



# ASRU Guidance to Establishments on local Risk Management as part of Business Continuity

March 2020

- To be read in conjunction with the **Guidance to the Animals (Scientific Procedures) Act 1986 (ASPA)**.

Version	Date	Details of Changes included in Update	Author(s)
1.0	04.03.2020	Final version	Giles Paiba

# Introduction

The Animals (Scientific Procedures) Act 1986 (ASPA) requires that all animals defined as 'protected animals' are protected at all times. Each licence holder under ASPA is required to comply fully with the standard conditions on their licence.

This guidance document highlights the need for Establishment licence holders to have prepared in advance robust internal governance - systems and processes – and be able to activate these in the event of a significant disruption to business activities over a prolonged period of time. Thus, as part of business continuity planning, Establishment licence holders should review, in particular, the robustness of the processes and systems they have in place to meet the requirements highlighted below in relevant standard conditions of their Establishment licence.

Home Office Inspectors periodically inspect the governance of business continuity and emergency preparedness plans as part of their normal inspection routines. However, in times of increased risk, such as early stages of potential pandemic human disease outbreaks or likelihood of widespread flooding, even more focus may be placed on this assurance to ensure the continuous protection of the animals used in science.

## Circumstances

A number of different major hazards outside the control of an individual organisation may bring about circumstances whereby normal activities within an establishment may be compromised. This may occur, for example, because a large proportion of staff are unable to get into work or may be unable to carry out their normal duties due to ill health. Examples include major infrastructure disruption (e.g. major power failure or transport disruption due to environmental disorder, severe flooding or terrorist attacks) or widespread public health events (e.g. COVID 19 or influenza pandemics).

## General advice

The requirement remains on the Establishment licence holder to demonstrate how they will fulfil their legal responsibilities in compliance with ASPA and their licence authorities, including the licence standard conditions. However, all licensees and duty holders should review the robustness of the processes and systems governing their work with protected animals, particularly those areas in the standard conditions of their ASPA licences that have been highlighted in the Appendices below.

Establishment licence holders will also wish to consider the period during recovery to normal activities and the number of personnel and workstations required to support the continued delivery of those activities.

## Contact for further information

If you are a licence or duty holder please contact your Single Point of Contact (SPOC); their details are found on ASPeL.

If you are not a licence or duty holder, please contact [ASRUPolicy@homeoffice.gov.uk](mailto:ASRUPolicy@homeoffice.gov.uk).

## References

Guidance on the operation of the Animals (Scientific Procedures) Act 1986

<https://www.gov.uk/guidance/guidance-on-the-operation-of-the-animals-scientific-procedures-act-1986>

Code of Practice for the Housing and Care of Animals Bred, Supplied or Used for Scientific Purposes

<https://www.gov.uk/government/publications/code-of-practice-for-the-housing-and-care-of-animals-bred-supplied-or-used-for-scientific-purposes>

Compliance with the Act

<https://www.gov.uk/guidance/animal-testing-and-research-compliance-with-aspa>

# Appendix A

## Standard conditions in section 2C (establishment) licences

In these conditions references to the 'Animals Directive' means Directive 2010/63/EU on the protection of animals used for scientific purposes. Section 2C licences are also known as establishment licences.

1. The licence holder shall ensure that the regulated activities carried on at the establishment are carried on in a manner that is consistent with the principles of replacement, reduction and refinement.
2.
  - (1) The licence holder shall ensure that a register is maintained of those who are competent to kill protected animals. A person's name shall not be included in the register unless the person has been adequately educated and trained in the killing of animals.
  - (2) The register must specify, in relation to each person named, the descriptions of animals that the person is competent to kill and the methods of killing that the person is competent to use to kill each such animal.
  - (3) The licence holder shall ensure that each person so registered is supervised when killing animals at the establishment until he or she has demonstrated the requisite competence.
  - (4) The licence holder shall ensure that at all times the number of persons who are so registered and are present at the establishment is sufficient to enable any protected animal being kept at that place that needs to be killed to be killed expeditiously.
  - (5) The register shall, on request, be submitted to the Secretary of State or made available to an Inspector.
3. The licence holder shall notify the Secretary of State of any proposed change in:
  - (a) the full name of the holder; or
  - (b) the full name and qualifications of the Named Person Responsible for Compliance; or
  - (c) the full name and qualifications of the Named Animal Care and Welfare Officer; or
  - (d) the full name and qualifications of the Named Veterinary Surgeon or other suitably qualified person; or
  - (e) the full name and qualifications of the Named Information Officer; or
  - (f) the full name and qualifications of the Named Training and Competency Officer; or
  - (g) the areas appearing on the Schedule of Premises for the establishment or the class of use within those areas; or
  - (h) the types of protected animals to be held and/or used in regulated activities at the establishment.
4.
  - (1) All protected animals must at all times be provided with adequate care and accommodation appropriate to their type or species.
  - (2) Any restrictions on the extent to which such an animal can satisfy its physiological and ethological needs shall be kept to the absolute minimum.
  - (3) Unless otherwise authorised by the Secretary of State an environment, housing, freedom of movement, food and water appropriate for the health and well-being of each protected animal shall be provided.

