



Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Federal Department of Home Affairs FDHA  
**Federal Food Safety and Veterinary Office FSVO**  
Animal Health and Welfare

# Quick start animex-ch Release 3.3

Announcement of constrained lines (**Form M**)

For further information please consult the tooltip information within animex-ch and the explanatory notes (Form M)



# Introduction

Form M has two announcement forms (Chapter 08): "**provisional**" and "**definitive**." Both can be submitted to the canton only with an attached versioned Form D. However, only the "definitive" ones can be approved by the canton in a similar fashion as with a Form A.

A "provisional" Form M, once marked as "Returned accepted" by the Canton, becomes non-editable and must be changed to a "definitive" when the constraint monitoring is finalized. To do so, a new version of Form D must be created with all necessary updates and attached to the "definitive" announcement for resubmission to the Canton for approval.

Both "provisional" and "definitive" forms can be **returned for revisions** and then resubmitted, similar to the process for Forms A, H, or G.

If a constraint is not confirmed after a provisional announcement or if the breeding is stopped, the announcement must be withdrawn. If a constraint is confirmed and the constraint monitoring is finalized, the provisional announcement needs to be submitted as a definitive announcement.

**Note: only “definitive” (Signed) announcements can be used in the Common A/M Process.**



# Introduction II

## To create a Form M, you must:

Have access to an authorized laboratory animal facility in animex-ch, i.e. a valid Form H must exist and you need at least one of the following roles associated with this Form H:

- IPI, SDI, RM, AWOI (institute roles )
- ACT, IPF, SDF, HAF, AWOF (roles at a laboratory animal facility)

Have access to a corresponding data sheet (Form D) with at least one version.

In the case of a Common A/M process: Have access to an open Form A (draft, return for rewrite).

As an institute role, you must have access to an institute that is confirmed as a participating institute in a Form H.



# Introduction III

Form M can be used in two different processes: “standalone” or “common A/M”.

## **Standalone process:**

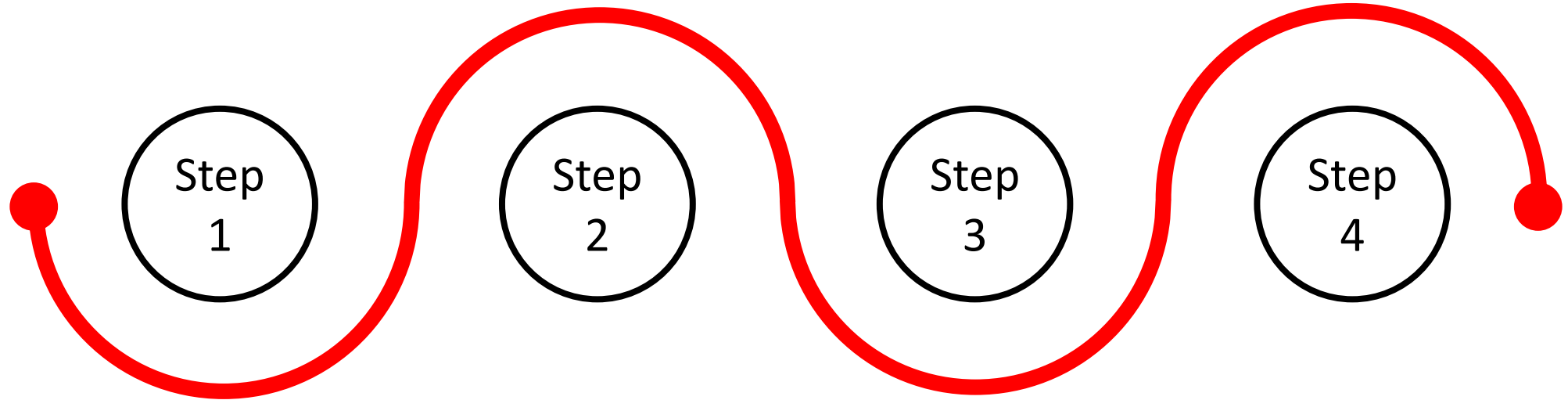
- Form M is linked to the versioned Form D and is accessible to multiple users in an institute or facility;
- Form M is submitted and approved in animex-ch independently of a Form A, but can be attached to any Form A after approval;
- The standalone process is especially suited to the approval of lines that potentially have a constraint but show no constraint under strain-reducing measures and can be used in various experiments;
- The Canton of the Animal Facility can be different than the Canton of Form A

## **Common A/M process:**

- Form M is linked to the versioned Form D and Form A;
- In this case, the approval of a Form M in animex-ch is linked to the approval of a Form A. Forms M and A are submitted and approved in parallel in animex-ch;
- The common A/M process should be used notably where a line with a constraint is bred only for one specific experiment;
- The Canton of Form A needs to be the Canton of the Animal Facility



# Process Roadmap – Standalone process



## **CREATE AND VERSION A FORM D**

Create a Form D which needs to be versioned by the HAF role.

