



Quick start animex-ch Release 3.1

Using approved animal facilities (forms H, A, G, M, D)

This quick start contains the following information and workflows:

- Frequently Asked Questions
- Workflow 1: Connect an approved Form H in Form A (**SDI, RM, AWOI**)
- Workflow 2: Confirm involved institute as **responsible HAF** of an approved animal facility (approved Form H)
- Common errors and their solutions with Release 3.1

v1.0 16.12.2021



Quick start Using Approved Form H

Before release 2, the form H was not available in animex-ch. In order to be able to select approved facilities from Switzerland, the dropdown checked the master data instead of approved form H. Until the end of the year 2021, all animal facilities must have an approved form H in animex-ch.

With Release 3.1, the dropdowns for selecting approved animal facilities in the animal card of form A have been switched to show only approved form H.

On top of existing Form A, a **non-blocking warning** has been added instructing the institute users to perform the required adaptation within the animal card(s).

Selecting an approved form H in the animal card allows you to execute the process of linking your institute to the animal facility (form H). After the responsible Head of Animal Facility (HAF) has confirmed the involved institute, you will be able to add the linked animal facility's form Ds and form Ms to the animal card in form A.



Frequently Asked Questions

1. I have an approved animal experiment (Form A) and I don't need the additional functionality. Do I have to select an approved Form H in the animal card?

*No. Editing of animal facility references in animal cards is optional for existing approved animal experiments. **You may create a supplementary or renewal without changing the animal card's references to approved facilities.** If you choose this option, the consequence will be that new functionalities such as referencing Form M/D and HAF access will be non-functional.*

Moreover keep in mind, once the animal card's reference to an approved animal facility in Switzerland is edited, the reference to the old facility is removed and you may only select an approved Form H afterwards.

2. I cannot find my approved animal facility in the dropdown. Why?

*Please contact the responsible Head of the Animal Facility (HAF) to inquire about the status of the Form H. As of Release 3.1, **only an approved Form H can be selected as an approved animal facility in Switzerland.***



3. As an institute user, can I create a Form D, M or G in animex-ch without having a Form A linked to an approved Form H?

At least one Form A within your institute needs to have been linked to an approved Form H in order for the responsible HAF to confirm the institute as an “Involved Institute”. After having connected the first Form A with the animal facility, all entitled institute users may create Form Ds, Ms (stand-alone or common A/M) as well as Form Gs. The HAF will automatically get the access rights to any connected approved Form A.

*Start the process by opening the animal card and selecting the approved animal facility as place where the animals are kept. This works in any new application, SC or R. Then go to the “Approved animal facilities” chapter and request access from the responsible HAF. The procedure is explained in detail as **Workflow 1 below** and needs to be done only once per institute.*

4. Will I have to repeat the steps described in this quick start for all Form A?

Referencing the approved animal facility needs to be done in each Form A and each animal card. This has not been change since e-tierversuche. However, the HAF confirmation needs to be done only once per institute – animal facility connection. The step would only need to be repeated if the institute has been removed from the form H involved institutes list by the responsible HAF.

Please also read the common errors section at the end of this document.



Workflow 1: Connecting an approved Form H in Form A

....see the following 5 steps

If you have any problems contact the animex-ch support desk (animex-ch@blv.admin.ch). Please include the step at which you are blocked and send us a screenshot of the situation.



Step 1: Connect your institute to the animal facility (approved Form H).

- a. In your Form A new application N, supplementary application SC or renewal R open the animal card you want to change.

The screenshot shows the 'Edit animal' form with the following fields and callouts:

- 1**: Callout pointing to the 'Action' column in the table, specifically the edit icon.
- 2**: Callout pointing to the 'Place type' dropdown menu.
- 3**: Callout pointing to the 'National number / name of animal facility' dropdown menu.
- 4**: Callout pointing to the 'Save and close' button at the bottom right.

Form fields include: 'Place where the animals are kept', 'Place type', 'Place ID', 'National number / name of animal facility', 'Address of animal facility', and 'Room numbers'. A red message states: 'No active request for access to animal facility'.

- b. Edit or add a new place where the animals are kept (1).
- c. Select the approved Form H as an “Approved animal facility” (2, 3).
- d. Save and close (4) the place.
- e. Save and close the animal card.



Step 2: Request access to the approved animal facility.

- a. Open the “Approved animal facilities (places where animals are kept)” chapter.

The screenshot displays the animex-ch web application interface. At the top left, the Swiss flag logo is shown next to the text: Schweizerische Eidgenossenschaft, Confédération suisse, Confederazione Svizzera, and Confederaziun svizra. The top right corner shows the URL animex-ch. Below this is a navigation bar with tabs for Start page, Tasks, notifications and open forms, Animal Experiments (selected), Person, and Courses. Under the 'Animal Experiments' tab, there is a 'Family' dropdown menu and a 'Create' button. The main content area is divided into two columns. The left column contains a list of menu items: Questions and Answers (00/00), AWOI Statements, Approved animal facilities (places ...) (highlighted with a red arrow), Documents, and Comments. Below these is a 'Basics' section with a red warning icon and 4 alerts, containing sub-items: 01 Address of the applicant, 02 Address of the cantonal a..., and 03 International experiment. The right column shows the 'Form A Application for animal ex' title, a 'Draft (In p)' status, and a 'Basics' section with a date of 01-08. Below this is a form field for '01 Address of the applicant' with a sub-field for 'Institute' and a 'Name *' field.



- b. A modal window opens. Click on the action icon to request access from the responsible HAF of the animal facility (1) and confirm the request with “Yes”.

