

**Department of Experimental Surgery  
Singapore General Hospital**

**Animal Ordering and Facility Access Procedure**

To all Principal Investigators and other external users,

Please take note that as from 15 August 2005, the following procedures will be implemented for better control of animal use and care processes, and to monitor personnel access to the animal facilities in the Department of Experimental Surgery (DES).

**A. Animal order and quarantine procedures**

1. All animal orders will have to be placed on the prescribed form (*Animal Order Request Form*) with 1 (one) week advance notice. Animals will be sourced locally and, if unavailable, from overseas supplier accredited by AVA.
2. Animals on arrival to DES will have to be acclimated for 1 (one) week prior to use for research or training. Non-human primate will require quarantine period of 3 (three) months prior to release for research or training.
3. An undertaking form needs to be signed upon the confirmation of order, stating that the charged cost for the animals and services would be paid fully upon delivery.

**B. Access and use of facilities**

1. External personnel requiring access to perform procedures on animals will have to give a prior notice of their intention by sending the completed request form (*Request for Access and Use of Animal Facilities*) to DES 1 (one) week in advance. The requestor would be informed on the allocated timeslot, which is subjected to availability at the time of request. The access is strictly given only at the specified timeslot.
2. Bookings for animal facilities are in blocks of 2 hours each, whereas the bookings of non-animal facilities are in block of 4 hours each. Cancellation of bookings must be made at least 48 hours ahead of time or a late penalty of 50% of the charges will be levied.

3. Personnel entering animal facilities will have to be appropriately gowned in the Personal Protective Equipment. Any material or service required needs to be communicated to the Assistant Veterinarian or Technician on duty to provide the necessary supply or for assistance, the cost of which would be charged to them.

### **C. Additional Information**

1. Please refer to the attached forms.
2. The request forms can be downloaded from:
  - [Department of Experimental Surgery Intranet](#)
  - SGH Infonet > Experimental Surgery > Forms > [Animal Research Forms](#)
3. Please refer to the [Department of Experimental Surgery](#) for the costing of Animal Research.
4. For any inquiries please call Mr. Robert Ng at 6321 4937.
5. The completed request form is to be sent to DES by fax or email to:  
Fax : 6222 3389  
Email : [inria.k.t@sgh.com.sg](mailto:inria.k.t@sgh.com.sg) or [gesnth@sgh.com.sg](mailto:gesnth@sgh.com.sg)