
Date: 9 October 2008

Dear Deans and HoDs

Please be informed of the following institutional policies on the care and use of animals for scientific purposes. Would be grateful if you could forward this email to the research investigators in your respective departments, for information.

1. Testing of animal and human cell lines to be administered to animals

All animal or human cells must be tested for pathogens prior to administration to animals. The requirement identifies potential occupational health and safety hazards for personnel in contact with the cells directly or with the animals indirectly, prevents the spread of diseases in the animal holding facilities, and validates the scientific research data derived from healthy animals.

Researchers who intend to use cell lines which are commercially available or maintained in their laboratories on animals must plan to ensure the cell lines are tested and certified free of adventitious animal or human pathogens, so that approval of IACUC animal use protocols will not be delayed.

Please contact Cecilia Chang of Laboratory Animals Centre (LAC) for more information and for the arrangements. Cecilia can be reached at ahuccrc@nus.edu.sg or tel ext 7785. **The costs of testing will depend on the type of cell lines. NUS will presently bear the costs. Researchers are advised to factor in such costs when submitting new grant proposal.**

2. Documentation & Storage of Sensitive Materials

Visual and/or audio documentation (photographs, videotapes, etc.) of live animals illustrating altered behavior resulting from experimental manipulations and/or live or dead animals undergoing invasive experimental procedures should be made only when necessary for data analysis or presentation. Prior IACUC approval must be obtained. **Please download the form 'Application to use animals other than for research and teaching' from our website.**

To avoid the risk of theft and misuse of these materials, they must be produced with absolute attention to professional conduct and concern for animal welfare. The materials must be stored securely, in a locked, unmarked cabinet outside the laboratory. Cabinets constructed of materials that allow visualization (e.g., glass) are considered inappropriate for this purpose.

Yours sincerely

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Chairman
IACUC
(*Transmitted via email*)