NTNU
Comparative Medicine Core Facility

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1. Objective

The objective of this procedure is to make sure all the necessary documentation and approvals are in place before project start-up, and that all relevant information is shared between the research group and the animal facility.

2. Responsibility

- The responsible researcher is responsible for preparing all the necessary paperwork, and for setting up a meeting with the animal facility when needed.
- The responsible researcher is responsible for making sure all participants have the necessary education and competence.

3. General rules

- All research projects must be approved in **FOTS** before start-up.
- An **HSE form** must be filled in and sent to head of facility before start-up. To complete this form, you might need to perform risk assessments, develop of new procedures, inform the Health department about the use of GMOs etc, so please start the process well ahead of your planned project start-up.
- An **Animal welfare evaluation form** must be sent to head of facility before start-up.
- Set up a meeting with the animal facility if you plan on using new procedures in your project, if you want assistance from the animal facility during your project, or if your project is classified as severe in FOTS.
- Only personnel with the relevant competence can participate in animal work at CoMed.
- All participants must be approved users of CoMed and listed in the FOTS application. For new users: read separate SOP: Nye brukere av AKM.
- Inform the animal facility about any housing requirements before your animals arrive.
- All animals must be given a period of acclimatisation before they are used in research. This period should be one week minimum.
- Remember to update the cage cards with information on all procedures.
- Inform head of facility and apply in FOTS before you make any changes to the procedures described in your FOTS application. This applies also for minor changes.