



Swiss Confederation

Information animal welfare

Application for animal facility (Form H):

Explanatory notes to Form H

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1 Purpose and applicabilty

According to art. 122 para. 1 of the Animal Welfare Ordinance (SR 455.1), anyone who keeps, breeds or trades laboratory animals requires a cantonal license.

These explanations are directed to all license applicants and to the responsible cantonal authorities.

The purpose of these explanations is to facilitate the writing and evaluation of license applications and so reduce the number of further enquiries.

The explanations are to be taken as a reference text, should there be a lack of clarity when completing the individual sections.

2 Formal aspects of submitting an application

Art. 28 of the Animal Experimentation Ordinance (AEO; SR 455.163) defines the indications required for an application for animal facilities.

Applications must be prepared using the form according to art. 122 para. 2 Animal Welfare Ordinance (SR 455.1) issued by the Federal Food Safety and Veterinary Office (FSVO). Applications must be submitted to the cantonal authority online via the animex-ch information system.

The Ordinance on the Electronic Information System for the Administration of Animal Experiments (AAEO; SR 455.61) regulates the operation of the animex-ch electronic information system.

The license is issued on behalf of the head of the animal facility (HAF). It will be valid for a maximum of ten years.

In accordance with art. 114 para. 2 let. b Animal Welfare Ordinance the HAF is responsible in particular for welfare, breeding of the animals and for trade.

Additional instructions from the cantonal authorities must be regarded, e.g. concerning language or whether to attach documents (e.g. scientific literature).

3 Initiation of the application process

To initiate the application process in animex-ch, consider to:

- Contact the cantonal authority, in order to register the facility in the master data of

- animex-ch, if this has not already occurred.
- Navigate to “animal facility” and press “create new application for animal facility”.
- Indicate the animal facility, the responsible head of animal facility (RHAF, mandatory indication) and the animal welfare officer (AWO, optional indication).
- Save and create in order to start to edit Form H.

4 Animal facility and units

An application for an animal facility contains two different levels (tabs):

1. Animal facility

The license is issued for an animal facility. On this level one can find a general overview of the animal facility, including key contact information, personnel, rooms, animals, enclosures, and building management.

2. Units of animal facility

An animal facility consists of at least one unit. However, the facility may also be divided into different units, if appropriate. The division of a facility into units depends on the specific situation in each case. In case of doubt, the cantonal authority decides what is to be included in the application as an animal facility or what is to be included as a unit. It makes sense to form units when this is organizationally obvious.

It is necessary to indicate a responsible animal caretaker per unit and, if available, a deputy HAF. In a unit the existing rooms are entered with the corresponding animal species and enclosures. Details of hygiene and management must also be given per unit.

Overview of the options to create items per level (animal facility vs. unit):

	Level facility	Level unit
Personnel	To be added RHAF/AWOF, additional personnel in the left navigation.	To be added HACT, deputy HAF. Finally also visible at facility level.
Rooms	-	To be added rooms
Animals	Selection animal species	Specific allocation to rooms
Enclosure Types	Selection enclosure types	Specific allocation to rooms

Table: RHAF: Responsible head of animal facility; HACT: Head of animal caretakers; AWOF: animal welfare officer

5 Explanations to the individual sections

These explanations provide information about the purpose of each entry, what content is expected and what should be paid attention to.

Heading:	Application number
CONTENT	NOT to be filled in by the applicant, as the numbering is done by the system (national number) and the authorities (cantonal number).
PURPOSE OF ENTRY	Unambiguous identification of the application.

Level Animal Facility

BASICS

Section 01 Address of the applicant

CONTENT	<p>Postal address of the institute, laboratory or company, as well as the name, telephone number and email address of the person with whom the authorities should communicate.</p> <ul style="list-style-type: none">• Animal facility The name of the animal facility is prefilled by the system and cannot be edited. If the name of the animal facility cannot be selected in the pull down list, the animal facility must first be created in the system by the canton via the master data management process.• Responsible head of animal facility (RHAF) Name of the person responsible for the animal facility according to art. 115 Animal Welfare Ordinance (SR 455.1). In animal facilities without strained lines or strains (see section 4) management may be delegated to persons without training in laboratory animal science (according to art. 197 Animal Welfare Ordinance (SR 455.1)) if they have animal care training or it is otherwise demonstrated that they have the required knowledge and skills to properly care for the animals. The selection of a RHAF is mandatory on facility level.• Animal Welfare Officer of Facility (AWOF) Name of person holding the position of animal welfare officer in the animal facility (AWOF) according to art. 129 Animal Welfare Ordinance (SR 455.1). Selecting an AWOF is not mandatory.
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PURPOSE OF ENTRY For communication with the authorities.

