



To [REDACTED] (NVS), [REDACTED] (ELH), [REDACTED] (WD), [REDACTED] (DD,NTCO), [REDACTED] (NACWO), [REDACTED] (PIL), [REDACTED] (PIL), [REDACTED] (Tech), [REDACTED] (PPL)

Present [REDACTED] (ELH), [REDACTED] (DD,NTCO), [REDACTED] (NVS), [REDACTED] (NICSO), [REDACTED] (NACWO), [REDACTED] (PIL), [REDACTED] (Animal Tech)

From [REDACTED], Named Information and Compliance Support Officer

Date 25th June 2018

Time 09.00

Venue [REDACTED]

Subject CAMs_An_16_Mouse checking

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Our Ref [REDACTED]

Policy-

Compliance Assurance Meetings (CAMs) are a management tool, designed to ensure Governance outside of the Act, to protect individuals, ensure due process and systems are implemented within the division of University Biomedical Services. This process will ensure the University upholds the highest standards of animal welfare and good practice relating to animal care and use.

NOTE: A CAM meeting does not replace the investigation of an incident by the Home Office or other authority. Therefore for example, where the local inspector deems appropriate a Home Office non-compliance investigation may run in parallel or sequentially with a CAM.

Event-

A mouse was found on Thursday 10th May on the floor of an animal behaviour procedure room by a researcher ([REDACTED]), the mouse was immediately checked, found to be showing not adverse effects and provided with wet mash pending further investigation. A booking calendar, which is used to book the procedure room, was used to retrospectively assess the last person to use the room and investigate the circumstances of this incident. This system is not designed to locate where the mouse was from.

Following investigation it was discovered that previously on Tuesday 8th May a separate researcher [REDACTED] had been working in the room. When cages in the holding room were checked a mouse was found to be missing from one of [REDACTED] cages. The mouse ear clip was checked against the cage card on the cage where a mouse was missing and found to be correct, the mouse was re-introduced to its cage mates with no adverse effect.

The researcher was unaware that a mouse was missing following completion of behavioural tests which were performed between 10.00 and 16.00 on 8th May. The experiment was authorised under [REDACTED] Protocol 1. Prior to commencing behavioural testing the mouse had undergone a viral brain infusion in March 2018.

The technician cleaning out the racks on Wednesday 9th May did not observe an animal was missing. There are arrangements in place to ensure that if animals are out of the holding rooms for most of the day, the researcher records they have checked the animals have enough food and

[REDACTED]



water. There is no scheme in place to record when researchers move animals in and out of the holding room.

Following this incident, the facility manager has put in place actions to prevent this happening again:

- A book has been placed in each animal holding room for people to sign animals out and back into the room. Each entry records: animal ID, date and time of removal, when relevant the time when animals are due to return and the name of the person who moves the animal. This book will enable animal care staff undertaking routine husbandry procedures to check if animals are missing or out undergoing procedures.

Action-

The CAMs agenda was confirmed as factually correct by all present.

The PIL holder [REDACTED] responded to the PEL holder's enquiry that licensee work might be carried out during and/or beyond core hours, however, in this instance, and under this licence, it is not. Use of the behavioural suite, and the times of the experiment, were considered a contributory factor. With each experiment taking 6 hours, and held between 10.00 and 16.00, a licence holder must not feel rushed as mistakes will happen. **Action 1**

Details of the viral brain infusion were discussed. The PIL holder confirmed to the PEL that the GM virus is in a suspension gene and is a class 1 GMO which stays active in the brain for a few months but does not transfer.

The PIL holder ([REDACTED]) confirmed the mice were not jumpy, and the behavioural test had been efficient. The mice had been separated on to the Licensees hand and then replaced to the home cage lid. The PIL holder stated that they should have used a separate cage which would provide greater accuracy. Their memory of the incident was poor, but felt they had been careless. The PIL holder confirmed to the CAM, they were unaware that a mouse was missing from the cage containing 3 mice, at the time the cage was returned to the holding room from the behavioural suite. The PIL holder believed they had checked the home cage and should have been more thorough.

Action 2

The PEL holder has to be confident the incident will not be repeated, there is already a new system in place by way of a sign out book. **Action 3**

Additional systems to protect the PEL against non-compliance will be actioned, and these are outlined as:

1. **Ensure the schedule of timings for behavioural studies takes place between 10.00 and 16.00 or earlier to prevent issues.**
2. **The PIL holder [REDACTED] will actively seek a person to provide a double check to count animals in and back, and this will be applied with immediate effect. This can be an associate scientist or animal technician, who have agreed their availability.**
3. **Following this incident, the facility manager, NACWO, has put in place a book in each animal holding room for people to sign animals out and back into the room. This book should be used with immediate effect.**

Note:

[REDACTED]



Following the CAM meeting, the Named Persons discussed the Licence authority under which the PIL holder [REDACTED] is working. [REDACTED] is valid until 5th November 2018, and therefore licence authority expires on this date.

Glossary of terms

CAM	Compliance Assurance Meeting
GM	Genetically Modified
GMO	Genetically Modified Organism
ID	Identification
NVS	Named Veterinary Surgeon
NACWO	Named Animal Care and Welfare Officer
PEL	Establishment Licence Holder
PIL	Personal Licence (Procedures Individual Licence)
PILh	Personal Licence (Procedures Individual Licence) holder
PPL	Project Licence (Procedures Project Licence)
UBS	University Biomedical Services