## **CREATE A FORM M**

Create a new Form M (Stand-alone process) – this new Form M needs to have an attached versioned Form D. The roles that can create a Form M are: IPI, SDI, RM, AWOI, ACT, IPF, SDF, HAF, AWOI

## **SUBMIT THE FORM**

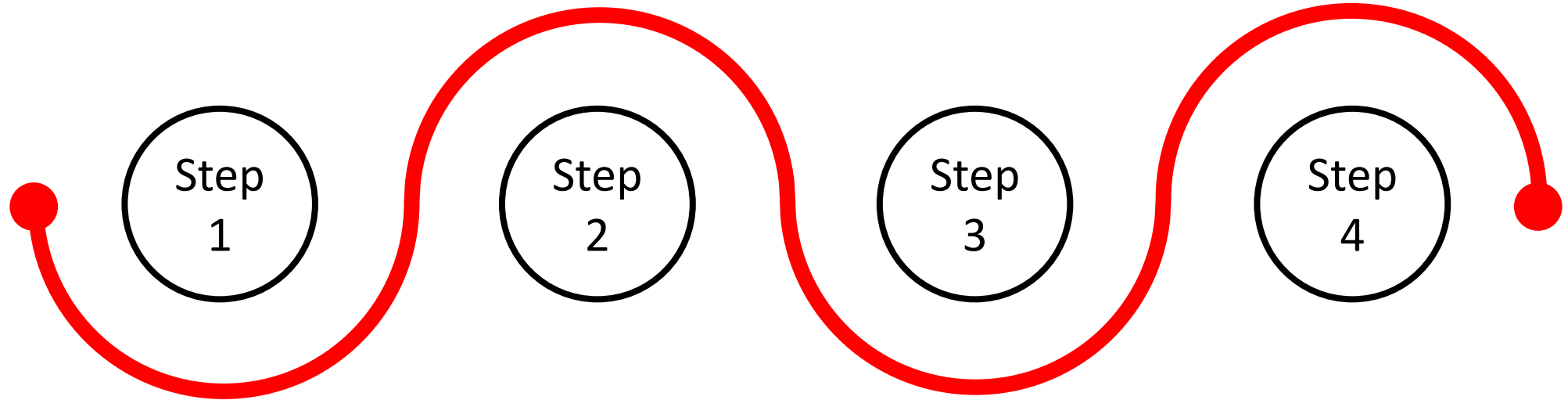
For institute roles: request a HAF review for the Form M. Confirm ownership. HAF or AWOI Roles can submit the Form M to the canton either as a provisional announcement or a definitive one. Provisional announcements can always be updated to definitive ones.

## **USE THE FORM IN A FORM A**

After the Form M has been approved by the Canton it is ready for use and can be attached to a Form A.



# Process Roadmap – Common A/M process:



## **CREATE AND VERSION A FORM D**

Create a Form D which needs to be versioned by the HAF role.

## **CREATE A FORM M**

Create a new Form M (Common A/M process) – this new Form M needs to have an attached versioned Form D and an editable Form A. The roles that can create a Form M are: IPI, SDI, RM, AWOI, ACT, IPF, SDF, HAF, AWOI

## **REQUEST SIGNATURE**

For institute roles: request a HAF review for the Form M. Confirm ownership. HAF or AWOI Roles can sign only in definitive type of announcements.

## **USE THE FORM IN A FORM A**

Once Form M has been signed by the HAF or AWOI role, it can be attached to a Form A and submitted together to the canton.



# Start wizard

There are two ways to access the start wizard for a new Form M:

1

Through the “Animal Experiments” (for institute users) or “Animal Facilities” (for facility users) Tab by clicking “Announcement of constrained lines” and then “New announcement of constrained lines (Form M)” in the constrained lines search page.

