

Working with lab animals: a Step-by-step guide



Before you can draw up a licence application or conduct animal tests, you must first be registered with the Animal Welfare Body (IvD) (step 1) and meet the access requirements (step 2). Have you taken care of both? Proceed directly to the step that applies to you.

If you are not sure what to do or if your question is not answered here, you can contact the Amsterdam Animal Research Center (AARC) info.aarc@vu.nl or the Animal Welfare Body (IvD) ivd.amd@vu.nl

Registration and access

- Do you want to register with the IvD? [Go to step 1](#)
- Do you want to gain access to the Amsterdam Animal Research Center ? [Go to step 2](#)

CCD application

- Writing/editing CCD licence? [Go to step 3](#)

GMO licence

- Checking/applying for the right GMO licence? [Go to step 4](#)

IvD operational protocol

- Writing/amending IvD working protocol? [Go to step 5](#)
- Requesting/ordering lab animals? [Go to step 6](#)

End of experiment or licence

- End of IvD working protocol (final evaluation)? [Go to step 7](#)
- End of CCD licence? [Go to step 8](#)

List of abbreviations

AARC	Amsterdam Animal Research Center
CCD	Centrale Commissie Dierproeven
GMO	Genetically Modified Organisms
IvD	Animal Welfare Body

Registration and access

Before you can begin writing your licence application or conducting animals tests, you must first complete a number of steps to register with the IvD and gain access to the Amsterdam Animal Research Center. Many documents are only accessible after completing steps 1 and 2, because they require login credentials.

1

Are you registered with the Animal Welfare Body (IvD)?

- **Yes,**
 - I am authorised to write CCD licence applications (Article 9). [Go to step 2](#)
 - I am authorised to perform animal tests (Article 13f2). [Go to step 2](#)
- **No,**
 - I do not yet meet the requirements of Article 13f2 (performing animal tests) or Article 9 (writing CCD licence applications). Follow a training and course: contact the IvD. Once you have done that, you can register by filling in the [registration form](#).
 - I am a guest. Ask your supervisor to contact the [AARC secretariat](#).
 - I am a trainee. Contact the [IvD](#).
 - I am authorised to write CCD licence applications (Article 9) or perform animal tests (Article 13f2). Register by filling in the IvD [registration form](#) on the website of the AARC
- **I am visiting from abroad** and I am not sure if I have the right documentation. Contact the [IvD](#).

2

Do you already have access to the AARC or the facility for cold-blooded animals?

- **Yes,**
I have access to and login credentials for the website and login credentials for Tick@lab. [Go to step 3](#)
- **No,**
 - I am a student. Read the [code of conduct and access regulations](#) on the website and then contact the [AARC](#).
 - I want to bring a guest. As their host, you must contact [the secretariat of the AARC](#) prior to your guest's visit.
 - I do not have access to the AARC. Complete the [registration process](#).
 - I do not have login credentials for the AARC website. Go to [registration AARC website](#).
 - I do not have login credentials for Tick@lab. Contact the [AARC helpdesk](#).

CCD licence

3

Do you have a CCD licence?

- **Yes,**
 - I have a CCD licence. [Go to step 4](#)
 - I want to amend my approved CCD licence. Contact the [IvD](#).
- **No**
Read the instructions on writing a [project licence application](#) for general information. For details, always contact the [IvD](#) in advance. The IvD offers a CCD document package that contains advice on how to optimally fill in the CCD project licence application forms.

GMO licence

With this step, you can make sure you have the right GMO licence for your experiment. Once your licence has been checked and approved, you can [continue to step 5](#).

4

Does your experiment involve GMOs (animals, viruses, etc.)?

- **No**, skip this step.
- **Yes,**
 - And I have a GMO licence
 - But I do not have a GMO licence.
Follow step 2B in the [Biosafety step-by-step guide](#)
 - But I'm not sure if I have a licence. Contact the [biosafety desk](#).
- **I'm not sure**. Contact the [biosafety desk](#).

IvD working protocol

5

Do you have an IvD working protocol?

- **Yes, I have an IvD working protocol.**
Contact the [team leader](#) (Sanne Bout) and fill in the experiment request. [Then continue to step 6](#).
- **Yes, but it needs to be amended.** Contact th [IvD](#).
Examples:
 - I want to renew the IvD working protocol.
 - I want to add an employee to the IvD working protocol.
 - I want to modify the test design.
- **No**. Write an [IvD working protocol](#).

6

Where do you want to order the animals from?

- **From the AARC's breeding programme.** Fill in the [breeding form](#) and contact the [team leader](#) (Sanne Bout).
- **From a different supplier than the AARC.** Does it involve breeding with a new strain?
 - Yes? Contact the team leader breeding (Sanne Bout)
 - No? Order via Tick@lab. Note: you need to attach an approved [experiment request](#).

End of the IvD operational protocol or the CCD licence

7

My experiment (IvD working protocol) has ended. What should I do now?

Within two months, fill in the [welfare evaluation](#) and send it via email to the [IvD](#).

8

My CCD licence has ended. What should I do now?

- Fill in the [IvD overview](#) concerning the animals you worked with as part of the CCD licence.
- If 'severe discomfort' was approved as part of the CCD licence, you must also fill in the [subsequent evaluation](#).

Good luck with your research!