(4) The licence holder shall ensure that the installations and equipment at the establishment are suitable for the species of protected animals kept at the establishment and for the regulated procedures, if any, carried out at the establishment. The design, construction and method of functioning of the installations and equipment must be such as to enable regulated procedures to be performed in a manner that provides reliable results, uses the minimum number of animals and causes the minimum degree of pain, suffering, distress and lasting harm to the animals used.

(5) The health and well-being of protected animals, and the environmental conditions in all parts of the establishment where protected animals are kept, shall be checked at least once daily by competent persons. Arrangements shall be made to ensure that any defect discovered and any avoidable pain, suffering, distress or lasting harm discovered is eliminated as quickly as possible.

(6) The holder shall ensure that the conditions under which any protected animal is transported are appropriate for the animal's health and well-being.

(7) Unless otherwise authorised by the Secretary of State the licence holder shall ensure that at least the following standards are met:

(a) any applicable standard concerning the care and accommodation of animals or installations and equipment, which is set out in Annex 3 of the Animals Directive;

(b) any additional or higher standard concerning the care and accommodation of animals which is set out in any code of practice issued or approved under section 21 that was in force on 9 November 2010.

(8) For the purposes of subparagraph (7)(a) a standard set out in Annex 3 of the Animals Directive is not to be treated as being an "applicable standard" if the Annex specifies a date from which the standard is to have effect and that date has not been reached.

5. The licence holder shall ensure that the establishment shall be appropriately staffed at all times to ensure the well-being of the protected animals. Staff shall be adequately educated and trained before they perform any function relating to the care of the protected animals and shall be supervised when performing any such function until they have demonstrated the requisite competence.

6. (1) The licence holder is required to have established, and to maintain, an Animal Welfare and Ethical Review Body.

(2) The Animal Welfare and Ethical Review Body must consist at least of:

(a) one Named Animal Care and Welfare Officer and one Named Veterinary Surgeon;

(b) if this licence authorises the application of regulated procedures to protected animals at the establishment, the holder of a project licence which specifies the establishment as a place where regulated procedures

(c) such other persons as may be specified in guidance issued by the Secretary of State.

(3) The Animal Welfare and Ethical Review Body must carry out the tasks mentioned in Article 27.1 of the Animals Directive and any other advisory and reviewing tasks specified in this licence or in guidance issued<sup>15</sup>. The licence holder shall nominate and be responsible for the performance of named persons, acceptable to the Secretary of State, as required by section 2C(5).

(4) The licence holder shall ensure that whenever the Animal Welfare and Ethical Review Body provides advice a record is made of the advice and of any decisions taken in response to the advice. Such records shall be kept for a minimum period of three years and shall, on request, be submitted to the Secretary of State or made available to an Inspector.