Approved animal facility	Added on	Status	Action
[Redacted]	14.12.2021	No active request for access to animal facility	[Action icon]

Step 3: Wait for the responsible HAF of the animal facility to confirm the request.

The responsible HAF of the animal facility will get a task to confirm or reject your request to be added as an “Involved Institute” to the animal facility. Confirmation of the HAF is mandatory before the Form A may be submitted to the canton.

If the responsible HAF has rejected the institute for any reason, then the institute has the option to request the confirmation again by repeating step 2.



Step 4: Check the notification (RM, SDI) about HAF confirmation as involved institute

After confirmation of the responsible HAF, the animal card will indicate the successful connection to the approved animal facility (1) and a corresponding green message will be displayed.

09 Animal List * ⓘ 0/0 +

Frogs gm ✎ 🗑

Sex:	Requested number of animals:	Previously approved:	Total number of animals requested:	Attachments
Mixed	0	0	0	
Genetically modified animals:	Constrained Line?:	Has this line been newly established in this facility especially for this experiment?		
No	No	No		

Origin type	Origin ID
> Non-approved animal holding	Other

Place type	Place ID
> Approved animal facility	1 Switzerland Institute confirmed by animal facility



Step 5: Finalize and submit Form A to the canton.

After all referenced form H have been confirmed, the Form A may now be finalized and be submitted to the canton. All institute users may now also create Form G, D and M in connection with this animal facility. Once approved, the HAF will be granted access to relevant connected forms.



Workflow 2: Confirm involved institute as responsible HAF of an approved animal facility (approved Form H)

Before institute users (SDI, RM, AWOI) can submit an application for animal experiment (Form A) referencing your approved animal facility to the canton, they will request access to the animal facility. This request has to be confirmed by the responsible HAF (RHAF is the HAF who is mentioned in the Form H at chapter 01) only once per institute and may be revoked at any time.

IMPORTANT: Only the RHAF will get the corresponding task. It is advised to designate from the beginning an administrative support of facility (ASF) for the RHAF. The ASF will be able to execute the task if the RHAF is absent.

Please find a guide on how to assign an ASF-HAF on the user support page in animex-ch.

If you have any problems contact the animex-ch support desk (animex-ch@blv.admin.ch). Please include the step at which you are blocked and send us a screenshot of the situation.



Step 1: Task for request as involved institute

As responsible HAF* of the animal facility, login to animex-ch and open your pending tasks.

**) or Administrative Support assigned by the responsible HAF*

Step 2: Confirm or reject request of the institute

a. To confirm or reject requests for facility confirmation (1), click on the object title of the task (2).

OBJECT	INSTITUTE/FACILITY	OBJECT TITLE	STATUS	FORM TYPE	TASK DESCRIPTION	TYPE	LAST VISITED DAY	RECEIVED AT ^
Application for animal facility			Approved	N	Institute awaiting facility confirmation	System	14.12.2021 22:18:03	14.12.2021 22:05:57

b. A modal window opens. Decide on the involved institute by confirming or rejecting the access.

Decide involved institute

Institute

Requested via application

Confirm Reject Cancel



After confirmation of the institute as an involved institute, the system automatically opens the “Involved institutes” chapter of Form H for your convenience (1).

The list of involved institutes may be expanded (2) to show an extended list of currently approved Form A (3) that have animals kept within the facility. The list may be exported or filtered (4). Institute access may be revoked by clicking on the action icon (5).

The screenshot shows a web interface titled "Involved institutes" with a close button (X) in the top right corner. At the top left, there is a dropdown menu set to "10" per page. On the right side, there is a pagination control showing "Total: 1 Entries" and buttons for "Previous", "1", and "Next". Below this is an "Export" button with a dropdown arrow. The main content area features a table with the following columns: "INSTITUTE" (with a dropdown arrow), "ADDED ON", "REMOVED", "REMOVED ON", and "ACTION". A single row is visible in the table with a date of "14.12.2021 22:26:53" and a checkbox in the "REMOVED" column. An "X" icon in the "ACTION" column is highlighted with a red circle. Below the table, there is another "10" per page dropdown and a "Total: 1 Entries" label with "Previous", "1", and "Next" buttons. A section titled "APPLICATIONS" is visible below, containing a single entry highlighted with a red circle. At the bottom right of the interface, there is a "Cancel" button.

If the task has been rejected by mistake or due to a misunderstanding, then the institute will be able to request the confirmation again and the decision can be made anew.



Common errors and their solutions with Release 3.1

1. I need to add GM animals but I have not yet connected to the animals from where I will add the Form D or Form M from.

*In order to request confirmation by the HAF you will need to save the animal card by having the animals marked as **GM = no**.*

After you have the confirmation of the animal facility, you can switch the animal to GM = yes and add any Form D and M.

2. “The animal facility is not approved yet.” or
“I can’t find the animal facility in the dropdown list.”

*Please contact the responsible Head of the Animal Facility (HAF) to inquire about the status of the Form H. As of Release 3.1, **only an approved Form H can be selected** as an approved animal facility in Switzerland. The HAF may be able to provide further information as to when the Form H will be approved by the cantonal authorities.*



3. “I have added the approved Form H in the animal card and requested access but my institute has not been approved by the HAF yet.”

Please contact the responsible Head of the Animal Facility (HAF) to inquire about the status of the request and check with her / him if a corresponding task is / was existing

If unsuccessful, contact the animex-ch support desk (animex-ch@blv.admin.ch) and include the complete weblink (URL) of any concerned Form A (or indicate the national number).