2

Through a Form D, by clicking “Create form M” in the Header

The image displays two screenshots of the animex-ch web application interface, illustrating two ways to access the start wizard for a new Form M.

**Top Screenshot:** Shows the main navigation menu with tabs: Start page, Tasks, notifications and open forms, Animal Experiments, Animal Facilities, Person, and Courses. The "Animal Experiments" and "Animal Facilities" tabs are highlighted with red boxes. Below the menu, the "Applications for animal experiments" section is visible, with a red circle "1" next to the "Data sheet of genetically modified lines or constrained mutants" link. A red box highlights the "Announcements of constrained lines" link, with a red arrow pointing to a blue button labeled "New announcement of constrained lines (Form M)".

**Bottom Screenshot:** Shows the "New announcement of constrained lines (Form M)" page. The navigation menu is visible at the top. Below the menu, the "Create form M" button is highlighted with a red box and a red circle "2". The page content includes a sidebar with "Custom permissions (Institute)" and "Version requests" sections, and a main content area with "Form D" and "Form M" sections. The "Form M" section is titled "Data sheet of genetically modified lines or constrained" and includes a "Basics" section with a "01 Short name of the animal line" field.



# Start wizard

## Facility user:

Optional selection of an associated institute (names of the involved institutes of their facility)

Mandatory selection of a versioned Form D

Mandatory selection of the purpose (provisional or definitive)

## Institute user:

Mandatory selection of an associated institute (names of the institutes of the current user's logged-in unified-role), Form D and the purpose.


## NOTE:


In order to select an institute, it must be active in the Form Ds custom permissions

The Institute users from the Institute which created the Form D will be able to edit Form M  
All enabled institutes from the Form Ds custom permission list will be able to view Form M (without editing rights)

## New announcement of constrained lines (Form M)

You are about to create a new announcement [N] of constrained lines (Form M). Please fill in the following fields, that are required for the creation of the draft announcement.

Workflow   Stand-alone  Common A/M process

Associated institute \* 

Data sheet (Form D) \* 

Name of the animal facility

Head of Animal Facility

Cantonal Authority

Purpose \* 

Cancel

Save and create





# Common A/M Process

When using the Common A/M Process, this option has to be selected from the radio button

An additional dropdown list will appear – an editable Form A has to be chosen from this list.

The Form M (Common A/M Process) will be associated with the selected Form A

1


After creating and saving the new Form M, this can be added in the Form A via the animal card, by selecting “**Announcements of constrained lines**” → “**Add announcement**”

2

A pop-up appears in which the “**Common A/M process**” has to be selected. After this step, the previously created Form M becomes searchable in the dropdown list called “**National / Cantonal number / Short name of the line**”

## New announcement of constrained lines (Form M)

You are about to create a new announcement [N] of constrained lines (Form M). Please fill in the following fields, that are required for the creation of the draft announcement.

Workflow   Stand-alone  Common A/M process

Associated institute \* 

Application for animal experiment \*

1

Data sheet (Form D) \* 

Name of the animal facility

Head of Animal Facility

Cantonal Authority

Purpose \* 

No announcement added

Add announcement

2

Process type  
Common A/M process

National / Cantonal number / Short name of the line \*



# **Provisional announcement of constrained lines**



# Basics 01 - 07

1 Switching between the editable Form M and the attached static version of the Form D is done through the tabs in the header

2 In the chapter «Basics» most fields are prefilled with the relevant information from Form D and non-editable except for:

- **01 Licensed animal facility:** Involved animal facility unit(s)
- **07 Owner of the line**

The screenshot displays a web application interface. At the top, there are two tabs: "Announcement" and "Data sheet V1". A red box highlights the "Data sheet V1" tab, with a red circle containing the number "1" next to it. Below the tabs, there is a sidebar menu with items: "HAF Reviews", "Owner confirmation", "Documents", "Comments", and a collapsed "Basics" section. The "Basics" section is expanded, showing a list of items: "01 Licensed animal facility", "02 Address of the cantonal authority", "03 Announcement type", "04 Short name of the animal line", "05 Scientific notation of the animal line", "06 Related data sheet of genetically modified lines or constrai...", and "07 Owner of the line". Below this list are three expandable sections: "Announcement of constrained animals" (with a red triangle icon), "Rationale and weighing of interests", and "Confirmations". At the bottom left, it says "Last modified by: Cristian Berce".