7. If this licence authorises the breeding of protected animals, the holder is not authorised to breed, at the establishment, non-human primates from any animal not bred in captivity unless the holder has in place a strategy acceptable to the Secretary of State for increasing the proportion of primates bred from animals bred in captivity. Any substantial changes to the strategy that are proposed shall be submitted to the Secretary of State for approval.
8. (1) Records shall be maintained, in a format acceptable to the Secretary of State, of the source, use and final disposal of all protected animals bred, kept or used at the establishment for any regulated activities.
- (2) Such records shall include at least the following information:
- (a) the number and the species of animals bred, acquired, supplied, used in procedures, or discharged from the control of the Act;
  - (b) the origin of the animals, including whether they are bred for use in procedures;
  - (c) the dates on which the animals are acquired, supplied, or discharged from the control of the Act;
  - (d) from whom the animals are acquired;
  - (e) the name and address of the recipient of animals;
  - (f) the number and species of animals which died or were killed in each establishment. For animals that have died, the cause of death shall, when known, be noted; and
  - (g) where this licence authorises the applying of regulated procedures to protected animals, the projects in which animals are used.
- (3) Such records shall be kept for a minimum of five years from the date of final disposal of the animal and, on request, be submitted to the Secretary of State or made available to an Inspector.
- (4) The licence holder shall, on request, submit to the Secretary of State a summary report, in a form specified by the Secretary of State, of the source, use and final disposal of all protected animals bred, kept, or used at the establishment for any regulated activities.
9. (1) For the purposes of this condition, an “individual history file” is a file kept in relation to a dog, cat or non-human primate which contains particulars of the animal’s identity; particulars of the animal’s date and place of birth (if known); a statement as to whether the animal was bred for use in regulated procedures; any relevant reproductive, veterinary and social information about the animal; a record of the programmes of work, if any, which have involved the use of the animal in regulated procedures; and in the case of a primate, a statement as to whether the animal is the offspring of primates bred in captivity.
- (2) The licence holder shall ensure that for each dog, cat and non-human primate held at the establishment an individual history file is established and kept up to date. In the case of such an animal bred at the establishment the individual history file shall be established as soon as is reasonably practicable after the animal’s birth. Where such an animal is transferred to the establishment an individual history file shall be established in relation to the animal as soon as is reasonably practicable after its transfer (unless the animal is transferred from a place specified in another section 2C licence and an individual history file previously established in relation to the animal is provided in accordance with conditions included in that other licence).
- (3) The licence holder shall ensure that if a dog, cat or non-human primate kept at the establishment is transferred to a place specified in another section 2C licence, the individual history file kept in relation to the animal is provided to the holder of that other licence.

(4) The licence holder shall ensure that if a dog, cat or non-human primate kept at the establishment is transferred otherwise than to a place specified in another section 2C licence, the person to whom the animal is may be carried out, or another person with suitable scientific credentials acceptable to the Secretary of State; and transferred is provided with a copy of any veterinary and social information about the animal that is included in the animal's individual history file.

(5) The licence holder shall ensure that if a dog, cat or non-human primate kept at the establishment dies at that place, is set free from that place or is transferred otherwise than to a place specified in another section 2C licence, the individual history file for the animal is kept for a period of three years following its death, setting free or transfer.

(6) A copy of any individual history file required to be kept by this condition shall, on request, be submitted to the Secretary of State or made available to an Inspector.

10. (1) The licence holder shall ensure that before any unmarked dog, cat or non-human primate is weaned at the place specified in the licence the animal is marked. The licence holder shall ensure that before any unmarked dog, cat or non-human primate that has not been weaned is transferred from the establishment to a place specified in another section 2C licence, the animal is marked unless it would not be reasonably practicable to do so. Where an unmarked dog, cat or non-human primate that has not been weaned is transferred to the establishment, the establishment shall maintain records attesting the identity and origin of the animal's mother until the animal is marked.

(2) The holder shall ensure that any unmarked cat, dog or non-human primate which is taken into the establishment after weaning shall be marked as soon as possible.

(3) The holder shall ensure that where a dog, cat or primate at the establishment is marked it is done in the least painful manner possible.

(4) The holder shall comply with any request made by the Secretary of State for an explanation of why any dog, cat or primate at the establishment has not been marked.

(5) For the purpose of this condition, "marked" means provided with a permanent means of individual identification and "unmarked" refers to an animal that has not been provided with a permanent individual identification mark.

11. (1) Inspectors shall be provided with access at all reasonable times to all parts of the establishment which are concerned with the use, holding, breeding or care of protected animals.

(2) The licence holder must give any necessary assistance to inspectors carrying out visits by virtue of section 18(2A)(b); and to experts of the European Commission carrying out duties under Article 35 of the Animals Directive.

12. Unless authorised by the Secretary of State, there shall be no variation of the use of the approved areas of the establishment in the licence that may have adverse consequences for the welfare of the protected animals held.

13. Unless otherwise authorised by the Secretary of State:

(a) only the types of protected animals specified in the licence may be kept in the place or places specified in the licence for the purpose of the regulated activities specified in the licence; and

(b) for the purpose of the regulated activities specified in the licence, these animals may only be kept, bred and used in the areas listed in the schedule to the licence.

