures are to be carried out specifically to meet the needs of an export request, permission must be obtained before starting the procedures.