On the right side of the interface, there is a "Form M" section titled "Announcement of constrained lines". A dark header bar contains the text "Basics 01-07" and a red circle with the number "2". Below this header, the "01 Licensed animal facility" section is highlighted. It contains several input fields: "License numbers of animal facility", "National number", "Cantonal number", "Address of the animal facility", "Name", and "Street".



# Basics 01 - 07

1

**01 Licensed animal facility: Involved animal facility unit(s)** - If the animal facility consists of different units, indicate here in which unit the animals are kept for which the notification is made. After clicking “Add Unit” a pop-up appears in which the available units from the involved facility can be selected through a drop down list.

2

**07 Owner of the line** – The owner of the line can be selected from the drop-down list which is populated by the institute / facility users with the following roles: RM, SDI, SDF, HAF. The selection of the owner is important. Only persons having these kind of login roles can be selected as owner. These persons must have access to be able to answer an owner confirmation request

The screenshot shows a dialog box titled "Add unit from involved facility" with a close button (X) in the top right corner. It contains the following fields:

- Animal facility:** A text input field containing "Apyyuemvpoakxhsgdzkb x" with a red circle containing the number "1" next to it.
- Available units:** A dropdown menu, highlighted with a red rectangular box.
- Selected units:** A section header with a small "0" next to it.
- Message:** A dashed-line box containing the text "No involved animal facility unit(s) added".
- Buttons:** "Cancel" and "Save and close" buttons at the bottom right.

The screenshot shows a form titled "07 Owner of the line" with a help icon (i) in the top right corner. It contains the following fields:

- Name and role:** A dropdown menu, highlighted with a red rectangular box.
- E-mail:** A text input field with a red circle containing the number "2" next to it.
- Tel. No:** A text input field.
- Name:** A text input field with a help icon (i) in the top right corner.
- Street:** A text input field.
- Postal Code:** A text input field.
- Town:** A text input field.



# Announcement of constrained animals 08 - 11

For provisional announcements - in the chapter «Announcement of constrained animals», the only editable field is:

- **09 Planned additional observations** - Additional observations planned after submission of provisional announcement for small rodents (not yet listed in the data sheet), for continuing recording of constraint, have to be provided.

1

**Announcement of constrained animals** 08-11

**08 Purpose of announcement**

Purpose of announcement  
Provisional

Associated institute  
Araris Biotech AG

**09 Planned additional observations**

Planned additional observations \*

Edit

**10 Specific observation plan**

Details of observation plan  
The field is relevant for the definitive announcement only

**11 Breeding**

Breeding and use in animals experiments  
The field is relevant for the definitive announcement only



# Rationale and weighing of interests 12 - 14

1 For provisional announcements – Chapters 12 to 14 are not editable.

Rationale and weighing of interests 12-14	
12	Suitability <a href="#">i</a> Suitability The field is relevant for the definitive announcement only
13	Necessity (3R) <a href="#">i</a> Necessity (3R) The field is relevant for the definitive announcement only
14	Weighing of interests <a href="#">i</a> Weighing of interests The field is relevant for the definitive announcement only



# Confirmations 15 - 16

In the "Confirmations" section, all fields are automatically filled in when the notification is submitted to the canton.

## NOTE:

If no 'Owner of the line' is selected, the field remains empty. If an "Owner of the line" is selected, the owner needs to confirm the ownership of the line.

1

Requesting an "Owner confirmation" can be done by the HAF and AWOFF through the "Owner confirmation" button on the left menu. Selecting this option will prompt a pop-up window through which the confirmation can be requested.

2

The owner of the line will receive a new Task called "Announcement awaiting owner confirmation" and can either confirm or reject the request with a mandatory text field.

3

The Owner or the ASI Roles of the Owner are the only roles which can confirm ownership. Form M can be submitted to the canton only after owner confirmation. After Owner confirmation request, owner cannot be modified anymore within the Form M (Field becomes grey and not editable).

Announcement Data sheet V1

- HAF Reviews
- Owner confirmation** 1
- Documents
- Comments

Basics

01 Licensed animal facility

Owner of the line confirmation

Remark

Clear Request confirmation

No Records

Close

Owner of the line confirmation

Review\*

This field is required

Clear Reject request Confirm announcement

Owner confirmation requested on 09.10.2023 14:41:11

HAF Cristian Berce at 09.10.2023 14:41:11  
Please confirm ownership of the line.