14. Records shall be maintained, in a format acceptable to the Secretary of State and under the supervision of the Named Veterinary Surgeon, relating to the health of all protected animals

bred, kept or used at the establishment for any regulated activities. Records shall, on request, be submitted to the Secretary of State or made available to an Inspector.

15. The licence holder shall nominate and be responsible for the performance of named persons, acceptable to the Secretary of State, as required by section 2C(5).

16. Arrangements to ensure that animals are given adequate care must be made in the event that the named persons referred to in condition 15 above are not available for any reason.

17. Adequate security measures shall be maintained to prevent the escape of protected animals and to prevent intrusions by unauthorised persons.

18. Quarantine and acclimatisation facilities shall be provided and used as necessary.

19. Adequate precautions against fire shall be maintained at all times.

20. If this licence authorises the applying of regulated procedures to protected animals, the holder shall take all reasonable steps to prevent the performance of unauthorised procedures in the establishment.

21. The licence holder shall make adequate and effective provision for regular and effective liaison with and between those entrusted with responsibilities under the Act and with others who have responsibility for the welfare of the protected animals kept at the establishment.

22. Where this licence authorises the applying of regulated procedures to protected animals, the licence holder shall notify the Secretary of State of the death of a project licence holder within seven days of its coming to his or her knowledge when, unless the Secretary of State directs otherwise, the project licence shall continue in force for 28 days from the date of notification. The section 2C licence holder will, during that period, assume responsibility for ensuring compliance with the terms and conditions of the project licence.

23. (1) This condition applies where this licence authorises the applying of regulated procedures to protected animals.

(2) A protected animal which, having been subjected to a completed series of regulated procedures, is kept alive shall continue to be kept at the establishment under the supervision of a veterinary surgeon or other suitably qualified person unless:

(a) it is moved, with the authority of the Secretary of State, to another establishment;

(b) the Secretary of State consents under section 17A to the animal no longer being kept at the establishment; or

(c) its re-use in another procedure is authorised by the Secretary of State.

24. A copy of these conditions shall be readily available for consultation by all licence holders and named persons in the establishment.

25. The licence remains the property of the Secretary of State, and shall be surrendered to him on request by the Secretary of State.

# Appendix B

## Standard conditions in personal licences

In these conditions references to the 'Animals Directive' means Directive 2010/63/EU on the protection of animals used for scientific purposes.

1. In exercising his or her responsibilities, the licence holder shall act at all times in a manner that is consistent with the principles of replacement, reduction and refinement.
2. The licence holder is entrusted with primary responsibility for the welfare of the animals on which he or she has performed regulated procedures; the licence holder must ensure that animals are properly monitored and cared for.
3. The licence holder must not apply a regulated procedure to an animal if the procedure may cause the animal severe pain, suffering or distress that is likely to be long-lasting and cannot be ameliorated.
4. The licence holder must not apply a regulated procedure to an animal unless the holder has taken precautions to prevent or reduce to the minimum consistent with the purposes of the procedure any pain, suffering, distress or discomfort that may be caused to the animal.
5. Where the licence holder is applying a regulated procedure to an animal the holder must ensure that any unnecessary pain, suffering, distress or lasting harm that is being caused to the animal is stopped.
6. Where the licence holder is applying or has applied a regulated procedure which is causing the animal severe pain, suffering or distress the holder must take steps to ameliorate that pain, suffering or distress.
7. The licence holder shall ensure that where the holder applies a regulated procedure death as the end-point of the procedure is avoided as far as possible and is replaced by an early and humane end-point.
8. In all circumstances where an animal which is being, or has been, subjected to a regulated procedure is in severe pain, suffering or distress which is likely to be long-lasting and cannot be ameliorated, the licence holder must ensure that the animal is immediately killed in accordance with section 15A.
9. The licence holder may apply a regulated procedure without the use of general or local anaesthesia only if the holder is satisfied that:
  - (a) the procedure will not inflict serious injuries capable of causing severe pain; and
  - (b) the use of general or local anaesthesia would be more traumatic to the animal than the procedure itself or would frustrate the purposes of the procedure.
10. When anaesthesia (whether general or local) is used, it shall be of sufficient depth to prevent the animal from being aware of pain arising during the procedure.
11. If the licence holder applies a regulated procedure to an animal with the use of general or local anaesthesia the holder must, unless it would frustrate the purpose of the procedure, use such analgesics or other pain-relieving methods as may be necessary to reduce any pain that the animal may experience once the anaesthesia wears off.
12. The licence holder must use analgesia or another appropriate method to ensure that the pain, suffering and distress caused by regulated procedures are kept to a minimum.
13. It is the responsibility of the personal licence holder to notify the project licence holder as soon as possible when it appears either that the severity limit of any procedure listed in the project licence or that the constraints upon adverse effects described in the project licence have been, or are likely to be, exceeded.

