



01 December 2015

Dear Principal Investigator / Researcher.

Reporting of animals found dead and in distress

I write to draw your attention to two important documents:

1. Section 29 of FHS003: The application form that you as PI signed, accepting responsibility as PI for performance of the investigation in accordance with UCT SOPs. I wish to draw your attention particularly to the final paragraph outlining your responsibilities as PI (29g). This states that all animals found dead **must** be promptly removed from their cages and the death reported to UCT RAF without delay and a post-mortem examination performed by a laboratory animal technologist or a veterinarian.
2. The letter of authorisation issued by the FHS AEC: Similar instructions (regarding reporting of animals found dead) are included in the letter.

These instructions apply to all animal facilities in FHS (including satellite facilities)

The Committee has been advised that these instructions are not always followed. It appears that in some cases, animals found dead are not being reported in accordance with instructions and investigators are performing their own "post-mortems".

The FHS AEC is extremely concerned by these possible violations that may be taking place in protocols which it has authorised and requires that they stop immediately.

This letter serves to inform you as PI of the concern and to instruct you to inform investigators under your control to please comply with standard instructions. These include:

When an animal is found dead it must be removed from the cage without delay and immediately placed in a zip lock bag and then placed into the facility's dedicated fridge.

The death must be recorded on the cage card by ticking the "FD" box on the cage card.

The body must not be placed in the freezer.

The zip lock bag must be labelled with:

- Researcher's Name and phone number
- AEC Protocol number
- Cage and Animal Number
- Time that the animal was found dead.

Reporting forms are available in BSL 1, BSL 2 and BSL 3.

There are 2 separate forms:

1: Animals Found Dead by Researchers Reporting Form.

2: Animals Found in Distress by Researchers Reporting Form.

Animals found dead or in distress must be reported immediately to the RAF Veterinarian, Laboratory Animal Technologist or Veterinary Nurse: Janet McCallum, Rodney Lucas, Inge Botes or Dr Kim Tutt.

This can be done by phone or by visiting the RAF office.

The relevant form needs to be completed within an hour of reporting to the RAF and handed to Siziwe Xozwa in the Research Animal Facility Office, Room 2.25, Chris Barnard Building.

Failure to comply could result in an investigation which may lead to the withdrawal of FHS AEC approval for continuation of your research.

Yours sincerely



PROF PJ COMMERFORD
CHAIR, FHS AEC