|  |  |  |
| --- | --- | --- |
| Experiment description for work in AEM’s animal facilities | | |
| P-number[🛈](#proceduresandhouing) | Date of approval | Veterinarian |
| PYY-XXX |  |  |

*This document must be submitted to* [*emed-projektplaner@sund.ku.dk*](mailto:emed-projektplaner@sund.ku.dk)[🛈](#Number" \o "A project plan must be completed and submitted to emed-projektplaner@sund.ku.dk for approval before starting any new experiment. Once approved, it will be assigned a PYY-xxx number, which is required for ordering animals and must appear on all cage cards. )[🛈](#NumberII" \o "The approved project plan is valid until 31-12-2026, or until the experimental license expires, whichever comes first. You can fill out the form in Danish or in English.)

**Note: Please download the document to enable info bubbles.**

Work Environment and Safety[🛈](#WorkEnvironmentAndSafety" \o "Specify the Work Environment and Safety components included in the experiment. Check the box and complete the attached appendix.)

|  |  |  |
| --- | --- | --- |
| GMO1 or GMO 2 microorganisms |  | Go to: [Appendix 1](#_Appendix_1_-) |
| Biological agents |  | Go to: [Appendix 2](#_Appendix_2_-) |
| Biological materials |  | Go to: [Appendix 3](#_Appendix_3_-) |
| Chemicals/drugs |  | Go to: [Appendix 4](#_Appendix_4_-) |
| Radioactivity, use of radionuclides or external radiation |  | Go to: [Appendix 5](#_Appendix_5_-) |

Procedures and housing[🛈](#proceduresandhouing" \o "Permits often cover a broad range of experiments. Therefore, the purpose of this project plan is to be more specific, making it very clear what the animals will be subjected to. )

|  |  |  |
| --- | --- | --- |
| Animal unit(s)[🛈](#proceduresandhouing) | | |
|  | | |
| Short precise description of procedures[🛈](#Procedures" \o "Provide a short description of the experiment, including a comprehensive list of procedures. This plan specifies the exact procedures the animals will undergo, ensuring clarity and compliance with your permit and AEM requirements. ) [🛈](#ProceduresMoreInfo" \o "Do not simply copy text from the permit. If conducting multiple types of experiments, create separate project plans for each or clearly describe each one individually.) | | |
|  | | |
| Timeline of experiment[🛈](#Timeline" \o "Provide a general timeline in list form for each experiment in the project. The list must include the procedures and the duration of the experiment for each individual animal.) | | |
|  | | |
| Additional procedures[🛈](#ProceduresMoreInfo" \o "Check the box and complete the attached appendix.) | | |
| Anesthesia and/or analgesia |  | Go to: [Appendix 6](#_Appendix_6_-_1) |
| Survival surgery |  |
| Special housing/enrichment/diet |  | Go to: [Appendix 7](#_Appendix_7_–) |
| Use of external lab |  |

Animal Welfare

|  |  |  |
| --- | --- | --- |
| Clinical signs expected[🛈](#ClinicalSigns" \o "Check box if clinical signs are expected. Include all anticipated clinical signs and specify the stages of the experiment during which these signs are expected to occur. )[🛈](#ClinicalSignsII" \o "Describe the clinical signs and the methods for alleviation (e.g. pain management, fluids, supplemental diet).) |  | |
|  | | |
| Severity[🛈](#Severity" \o "The highest cumulative severity expected. If needed, provide explanatory text next to drop down menu.) | Choose. | |
| Humane endpoints[🛈](#HumaneEndpoints" \o "Describe relevant humane endpoints.) | | |
|  | | |
| Observation frequency[🛈](#ObsFrequency" \o "Describe how often the animals will be monitored.) |  | |
| Who is responsible for observations and assessment of the animals?[🛈](#ResponsibleObservation" \o "Name of the person who is responsible.) | Name | Phone |
| Euthanasia method[🛈](#EuthMethod" \o "Choose most used method. If other methods are also used, provide explanatory text next to drop down menu.) | Choose. | |
| In case euthanasia is necessary | Choose. | |
| Euthanized/deceased animals | Choose. | |