14. The licence holder shall ensure that suitable arrangements exist for the care and welfare of animals during any period when the personal licence holder is not in attendance.

15. The licence holder shall ensure that, whenever necessary, veterinary advice and treatment are obtained for the animals in his or her care.

16. The licence holder shall ensure that all cages, pens or other enclosures are clearly labelled. The labelling must be such as to enable Inspectors, Named Veterinary Surgeons and Named Animal Care and Welfare Officers to identify the number of the project licence authorising the procedures, the project licence protocol in which the animals are being used, the date the protocol was started, and the responsible personal licence holder.

17. In order to ensure that regulated procedures are performed competently, the licence holder shall not apply regulated procedures unless given the appropriate level of supervision by the project licence holder or an experienced personal licence holder deputed by him/her for such time as may be needed to achieve competence.

18. The licence holder is authorised to delegate to assistants, who do not themselves possess the requisite personal licence authority but are under his or her control, the delegable tasks which form an integral part of the regulated procedures the licence holder is authorised to perform by this licence. The tasks must not require technical knowledge or skill, and delegation shall be in accordance with any relevant guidance published by the Secretary of State under section 21.

19. The licence holder must take all reasonable steps to ensure appropriate personal and project licence authorities exist before performing regulated procedures. The licence holder must be aware of the nature of the authorities given by this licence and the project licence, and of the conditions of issue attached to the licences.

20. The licence holder shall maintain a record of all animals on which procedures have been carried out, including details of supervision and declarations of competence by the project licence holder as appropriate. This record shall be retained for at least five years and shall, on request, be submitted to the Secretary of State or made available to an Inspector.

21. The licence holder must give any necessary assistance to inspectors carrying out visits by virtue of section 18(2A)(b); and to experts of the European Commission carrying out duties under Article 35 of the Animals Directive.

22. The licence remains the property of the Secretary of State, and shall be surrendered to him on request.

# Appendix C

## Standard conditions in project licences

In these conditions references to the 'Animals Directive' means Directive 2010/63/EU on the protection of animals used for scientific purposes.

1. The licence holder is responsible for the overall implementation of the programme of work specified in this licence and for ensuring that the programme of work is carried out in compliance with the conditions of the licence.
2. The licence holder shall ensure that the specified programme of work does not involve the application of any regulated procedure to which there is a scientifically satisfactory alternative method or testing strategy not entailing the use of a protected animal.
3. The licence holder shall ensure that regulated procedures are not applied to an animal as part of the specified programme of work if the data to be obtained from the application of those procedures is already available in a Member State and has been obtained there by procedures which satisfy any relevant regulatory requirements of the EU.
4. The licence holder shall ensure that the regulated procedures applied as part of the programme of work specified in this licence are those which to the greatest extent use the minimum number of animals; involve animals with the lowest capacity to experience pain, suffering, distress or lasting harm; cause the least pain, suffering, distress or lasting harm; and are most likely to provide satisfactory results.
5. The licence holder shall ensure that the regulated procedures applied as part of the programme of work specified in this licence are designed so as to result in the death of as few protected animals as possible; and to reduce to the minimum possible the duration and intensity of suffering caused to those animals that die and, as far as possible, ensure a painless death.
6. The licence holder shall ensure that the appropriate level of supervision is provided for all personal licensees carrying out regulated procedures under the authority of this licence.
7. The licence holder shall ensure that a regulated procedure is not applied to an animal as part of the programme of work specified in this licence if the procedure may cause the animal severe pain, suffering or distress that is likely to be long-lasting and cannot be ameliorated.
8. The licence holder shall ensure that where a regulated procedure is being applied to an animal as part of the programme of work specified in this licence, any unnecessary pain, suffering, distress or lasting harm that is being caused to the animal shall be stopped.
9. The licence holder shall ensure that where a regulated procedure is applied to an animal as part of the specified programme of work, death as the end-point of the procedure is avoided as far as possible and is replaced by an early and humane end-point; and as soon as the purpose of the procedure has been achieved, the procedure is stopped and appropriate action is taken to minimise the suffering of the animal.
10. The licence holder shall ensure that where a regulated procedure has been applied to an animal as part of the programme of work specified in this licence, a suitably qualified person classifies the severity of the procedure as "non-recovery", "mild", "moderate" or "severe" using the criteria in Annex 8 of the Animals Directive. For the purposes of this condition, a series of regulated procedures applied to an animal for a particular purpose is to be treated as constituting a single regulated procedure.
11. Where a series of regulated procedures are applied to an animal for a particular purpose the licence holder shall ensure that the animal is killed at the end of the series unless a veterinary surgeon or other competent person has determined that the animal is not suffering and is not likely to suffer adverse effects, as a result of the regulated procedures.

