**Contract between**

**(animal facility)**

**(research group)**

**Date:**

This contract describes the division of labour and responsibilities between the two parties, with the aim of clarifying all stages of the experiment and ensuring that all necessary parameters are recorded.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Animal facility | Researcher | Not applicable |
| ***Animal:*** |  |  |  |
| Arrival date |  |  |  |
| Species |  |  |  |
| Strain/stock and substrain |  |  |  |
| Supplier (full name and address) or bred on the premises |  |  |  |
| Number and sex |  |  |  |
| Age, weight, stage of life cycle on arrival |  |  |  |
| Pre-treatment (surgical or medical) from supplier |  |  |  |
| Quality (e.g. SPF, germ-free, gnotobiotic, conventional) |  |  |  |
| Acclimation time before the start of the experiment |  |  |  |
| Time and duration of fasting (with/without water and bedding) |  |  |  |
| ***Environment:*** |
| General description |  |  |  |
| Temperature (mean ± variation) |  |  |  |
| Light schedule |  |  |  |
| Relative humidity (mean ± variation) |  |  |  |
| Number of air changes in the animal room/cabinet per hour |  |  |  |
| Environmental enrichment (specify) |  |  |  |
| ***Housing:*** |
| Type (e.g. free-range, shelf, cabinet, isolator, single/group, barrier/conventional) |  |  |  |
| Cage/tank type and size |  |  |  |
| Number and method of distribution of animals per cage/tank |  |  |  |
| Frequency of cage/tank cleaning or change |  |  |  |
| ***Feed:*** |
| Manufacturer (full name and address) |  |  |  |
| Type (breeding, growth, maintenance diet) |  |  |  |
| Batch number and expiry date |  |  |  |
| Sterility (radiation, heat treatment, UV light) |  |  |  |
| Consistency (pellets, expanded, powder, mash) |  |  |  |
| Administration (*ad libitum*, rationed) |  |  |  |
| ***Litter/bedding:*** |
| Manufacturer (full name and address) |  |  |  |
| Type (e.g. shavings, paper, absorbable mat) |  |  |  |
| Batch number |  |  |  |
| Sterility (radiation/heat treatment) |  |  |  |
| Type (pellets, chips, shavings, matting) |  |  |  |
| ***Water source:*** |
| Tap water, other source |  |  |  |
| Quality (e.g. purification, addition of Vitamin C or hydrochloric acid, heat treatment) |  |  |  |
| *Ad libitum*, rationed |  |  |  |
| ***Experiment:*** |
| Capture and immobilisation methods, timespan |  |
| Identification and marking methods |  |  |  |
| Test substance (manufacturer, technical description, amount, method and time of administration) |  |  |  |
| Sedatives, anaesthetics and analgesics (manufacturer, technical description, dose, method and time of administration) |  |  |  |
| ***Clinical health assessment*** |
| Signs of pain |  |  |  |
| Activity level, alertness |  |  |  |
| Coat, skin |  |  |  |
| Degree of hydration |  |  |  |
| Respiration rate |  |  |  |
| The actual severity category experienced by the animal |  |  |  |
| Permitted treatments if an animal becomes ill or injured |  |  |  |
| ***Humane killing / release / re-homing:*** |  |  |  |
| Date and time |  |  |  |
| Method |  |  |  |
| Method of drug administration |  |  |  |
| ***Necropsy:*** |  |  |  |
| External observations |  |  |  |
| Procedure |  |  |  |
| Description of histological and other analytical techniques |  |  |  |