Close



# Submitting the provisional announcement

1

The provisional announcement can be submitted to the Canton by the HAF or AWOOF roles.

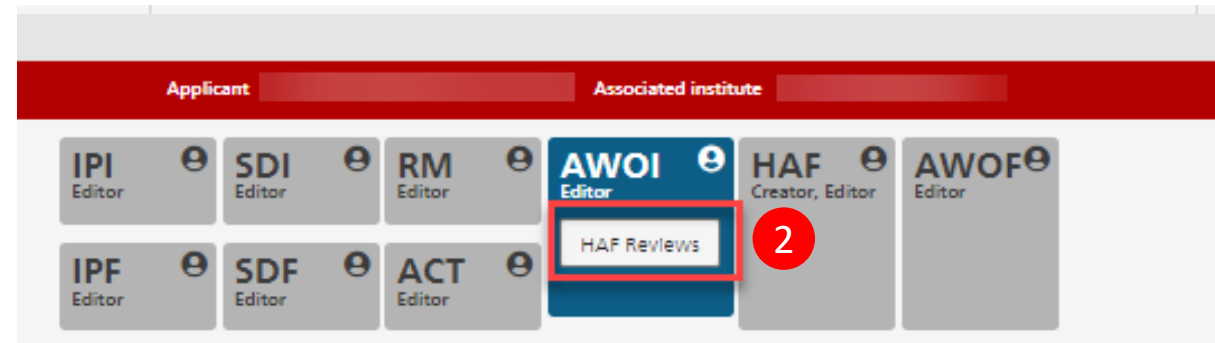
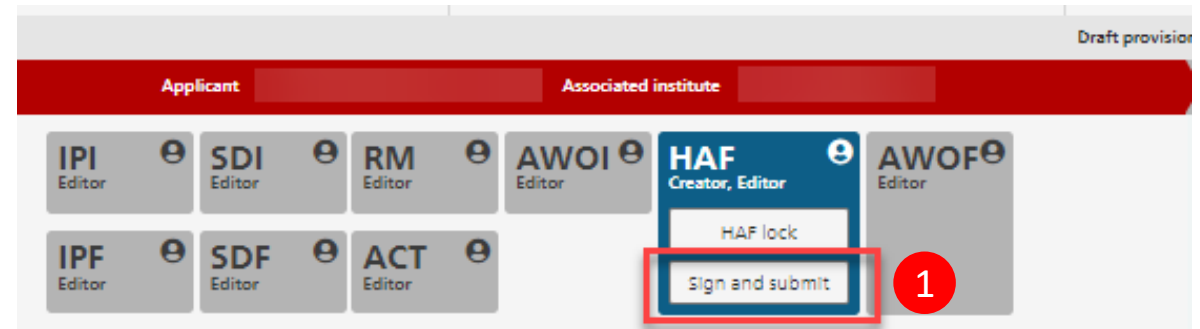
2

In case the Form is created by an institute role or a facility role different than HAF or AWOOF, a HAF Review has to be requested through which the Form is forwarded to the HAF/AWOOF. This can be done either to request a review or a submission of the Form.

The HAF/AWOOF can either enter a statement to answer the request (i.e. requesting more information about the animal line) and then return it for review or can directly submit the Form M to the canton. If the HAF/AWOOF returns the document for review, the submitting role is notified.

It's only possible to have one open request at a time.

Once the Canton accepts the submission, the Form M is "Returned as accepted" and the HAF and AWOOF roles are notified.