Section 02 Address of the cantonal authority

CONTENT Prepopulated by the system is the postal address of the responsible cantonal authority (cantonal veterinary service):

- **Name**
- **Street**
- **Postal Code**
- **Town**

Section 03 Application type

CONTENT One of the following three application types are displayed:

- **[N] New application:** Applying for a license to keep laboratory animals for the first time. There is no formal connection with a previous animal facility license.
- **[R] Renewal application:** Application for a new license for an animal facility after expiry of the existing license. It is mandatory to indicate the number of the basic license. It can be created starting from 6 months before the expiration of the "parent" license or when the parent license has expired.
- **[S] Supplementary application:** Request of modifications to the valid facility license.

PURPOSE OF ENTRY Assign the application to an "application family".

Section 04 Purpose of the facility

CONTENT Information according to art. 28 let. a of the Animal Experimentation Ordinance (SR 455.163) on the purpose of the animals kept in the facility. At least one purpose statement is required. Multiple choices are possible:

- **Housing.** Animals are kept in the facility.
- **Breeding** Animals are bred in the facility. If genetically modified animals (GMA) are to be created, an additional application (Form-G) must also be submitted.
- **Trade.** Animals that have been kept or bred in animal facility are to be sold.

Are strained lines involved? Indicate if strained lines are kept in the animal facility.

Section 05

Statement of correctness

CONTENT

Confirmation statement that relates to the person responsible for submitting the application.

Name and role

Name and role of the person submitting the request to the cantonal authority. The name is inserted by the system when the application is submitted.

Statement of correctness

By submitting to the cantonal authority, the head of the facility (or animal welfare officer) confirms that the information provided in the application form is complete and correct.

Time stamp of submission to the canton

Time stamp of the date when the application was submitted to the canton.

PURPOSE OF ENTRY

Replaces signature in the electronic dossier.

PERSONNEL

Section 06

Personnel list

CONTENT

List of persons who are responsible for and supervise animals in animal facilities. This list provides an overview of the responsible HAF (head of facility) and ACT (animal caretaker). The list may not be edited directly. It is prefilled by the entries on the facility level (RHAF) and unit level (HAF, DHAF, HACT, ACT).

Only individuals who have been previously added to the personnel register in animex-ch directory can be listed. Their names appear for selection in the drop-down list for the name field.

Individuals who manage facilities must meet the education and training requirements of art. 115 of the Animal Welfare Ordinance (SR 455.1) and Chapter 3 of the Ordinance of the Federal Department of Home Affairs FDHA on further training in animal husbandry and handling of animals (SR 455.109.1).

At least one-third of the positions required to care for the animals must be held by persons who have been trained as animal caretakers in accordance with art. 195 of the Animal Welfare Ordinance (SR 455.1).

Name

Name of the person with a function in the animal facility or a unit.

Role

The person's role (function) in the facility or unit.

Level

A distinction must be made between the responsibilities at the level of the animal facility and those of the units.

Responsibility

If more than one person has the head of facility (HAF) role, indicate the relevant areas of responsibility.

PURPOSE OF ENTRY

Assessment of the level of training and qualification of animal care personnel (art. 116 of the Animal Welfare Ordinance (SR 455.1) and art. 8 of the Animal Experimentation Ordinance (SR 455.163)), as well as information for queries of a technical nature.

ROOMS

CONTENT

Information according to art. 28 let. c of the Animal Experimentation Ordinance (SR 455.163).

Section 07

Room summary

CONTENT

Overview of the information on the rooms (all units) according to art. 117 of the Animal Welfare Ordinance (SR 455.1). No rooms can be added at this level. Rooms are added at unit level and will be automatically displayed at facility level.

Total number of rooms

Number of rooms available to the animal facility for various purposes.

Animal rooms

Overview of the information on the rooms according to art. 117 of the Animal Welfare Ordinance (SR 455.1).

Segregation rooms

Overview of the data on the premises according to art. 117 para. 4 let. a of the Animal Welfare Ordinance (SR 455.1), rooms and facilities for the segregation of sick animals or those with unknown hygienic status.

Euthanasia rooms

List overview of rooms in which animals are euthanized.

Support rooms (rooms without housed animals)

Overview of the information on the rooms according to art. 117 para. 4 let. b of the Animal Welfare Ordinance (SR 455.1).