Researcher information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AEM account [[1]](#footnote-2) | | | | |
| Number |  | | Name of the account holder |  |
| Experimental permit[🛈](#proceduresandhouing) | | | | |
| Permit number | |  | Expiry date | Select date |
| Name of the permit holder | |  | Contact info | Phone |
| Email address |
| Responsible person for the study | | | | |
| Name | | Phone | Email address | Qualifications[🛈](#Timeline) |
|  | |  |  | Choose. |
| Other participants in the study | | | | |
| Name  *(Add more rows by copy/paste)* | | Phone | Email address | Qualifications |
|  | |  |  | Choose |
|  | |  |  | Choose. |
|  | |  |  | Choose. |

Animal information

|  |  |  |
| --- | --- | --- |
| Species | Choose. | |
| Vendor of animals | Choose. | |
| Strain(s)  *(Add more rows by copy/paste)* | Harmful phenotype | Special care needed |
| Name | Choose. | Choose. |
| Name | Choose. | Choose. |
| Name | Choose. | Choose. |

Optional information

|  |
| --- |
| Optional information |

# Appendix 1 - Genetically modified cells or microorganisms[🛈](#AppendixGMO" \o "Experiments with genetically modified cells or microorganisms (class 1 or 2))[🛈](#AppendixGMOII" \o "This includes genetically modified organisms such as plants, microorganisms, cell cultures, and viruses, where new combinations of genetic material occur that do not exist naturally. Do not include work with GMO animals. )

|  |  |  |
| --- | --- | --- |
| GMO classification | GMO 1 | GMO 2[🛈](#AppendixBioMaterial) |
| GMO project approval from the Danish Working Environment Authority**[[2]](#footnote-3)** uploaded |  | |
| Risk assessment uploaded |  | |
| Special working environment precautions[🛈](#AppendixGMOWorkEnvironmentPrecautions" \o "Describe any special working environment precautions if required.) |  | |
| Researchers working with GMO2 must receive in-facility training | | |

# Appendix 2 - Biological agents[🛈](#AppendixBioAgents" \o "Biological agents refer to microorganisms (excluding GMO) and human endoparasites capable of causing infectious diseases, allergies, or toxic effects. Guidance can be found in the employee-guide at kunet.)

|  |  |
| --- | --- |
| The project has been reported to the Danish Working Environment Authority (required for projects with microorganisms in risks groups 2, 3 and 4)**[[3]](#footnote-4)** |  |
| Special working environment precautions[🛈](#WorkEnvironmentAndSafety) |  |
| Risk assessment uploaded |  |

# Appendix 3 - Biological materials[🛈](#AppendixBioMaterial" \o "Biological materials include body fluids (such as blood, serum, and saliva), eggs, semen, embryos, cells, cell cultures, tissues, organs, parasites, and antibodies. These materials may carry infectious agents that can be transmitted to humans or animals.)

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Origin | Screening Attached [🛈](#appendixBiologicalScreening" \o "When using biological materials, you must attach a copy of the virus screening results. The choice of the screening panel depends on the origin and intended use of the biological material. If screening is not possible, special precautions may be necessary.) | AEM Comments[🛈](#AppendixBioMaterialAEMcomments" \o "For internal use, do not fill in.) |
| Choose. | Choose. |  | Comments. |
| Choose. | Choose. |  | Comments. |
| Choose. | Choose. |  | Comments. |
| Choose. | Choose. |  | Comments. |

# Appendix 4 - Drugs, test substances and chemicals[🛈](#AppendixDrugs" \o "List all drugs, test substances, or chemicals. AEM will categorize each substance based on information from CAS number and the supplier's safety data sheet (SDS). Please upload SDS.)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Uploaded SDS | Harmful properties | AEM category[🛈](#AppendixDrugsAEMcomments" \o "For internal use, do not fill in.) |
|  |  |  | Category |
|  |  |  | Category |
|  |  |  | Category |
|  |  |  | Category |
|  |  |  | Category |
|  |  |  | Category |

# Appendix 5 - Radioactivity – use of radionuclides

|  |  |  |
| --- | --- | --- |
| Use of Radionuclides | | |
| Location | Inside AEM facility | Outside AEM facility |
| Housing of animals after dosing with radionuclide | Choose. | |

**Appendix 5b**

Needs only to be filled out if radionuclides are used inside AEM facility and/or the animals are housed after dosing with radionuclides.

