



## Honours/MSc/PhD students and Research Staff (Postdoc/RA) undertaking animal research

- **Responsibility** for introducing students to facilities, procedures, training and health and safety lies with the supervisor(s). See Code of Practice for supervisors of Honours/MSc/PhD students (p6-8) <https://www.ed.ac.uk/files/atoms/files/copsupervisorsresearchstudents.pdf>  
Similar guidance is available for line managers  
<https://www.ed.ac.uk/human-resources/learning-development/on-boarding/guidance-managers>
- **Any gaps?** It is important that these processes are picked up for students/staff who may begin animal research a time after commencing studies or where there is a gap between licence training and starting animal work. This is especially important for COSHH/LAA purposes to avoid delays to training.
- **The BVS website** contains all the information needed for new researchers and students and all the relevant contact details <https://www.ed.ac.uk/bioresearch-veterinary-services>  
There is even a handy 'getting started' page;  
<https://www.edweb.ed.ac.uk/bioresearch-veterinary-services/facilities/getting-started>
- **All animal handling training** will start in the facility- get to know the techs and standardise approach. Researchers working in the facilities will have a facility induction.

### Schedule 1 only (inside and outside facility)

**Please note** - A competent person able to perform Schedule 1 must be available when any studies are undertaken- this needs careful thought at weekends and evenings

- Must have a training record – this will be organised at training
- Must be on humane killing register (contact NTCO [Mel.Leech@ed.ac.uk](mailto:Mel.Leech@ed.ac.uk) )
- Must have read relevant SOP
- Must have LAA risk assessment and appropriate RPE/PPE (for advice contact Jim Cameron, BVS Health & Safety [bvs-hands@ed.ac.uk](mailto:bvs-hands@ed.ac.uk) ). See section below.
- External space for Schedule 1 should be clean and all substances in date and appropriately stored – check responsibility for this- cleaning is not overseen by BVS
- Tick@lab database should be updated following animal killing
- NACWO (Mike Molinek) is responsible for the external rooms and will monitor regularly
- Must not work with live animals outside identified designated rooms

### Undertaking regulated procedures

- *Personal Licence (PIL)*  
Must have a Personal Licence (online training, training in handling and schedule 1)  
The Scotpil certificate is NOT the licence  
A vet induction takes place after the PIL is authorised – by invitation from BVS  
For advice contact BVS Home Office-Vets [bvshov@ed.ac.uk](mailto:bvshov@ed.ac.uk)  
PIL holder must contact NVS and PPL holder where animal deaths or unexpected adverse effects – this is very important in external rooms and in the case of terminal procedures



- *Project Licence (PPL)*

PPL holder must be aware of new students and all work planned  
PPL must cover the work planned; species, numbers, age and stage, purpose  
PPL holder should be aware of Experimental Request Forms prior to submission to the Named Vet. They MUST have agreed to the work being done under their licence  
Student must have copy of PPL AND HAVE READ IT  
Student must understand the monitoring requirements endpoints and adverse effects described in the Project Licence
- *Training*

Training can only be done on live animals in the context of an experiment  
Includes no training on terminally anaesthetised animals unless it is an experiment  
All PIL holders must have an up to date training record stored in tick@lab (contact NTCO [Mel.Leech@ed.ac.uk](mailto:Mel.Leech@ed.ac.uk) )  
All PIL holders must be trained by a designated trainer and not by researchers who are not formally designated as trainers (contact NTCO [Mel.Leech@ed.ac.uk](mailto:Mel.Leech@ed.ac.uk) )  
An SOP should be provided for all techniques if not already available, SOPs are all available via the website here (contact NTCO [Mel.Leech@ed.ac.uk](mailto:Mel.Leech@ed.ac.uk) )
- *Experimental request forms*

Must be in place for all regulated studies, importantly including non-Schedule 1  
*Must be written in relation to PPL*  
ERFs may be active for extended periods (usually max 6 months) but should then be renewed and all information updated. Adding students requires a new ERF  
Use most up to date form which includes training requirements  
<https://www.edweb.ed.ac.uk/bioresearch-veterinary-services/veterinary-information/named-veterinary-surgeon-information/submitting-experimental-request-form>, supply accurate information, copy in PPL holder and send at least 5 days in advance to EXPERIMENTAL Request [ERF@ed.ac.uk](mailto:ERF@ed.ac.uk)
- *Annual returns*

All researchers/students must record animal use appropriately  
The process for your lab should be agreed with, and understood by, your students/staff  
Tick@lab is designed to hold this information but training required (speak to Derek Rennie, BVS [derek.rennie@ed.ac.uk](mailto:derek.rennie@ed.ac.uk) )
- *Laboratory Animal allergens*

Please remember – things have changed e.g. Masters students are now included. There are new processes that need to be followed.  
University guidance is here <https://www.ed.ac.uk/health-safety/guidance/hazardous-substances/animal-allergens>  
Researchers should follow the University of Edinburgh Code of Practice, specifically responsibilities for supervisors section 2.13 and for researchers section 2.14 (pages 3-4)  
[http://www.docs.csg.ed.ac.uk/Safety/bio/guidance/containment\\_controls/cop\\_animal\\_allergens.pdf](http://www.docs.csg.ed.ac.uk/Safety/bio/guidance/containment_controls/cop_animal_allergens.pdf)