



University of Cambridge

Responsible Use of Project Licence Authorities

A project licence is issued by the Home Office and provides authority for the performance of regulated procedures on animals by personal licence holders.

Position statement

Everyone holding a Home Office licence issued under the Animal (Scientific Procedures) Act 1986 is required to comply with this Act. The establishment licence Holder is required to provide the mechanisms and infrastructure necessary to support researcher compliance and each researcher is expected to bear full responsibility for the appropriate use of and compliance with granted Home Office licence authorities and conditions.

The responsibilities of the establishment licence holder and project licence holder are detailed below:

Responsibilities of the establishment holder:

1. The establishment licence holder is the Named Person Responsible for Compliance so has agreed to assume overall responsibility to the Home Office for compliance with the terms and conditions of their establishment licence.
2. The University and establishment licence holder, through University Biomedical Services, provide the facilities and governance procedures appropriate to support animal research at an establishment of the size and complexity of the University of Cambridge.
3. The establishment licence holder discharges his duties under this Act by regularly reviewing the standards of all facilities plus the effectiveness of internal governance procedures and compliance with policies.

Responsibilities of the project licence holder:

The project licence holder must:

1. Adhere to Standard Conditions attached to their licence. A copy of which can be found attached to the "Red Seal" copy of their granted licence or in the Home Office Guidance on the Operation of the Act, page 108-110.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/291350/Guidance_on_the_Operation_of_ASPA.pdf
2. Adhere to any additional conditions attached to their licence. When applied, additional conditions will be found on the second of the "Red Seal" pages at the beginning of a granted licence.
3. Complete a Retrospective Assessment of a licence if requested by the Home Office. Every project licence holder should check the first of the "Red Seal" pages of their licence to see if a Retrospective Assessment is required. Remember a Retrospective Assessment can also be requested by the Home Office when a licence is amended.
4. Take full responsibility for the adherence to the licence authorities granted in their project licence. The purpose for which a licence is granted and can be used is set out in Part D of each granted licence. Part D also details the authorised objectives/key scientific questions and Project Plan (the what, how and why), **all of which are specific to a licence**. The protocols set out the regulated procedures authorised to

achieve the purpose for which the licence has been granted. In addition each protocol details the likely adverse effects and authorised humane and scientific end points. Every project licence holder is responsible for the overall implementation of all licence authorities. Failure to do so can result in non-compliance.

Rational:

1. It is no longer considered appropriate for project licences to be “piggy backed” by a researcher or research group because of a time constraint (e.g. expired project licence) or as a way of avoiding writing and taking responsibility for holding a project licence for *in vivo* research. Where collaboration between researchers and research groups involves the use of *in vivo* research the researcher who does not hold the project licence to be used must justify, in writing to the establishment licence holder, why using their project licence is appropriate. A copy of each request will be retained on the project licence file held at UBS for the tenure of the licence.
“Piggy backing” is defined as the use of project licence authorities by a researcher or research group not primarily associated with the researcher or research group to whom the licence has been granted.
2. Researchers and research groups are expected and required to make the necessary arrangements for their own project licence(s).

The responsible use of project licence authorities policy:

Researchers and research groups undertaking regulated *in vivo* work at the University of Cambridge must apply for, manage and work under the authority of their own Project Licence(s) and in accordance with UBS governance procedures and policies. This policy is not intended to prevent research collaborations and the legitimate sharing of project licence authorities.

Dr Martin Vinnell
Establishment Licence Holder
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