# **Definitive announcement of constrained lines**



# Changing to a definitive announcement or withdrawing announcement

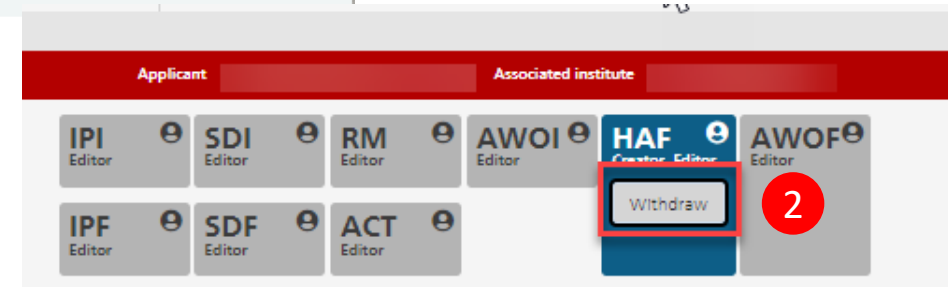
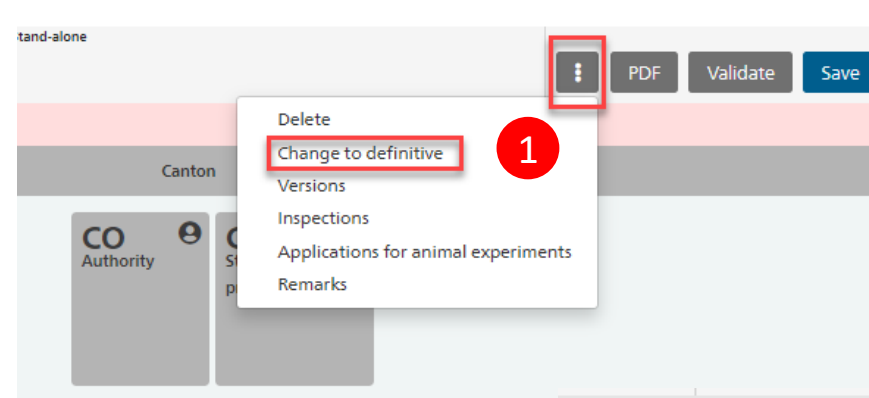
1

After the announcement has been “Returned as accepted” by the canton - the Options button can be used to change any provisional announcement to a definitive announcement. In this case, Form D needs to be updated and versioned with the relevant information beforehand.

2

If a constraint is not confirmed after a provisional announcement or if the breeding is stopped, the announcement must be withdrawn. This is done by the HAF or AWOF roles by clicking the button “Withdraw” in the Header, which prompts a popup window with a mandatory reason for withdrawal and comment.

3



The screenshot shows a 'Withdraw announcement' popup window. It contains two text input fields: 'Reason for withdrawal \*' and 'Comment \*'. Both fields are highlighted with red boxes, and a red circle with the number 3 is placed next to the 'Comment' field. The window also has 'Cancel' and 'Withdraw announcement' buttons at the bottom.



# Announcement of constrained animals 08 - 11

When switching to a definitive announcement, in chapter «Announcement of constrained animals» the following fields become editable:

- 1 • 10 Specific observation plan
- 2 • 11 Breeding

Both fields are mandatory text fields for a definitive announcement.

The screenshot shows a web interface for 'Announcement of constrained animals'. It features several sections:

- 08 Purpose of announcement:** Includes a dropdown for 'Purpose of announcement' (set to 'Definitive') and a text field for 'Associated Institute' (set to 'Analis Biotech AG').
- 09 Planned additional observations:** A large text area containing the text 'this is a test'.
- 10 Specific observation plan:** A text area with a red circle '1' in the center, indicating it is a mandatory field for definitive announcements. It has an 'Edit' button in the top right corner.
- 11 Breeding:** A text area with a red circle '2' in the center, indicating it is a mandatory field for definitive announcements. It has an 'Edit' button in the top right corner.



# Rationale and weighing of interests 12 - 14

In the chapter «Rationale and weighing of interests» all fields become editable and mandatory:

- 1 • 12 Suitability
- 2 • 13 Necessity (3R)
- 3 • 14 Weighing of interests

The screenshot displays a web application interface titled "Rationale and weighing of interests". It contains three distinct sections, each with a text input field and an "Edit" button:

- Section 12: Suitability** - The input field is marked with a red circle containing the number "1".
- Section 13: Necessity (3R)** - The input field is marked with a red circle containing the number "2".
- Section 14: Weighing of interests** - The input field is marked with a red circle containing the number "3".



# Submitting the definitive announcement

1

After completion of the aforementioned chapter, the definitive announcement can be submitted to the Canton by the HAF or AWOOF roles.