Support rooms are: Rooms and facilities with special functions; storage room for feed, bedding or cleaning material; room for measures and interventions.
List of rooms, their room designation, dimensions and function.

PURPOSE OF ENTRY

Overview of all rooms in an animal facility.

ANIMALS

CONTENT

Information according to art. 28 let. b of the Animal Experimentation Ordinance (SR 455.163) on the animals kept: Animal species, maximum holding capacity, genetically modified animals (GMA) and strained lines.

Section 08

Animal species

CONTENT

All animal species intended for use in animal facility must be listed. The animal species are to be recorded here by the animal facility and can be selected accordingly at unit level within the rooms.

Genetically modified animals

Information according to art. 28 let. g of the Animal Experimentation Ordinance (SR 455.163) if genetically modified animals are kept.

Animal species

To be indicated are the animal species to be hold in the animal facility.

Number of animals

Requested capacity

Indication of the maximum number of animals that can be housed.

Currently housed

Number of animals housed, or the number of animals to be approved for the animal facility.

Section 09

Marking of animals

CONTENT

Information according to art. 120 of the Animal Welfare Ordinance (SR 455.1) and art. 5 of the Animal Experimentation Ordinance (SR 455.163) on the marking of animals. Marking of breeding animals and combination with genotyping must also be indicated. Marking also includes chipping, e.g. of dogs and cats. Contrarily to this, experimental marking must be described and justified in Form A.

Section 10

Special Information

CONTENT

Information according to art. 28 let. f of the Animal Experimentation Ordinance (SR 455.163), in particular information about the current capacity utilization of the animal facility, the origin of the animals or, if applicable, the amount of animal trade per year.

ENCLOSURES

Section 11

Enclosures

CONTENT

List of the types of enclosures and the species of animals to be kept in them. The enclosure types need to be defined at facility level and may be selected at unit level within the rooms. At least one enclosure type needs to be indicated.

Enclosure type

Indication of enclosure types by type of animal species (aquariums, dog crates, IVC cages, etc.).

Dimensions

Length x width x height

Suitable animals

Species of animals to be kept in the specified type of enclosure.

Max. animals

Maximum number of animals per enclosure.

Number of enclosures

Number of enclosures of this type.

BUILDING MANAGEMENT

Section 12

Plans of buildings

CONTENT

If possible, plans of the animal facility should be included with the application in a suitable form to give the licensing authority an overview of the buildings. The plans can be uploaded as a pdf, Word-doc or Excel.

PURPOSE OF ENTRY

Overview of the premises for the licensing authority.

Section 13 Operational concept

CONTENT

If a detailed operational concept is attached to the application, reference may be made to it; where indicated, any additional information should be provided in sections 14 to 30. It is mandatory to complete section 31.

The information on the operating concept can be uploaded as a pdf, Word-doc or Excel.

Level facility units

BASICS (UNITS)

CONTENT

This data refers only to a single unit of the facility, not to the whole facility.

The first unit is created from the facility data by the system, but can be adjusted manually. Further units can be created either individually or it is possible to multiply specific units.

Section 01 Address of the animal facility unit

CONTENT

Address of the corresponding unit

- Name
- Street
- Postal Code
- Town

PERSONNEL (UNIT)

CONTENT

Personnel of this unit.

Section 02 List of personnel

CONTENT

Responsible head of animal facility (RHAF) will be prefilled automatically according to the entry at facility level.

Deputy HAF (DHAF) and head animal caretaker (HACT) will be added here at unit level with the following information:

- **Name.** Name of the person with a function in an animal facility. Only persons accredited in the personnel register according to the personnel process can be selected here. The persons listed must prove that they meet the requirements for education and training (art. 115, 132, 134, 190, 195 of the Animal

Welfare Ordinance (SR 455.1)).

- **Role.** The person's role (function) in the facility must be indicated (art. 28 let. k and l Animal Experiments Ordinance (SR 455.163)): Head of animal facility (HAF), animal caretaker (ACT).

More than one person may be entered with the function HAF. The distribution of responsibilities between the head of the animal facility and the deputy (deputy HAF) must be indicated under "Area of responsibility".

- **Status**
- **Responsibility**

The specification of the deputy HAF is optional. It is mandatory to state the responsibility for animal care (HACT). An ACT can be both DHAF and HACT.

ROOMS AND ANIMAL SPECIES (UNIT)

Section 03

Rooms and animal species

CONTENT

Indication of the type and number of rooms, enclosures and animal species to be kept in this unit.

