



Technical Guidance Note: Animal By-Products (ABPs) Registration and Importing Permits



1 Introduction

This document outlines the process that Swansea University (SU) staff who wish to work with Animal By-Products (ABPs) must follow in order to correctly register and import ABPs. The guidance contained within this document is in line with British and Welsh legislation and Swansea University procedures. It covers operations within the University at the Singleton and Bay campuses.



2 Animal By-Products Registration

2.1 Current registrations held by Swansea University

The University currently holds multiple registrations for ABPs. The two main ones are as follows:

- Singleton Campus ABP registration obtained by College of Science and covers the whole campus – All Cat 1, 2 or 3 material that may be held at this site (see Appendix for further detail)
 - Reference number: U1268379/ABP/OTHER
- Bay Campus ABP registration obtained by College of Engineering – Specific Cat 1 and 3 material that is currently held at this site (see Appendix for further detail)
 - Reference number: U1278467/ABP/OTHER

You may use the associated registration number in your import permit application.

2.2 New works not covered by the registrations

If your work is not covered by the current registration for the Campus you operate on, please contact the Biological Safety Officer and Environment Officer for your College.

3 Import permits

If you are importing ABPs you will need to consider the following process:

- Import permits can be obtained from the Animal and Plant Health Authority (APHA)
- Initially, check 'Importing live animals or animal products from non-EU countries: general licences and authorisations' (<https://www.gov.uk/guidance/importing-live-animals-or-animal-products-from-non-eu-countries-general-licences-and-authorisations>). This site has a number of general licences that can be used for importing ABPs, however you would not need to get an additional import permit but follow the conditions on the general one. All general licences are available to be downloaded.





Corporate Responsibility

- If the items you are importing are not listed you will need your own import permit. You can get your own import permit by completing form IV58:

- <https://www.gov.uk/government/publications/animal-products-and-pathogens-application-for-import-licence>

Whilst completing form IV58 please contact your:

- Environment Officer: there may be special waste disposal required. The Environment Officers are aware of possible special conditions linked to ABPs imported from outside the EU.
- Biological Safety Officer: to ensure they are aware of the work you will be undertaking and advise on the risk assessment and approvals process you will need to follow.



4 Responsibilities

The Corporate Responsibility (CR) team will support staff in obtaining registrations and import permits, as required. However, it is the member of staff's responsibility to:

- Abide by the restrictions and requirements associated with the registration and permit
- Ensure that they confirm that their work is aligned to the registration and permit before proceeding or ensure that a suitable permit is received
- Complete any additional documentation associated with University procedures, including 'Biological Risk Assessments

5 Additional support

For additional support, you can contact the Scientific Safety Advisor or one of the following:

College	H&S Lead	Environment Officer
College of Science	Lorraine Wild	Hayley Beharrell
College of Engineering	Will Finn-Lewis	Emily Ingram
Swansea University Medical School	Andy Lee	Hayley Beharrell
College of Human and Health Sciences	Gemma McLean / Alison Trace	Hayley Beharrell
CNH	Contact your College specific leads	

Further guidance on working with ABP and abiding by the registration requirements can be found in the Biological Policy Arrangement HSA10126.



6 Document Control

Document control	
Author:	Hayley Beharrell
Approved by:	Fiona Abbott / Andy Lee
Review Date:	March 2019
Version:	1



Corporate Responsibility

Appendix

Singleton Park Campus

- Reference number: U1268379/ABP/OTHER
- All Category 1, 2 or 3 material¹
- Research use only
- <1t/week of ABP used/handled
- Registration available on request

Bay Campus

- Reference number: U1278467/ABP/OTHER
- Specific Cat 1 and 3 material ¹
- Research use only
- <1t/week of ABP used/handled
- Registration available on request



¹ Category details can be found here <https://www.gov.uk/guidance/animal-by-product-categories-site-approval-hygiene-and-disposal#abp-categories-explained>