|  |  |  |
| --- | --- | --- |
| Radiation coordinator | Write the name of radiation coordinator or license holder | |
| Type of approval | Choose. | Uploaded |
| Risk assessment uploaded |  | |
| Safety precautions for AEM | Describe any safety precautions necessary for AEM animal caretakers | |

|  |  |
| --- | --- |
| Isotope | Activity (Bq/kg or Bq/L) |
| Choose. | Activity pr. experiment |
| Choose. | Activity pr. experiment |
| Choose. | Activity pr. experiment |
| Choose. | Activity pr. experiment |
| Choose. | Activity pr. experiment |
| Choose. | Activity pr. experiment |

|  |  |
| --- | --- |
| Conclusion | To be filled out by AEM |

# Appendix 6 - Survival Surgery**[[4]](#footnote-5)**, anaesthesia and analgesia[🛈](#AppendixSurvivalSurgery" \o "Experiments involving surgery: Read the Policy for survival surgery. Consult the flowchart. List all the persons performing survival surgery and send self-evaluation. For advice contact the veterinarians.)

|  |
| --- |
| Person(s) performing survival surgery[🛈](#AppendixSurvivalPersons" \o "List all persons performing survival surgery.) |
|  |
|  |
|  |

|  |
| --- |
| Post-operative checks[🛈](#AppendixSurvivalSurgeryPostOPChecks) |
|  |
| Person(s) responsible for post-operative checks |
|  |
| Suture removal[🛈](#AppendixSurvivalSurgerySutureRemoval" \o "Describe when sutures are removed.) |
|  |

|  |  |  |
| --- | --- | --- |
| Anaesthesia[🛈](#AppendixSurvivalSurgeryAnaesthesia" \o "State all anaesthesia options used.) | | |
| Drug(s) | Dose (mg/kg) | Route of administration |
| Choose. |  | Choose. |
| Choose. |  | Choose. |
| Choose. |  | Choose. |
| Choose. |  | Choose. |

|  |  |  |
| --- | --- | --- |
| Anaesthesia antidote for reversal of the sedative effect of Xylazine, Medetomidine and Dexmedetomidine | | |
| Drug(s) | Dose (mg/kg) | Route of administration |
| Choose. |  | Choose. |
| Choose. |  | Choose. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Analgesia | | | | |
| Drug(s) | Dose (mg/kg) | Route of administration | Dosing interval | Treatment length |
| Choose. |  | Choose. | Choose. | Choose. |
| Choose. |  | Choose. | Choose. | Choose. |
| Choose. |  | Choose. | Choose. | Choose. |

# Appendix 7 – Special housing/enrichment/diet and use of external lab

|  |  |  |
| --- | --- | --- |
| Special housing/enrichment/diet[🛈](#AppendixSpecialHousing" \o "Specify all housing and enrichment which differs from AEM standards (single housing, cage change, etc.). State who is responsible for special housing or enrichment.) | | |
| Condition which differs from AEM standard | Responsible | Description |
| Choose. | Choose. | Describe |
| Choose. | Choose. | Describe |
| Choose. | Choose. | Describe |
| Choose. | Choose. | Describe |
| Choose. | Choose. | Describe |

|  |  |  |
| --- | --- | --- |
| Use of external labs[🛈](#AppendixSpecialHousingExternalLab" \o "Indicate if animals will be taken out of AEM’s facility to an external lab. Provide the lab room number, duration of stay, and whether the procedure ends in euthanasia or if the animals will return to AEM. If returning, specify the unit.) | | |
| Room | Duration | Returned to Unit |
| Room number | Duration | Unit |
| Room number | Duration | Unit |
| Room number | Duration | Unit |

1. [Create user account at AEM – University of Copenhagen](https://emed.ku.dk/forms/create-user-account-at-aem/) [↑](#footnote-ref-2)
2. <https://eng.mst.dk/industry/gene-technology/research-with-gmo/application-guide-for-research> [↑](#footnote-ref-3)
3. <https://at.dk/en/self-service/report-work-with-microorganisms/> [↑](#footnote-ref-4)
4. Link to Policy for survival surgery: [How to get started – University of Copenhagen](https://emed.ku.dk/how-to-get-started/) [↑](#footnote-ref-5)