Only enclosures and animal species that have been added at facility level can be selected.

List of rooms with animal species and enclosures

Search rooms: It is possible to filter and search by "Room ID" or "Enclosure Type".

Sort rooms: The list can be sorted by "Created on", "Room ID" and "Room type".

Type of room

The type of room must be selected when adding of each individual room is the type of room:

- Animal
- Support
- Segregation
- Euthanasia

ID

Number or name of the room.

Dimensions

Room size (length x width x height).

Function

Information on the use of the room: storage room for feed, bedding or cleaning

materials; room for interventions and measures on animals and for the euthanasia of animals.

Animal species and enclosures

The indications are mandatory for animal rooms only.

Animal species

Prerequisite: Section 8 at "facility" level must be completed.

Enclosure type and dimensions

Prerequisite: Section 11 at "facility" level must be completed.

Number of enclosures and racks

To indicate the number of enclosures and racks per room at unit level.

Floor structure

Provide details about the soil structure.

Enrichment

Details about special enclosure facilities and measures according to Annex 3 of the Animal Welfare Ordinance (SR 455.1); e.g. raised cage lids, training, occupation, etc.

Room management

Hygiene status

To be indicated in animal and segregation rooms:

- SPF (Specific Pathogen Free) or
- other hygiene status

Description of the status to be indicated in the text field.

Lighting

To be indicated in animal and segregation rooms:

Information on lighting and lighting regime according to art. 117 para.1 of the Animal Welfare Ordinance (SR 455.1) such as:
daylight; artificial light sources with spectrum; illuminance in animal area;
light-dark cycle.

Climate

Information on the control of the indoor climate according to art. 117 para. 2 of Animal Welfare Ordinance (SR 455.1); such as:
temperature; relative humidity; air exchange.

HYGIENE (UNIT)

CONTENT

Hygiene conditions in this specific unit.

Section 04

Hygiene conditions

CONTENT

Information on hygiene conditions in this unit.

Hygiene concept

A hygiene concept can be uploaded or inserted in the text field.

Hygiene status

Indication of the hygiene status of the unit of the animal facility.

Number of SPF-rooms

Is automatically taken from the information in section 03 "Rooms and animal types (unit)".

Number of other rooms

Is automatically taken from the information in section 03 "Rooms and animal types (unit)".

Incoming animals

Hygiene conditions required for incoming animals

Indication and selection yes/no, whether specific hygiene conditions exist for animals newly introduced into the facility.

Hygiene conditions for incoming animals

Information on the conditions under which animals can be brought into the animal facility. If there are no specific conditions to be met, select "no requirements" and list further details in the "Remarks" field if necessary.

- Health certificate
- Embryo transfer
- Quarantine room

At least one entry must be selected.

Section 05

Hygiene monitoring

CONTENT

Confirmation that the hygiene status is monitored (according to art. 121 of the Animal Welfare Ordinance (SR 455.1)).

Description of hygiene monitoring

Description of the procedure and methods regarding hygiene monitoring. A corresponding document can be uploaded or a corresponding description can be entered in the text field.

Section 06

Access procedures

CONTENT

Information on access control for facility users and external visitors, quarantine after entering other animal facilities, etc.

Description of access procedures

Description of access regulation with regard to hygiene control. A corresponding document can be uploaded or a corresponding description can be entered in the text field.

Section 07

Cleaning standard

CONTENT

Information according to art. 28 let. d and e of the Animal Experimentation Ordinance (SR 455.163) on monitoring standards for cleaning.

Description of cleaning standard

Description of the procedure and methods regarding the cleaning standards. A corresponding document can be uploaded or a corresponding description can be entered in the text field.

MANAGEMENT (UNIT)

CONTENT

Information on the organization of the unit.

Section 08

Emergency concept

CONTENT

Description of the emergency concept according to art. 28 let. j of the Animal Experimentation Ordinance (SR 455.163). A corresponding document can be uploaded or a corresponding description can be entered in the text field.

Section 09

Alarm system

CONTENT

Information according to art. 2 of the Animal Experimentation Ordinance (SR 455.163) on alarm systems for technical facilities.

Is an alarm system installed?

Yes/no selection. If "Yes" is selected, further fields appear.

Alarm system type

Multiple options may be selected here:

For artificially ventilated rooms

Alarm if room ventilation fails.

For IVC cages

Alarm in case the ventilation system for the cages fails.