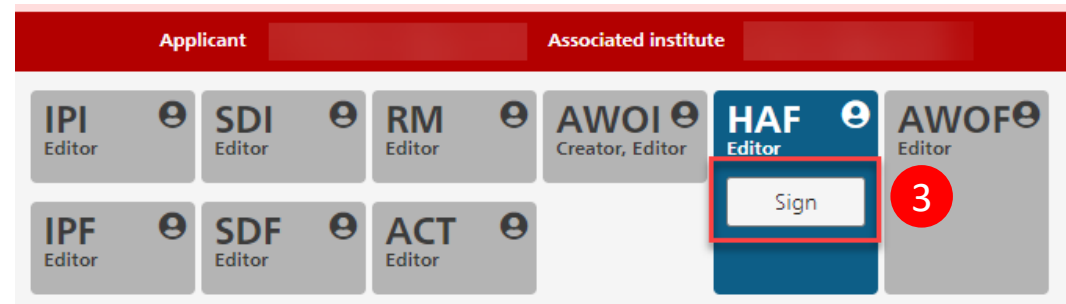
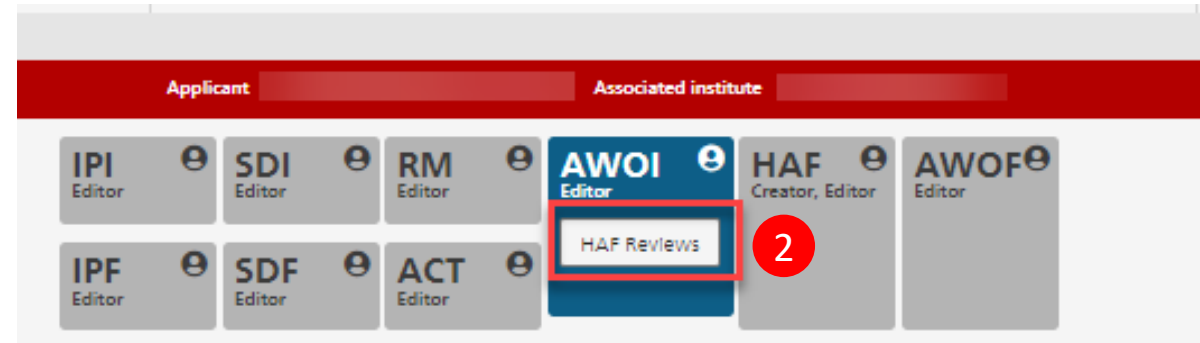
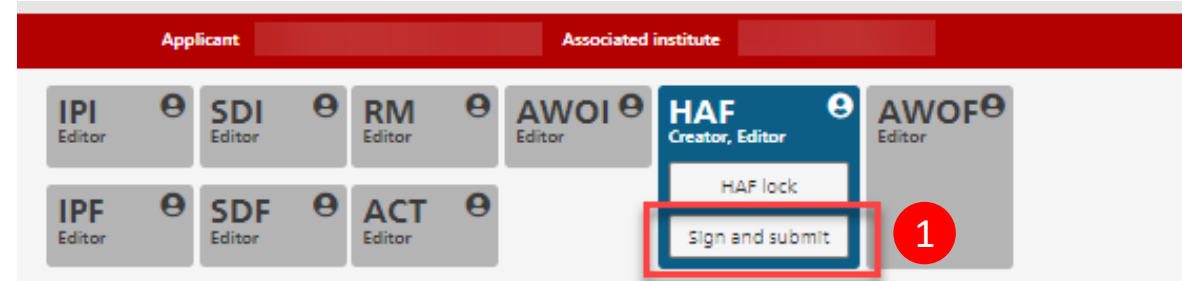
2

In case the Form is created by an institute role or a facility role different than HAF or AWOOF, a HAF Review can be requested by the creator role. The HAF/AWOOF can either return the Form M for review (if needed) or can directly submit the Form M to the canton.

It's only possible to have one open request at a time.

3

In case of using the Common A/M Process, the "Sign and Submit" button is replaced by the "Sign" button. The HAF and AWOOF roles can Sign the Form M. This will not submit the document to the canton but will enable its attachment to a Form A. In the Common A/M Process, Form A and M are then submitted together to the canton by the creator role.





For questions please use the following points of contact:

- **Technical queries:** Animex-ch application managers, FSVO, [animex-ch@blv.admin.ch](mailto:animex-ch@blv.admin.ch)
- **Subject-matter queries:** Animal Experimentation division, FSVO, [oberaufsicht-tv@blv.admin.ch](mailto:oberaufsicht-tv@blv.admin.ch)