12. Regulated procedures shall not be carried out on any stray animal of a domestic species as part of the programme of work specified in this licence.

13. Except with the authorisation of the Secretary of State, regulated procedures shall not be carried out as part of the programme of work specified in this licence on any of the following types of animal:

(a) any feral animal of a domestic species;

(b) any animal taken from the wild;

(c) a marmoset unless it is the offspring of marmosets bred in captivity or has been obtained from a self-sustaining colony of marmosets;

(d) any animal of a description specified in Schedule 2 to the Act unless it has been bred for use in procedures.

14. If the application of regulated procedures to animals taken from the wild is authorised in this licence the holder shall ensure:

(a) that animals taken from the wild are captured by a competent person using a method which does not cause the animal avoidable pain, suffering, distress or lasting harm; and

(b) that an animal taken from the wild which is found to be injured or in poor health is not subjected to a regulated procedure unless and until it has been examined by a veterinary surgeon or other competent person; and, unless the Secretary of State has agreed otherwise, action has been taken to minimise the suffering of the animal.

15. The licence holder must give any necessary assistance to inspectors carrying out visits by virtue of section 18(2A)(b); and to experts of the European Commission carrying out duties under Article 35 of the Animals Directive.

16. If the licence holder becomes aware of a failure to comply with any conditions of the licence the holder must take appropriate steps to rectify the failure (if it is capable of being rectified); and keep a record of the steps taken.

17. All authorised procedures shall be carried out under general or local anaesthesia unless:

(a) anaesthesia would be more traumatic to the animal concerned than the procedures themselves; or

(b) anaesthesia would be incompatible with the purposes of the procedures.

18. The licence holder shall ensure adherence to the severity limits as specified in the project licence and observance of any other controls described in the licence. If these constraints appear to have been, or are likely to be, breached, the holder shall ensure that the Secretary of State is notified as soon as possible.

19. The licence holder shall maintain a contemporaneous record of all animals on which procedures have been carried out under the authority of the project licence. This record shall show the procedures used and the names of personal licensees who have carried out the procedures. The record shall, on request, be submitted to the Secretary of State or made available to an Inspector.

20. The licence holder shall send to the Secretary of State, before 31 January each year (and within 28 days of the licence having expired or been revoked), a report in a form specified by the Secretary of State, giving details of the number of procedures and animals used, and the nature and purpose of the procedures performed under the authority of the project licence during the calendar year.

21. The licence holder shall maintain a list of publications resulting from the licensed programme of work and a copy of any such publication shall be made available to the Secretary of State on request. The list shall, on request, be submitted to the Secretary of State or made

available to an Inspector, and it shall be submitted to the Secretary of State when the licence is returned to him on expiry or for revocation.

22. The project licence holder shall submit such other reports as the Secretary of State may from time to time require.

23. The project licence holder shall ensure that details of the programme of work and regulated procedures specified in the licence, and any additional conditions imposed on those procedures, are known to:

- (a) all personal licensees performing those procedures;
- (b) the Named Person Responsible for Compliance;
- (c) the Named Animal Care and Welfare Officers responsible for the day-to-day care of the animals;
- (d) the Named Veterinary Surgeon, on request; and
- (e) the Named Information Officer and Named Training and Competency Officer, on request.

24. The licence holder must obtain the permission of the Secretary of State before:

- (a) any animal undergoing regulated procedures is moved from a place specified in one section 2C licence to a place specified in another section 2C licence; or
- (b) any animal is released for slaughter, unless this is already explicitly authorised by the project licence.

25. The licence remains the property of the Secretary of State, and shall be surrendered to him on request.