For automatic watering systems

Alarm in case of failure of the automatic watering system.

Other

Alarm system concept

Describe the alarm concept.

Section 10

Animal logistics

CONTENT

Procedure and organization of animal delivery and dispatch.

A corresponding document can be uploaded or a corresponding description can be entered in the text field.

Section 11

Monitoring of animals

CONTENT

Description of the monitoring procedures according to art. 2 Animal Experimentation Ordinance (SR 455.163).

Information in particular on: assignment of responsibility, frequency (incl. weekends), regulation concerning sick animals, methods of documentation.

Responsibilities, frequencies, monitoring of sick animals

Description of responsibilities, frequencies and monitoring of sick animals. A corresponding document can be uploaded or a corresponding description can be entered in the text field.

Request for an exception to the control of small rodents on weekends

Indication of whether small rodents are monitored daily on weekends and holidays is mandatory.

Waiver of weekend monitoring or reduced monitoring on weekends is only possible if data are available demonstrating that the animals will not be harmed as a result. Corresponding data will be reviewed by the licensing authority.

Description of alternative monitoring mechanisms

If alternative weekend monitoring can be invoked, it should be described here.

Section 12

Monitoring of genetically modified or strained lines

CONTENT

This information is mandatory if genetically modified or strained lines are kept or bred. Either the monitoring can be described in the corresponding text fields or corresponding documents can be uploaded.

Monitoring of genetically modified lines

Description of the monitoring of constraint according to art. 124 of the Animal Welfare Ordinance (SR 455.1) for genetically modified animal lines, in particular frequency of observations and type of documentation. Presentation of the concept or enclosure of the work instructions (SOP).

Monitoring of strained lines

Description of the monitoring of constraint according to art. 124 of the Animal Welfare Ordinance (SR455.1) for strained mutants, in particular frequency of observations and type of documentation. Presentation of the concept or enclosure of the work instruction (SOP).

Section 13

Feeding standard

CONTENT

Information according to art. 28 let d and e of the Animal Experimentation Ordinance (SR 455.163) on monitoring standards for feeding.

Description of the monitoring standards for feeding. A corresponding document can be uploaded or a corresponding description can be entered into the text field.

Section 14

Animal stock control

CONTENT

Description of animal stock control according to art. 143 of the Animal Welfare Ordinance (SR 455.1).

A sample of the monitoring should be attached.

Description of animal stock control. A corresponding document can be uploaded or a corresponding description can be entered in the text field.

Section 15

Euthanasia methods

CONTENT

Details of methods of euthanasia, including method of ensuring death.

Description of euthanasia methods. A corresponding document can be uploaded or a corresponding description can be entered into the text field.

Section 16

Disposal of cadavers

CONTENT

Confirmation according to art. 28 of the Animal Experimentation Ordinance (SR 455.163) that the carcasses are disposed of correctly according to the corresponding ordinance on animal by-products (SR 916.441.22).

Additional personnel (on facility level)

Facility personnel

CONTENT

Additional personnel that are not included directly in the form may be included in the "Additional Personnel" list at facility level (left navigation). A change in personnel in this list can be done at any time, regardless of the status of the form and does not require creating a supplementary application.

Only persons who have been previously recorded in the animex-ch personnel register can be entered.

Persons who manage and/or handle laboratory animal facilities must meet the education and training requirements according to art. 115 of the Animal Welfare Ordinance (SR 455.1) and Chapter 3 of the Ordinance of the Federal Department of Home Affairs (FDHA) on training qualifications in animal facility and animal care (SR 455.109.1).

At least one-third of the position required to care for the animals must be held by persons who have been trained as animal caretakers in accordance with art. 195 of the Animal Welfare Ordinance (SR 455.1).

Role

The person's role (function) in the animal facility should be indicated (art. 28 let. k and l of the Animal Experimentation Ordinance (SR 455.163): Head of animal facility (HAF), animal caretaker (ACT), Study Director (SDF) and Involved Person (IPF).

Name

List of persons who take care of animals in the animal facility.

Level of employment (%)

Total of the job volume that is filled by persons who have the required training as an animal care taker

Area of responsibility

If more than one person has a responsible function, their area of responsibility must be specified, e.g. assignment of main responsibility and deputy for persons with the function HAF.

Responsible veterinarian

The responsible veterinarian can be recorded by adding the person directly in the list of additional personnel of an animal facility.

To be indicated:

- Name of the responsible veterinarian for the animal facility
- Address
- Email
- Area of responsibility