1. Policy details

1.1. When an APCF technician identifies a clinical condition on a laboratory animal, a Special Observation Card specifying the condition, will be placed on the concerned cage for user notification and recording.

1.2. The conditions will be reported to the corresponding users by emails in the first instance, copying to the Director and Scientific Officers (APCF).

1.3. If the condition is classified as acute (e.g. severe pain is expected to be suffered by the animal), a phone call, in conjunction with the notification email, will be made to request users to fix the condition immediately, i.e. in one hour.

1.4. If the condition is classified as less urgent, users will be requested to fix the condition before 11:00am the following morning.

1.5. Users may discuss with the director or scientific officers of APCF for an alternative plan, within the scope of their approved protocols, for the arrangement of the affected animals.

1.6. Every morning, the APCF technicians will check for any instruction written on the Special Observation card from the concerned user and inspect the affected animals again.

1.7. If a written response has been received via the Special Observation card, the animals will be dealt with accordingly by the APCF technician.

1.8. If the user has not appropriately responded (or has not instructed APCF to address the case), the technician will remind the user again by email and by phone, and request the user to respond on a certain deadline depending on the urgency of the case.

1.9. If the user does not respond by the deadline, a memo will be generated, in the name of D/APCF, and be sent to the concerned Principal Investigator to remind him/her of the...
presence of the animals with special condition and to request an appropriate action on the affected animals. If the animals are suffering from severe pain but the user failed to fix the condition, the animals concerned will be euthanized. The decision will be reported to the corresponding users.

2. Animal Welfare Issue
   2.1. Due to animal welfare issue, the director and the scientific officers hold the right to make the final decision to treat or euthanize suffering animal not specified in the corresponding approved protocols.

3. Accountability of Special Observation cards
   3.1. Special Observation card is an accountable item and must not be removed by the users. Only APCF staff are permitted to remove the Special Observation card after the special condition/s have been rectified
   3.2. The Special Observation card is to be filed at APCF as part of the animal health monitoring programme.