

Animal Care & Ethics Committee

Animal Research Facility

Procedural Document Template

Clause 2.5.15(i) states “The facility manager, with support as required from the institution and other staff members, and advice from veterinarians, must:

(i) apply for and obtain written approval from the institution’s AEC for all activities associated with the care and management of animals in the facility, including procedures applicable to breeding programs that are integral to the maintenance of an animal line (see also Clauses 2.4.26 –2.4.27), and for any amendments to such activities (see Clause 2.2.24 and Chapter 2.7)”

Clause 2.1.5 of the Code states “Institutions must promote compliance with the Code by:

(iv) ensuring that policies and **procedures are made available to all relevant people and AEC members, and are promoted within the institution**. This includes institutional policies on the **care and use of animals, work health and safety, confidentiality, freedom of information legislation, legal requirements, conscientious objection in the case of teaching activities, privacy and commercial-in-confidence considerations**

(v) ensuring that **guidelines for animal care and use are developed in consultation with the AEC, approved by the AEC, and implemented and promoted within the institution**.

Guidelines must include:

- (a) how the **competence** of people involved in the care and use of animals will be **assessed and ensured**
- (b) strategies to ensure the maintenance of a **health status** of the animals that safeguards animal wellbeing and meets the requirements of their proposed use
- (c) **monitoring and assessment** of animals to ensure that any **harm**, including pain and distress, is **promptly detected** and managed
- (d) **actions** required for **unexpected adverse events and emergencies**, including those that require welfare interventions such as the emergency treatment or humane killing of any animal, to ensure that adverse impacts on animal wellbeing are addressed rapidly.
Such guidance should include timeframes for actions, prompt reporting to the AEC, liaison between animal carers and investigators, and circumstances when consultation with a veterinarian, the performance of a necropsy by a competent person, and access to diagnostic investigations are required
- (e) approval, in advance, for the immediate use of animals, if required, for the diagnosis of unexplained and severe disease outbreaks, or morbidity/mortality, in animals or people”

To address Clauses 2.1.5(v) and 2.5.15(i), each Animal Facility Manager must submit an “Animal Research Facility Procedures document” to the UNSW ACEC for approval.

Template

The procedures document should provide the following information and address welfare issues related to (Refer to Section 2.5 of the Code):

- Acquisition
- Transport
- Name, Location, Floor plan, PC status, quarantine/health status
- Breeding
- Husbandry
 - Cage/bedding changes, water change, feed – type, supplier, animal monitoring
- Species

- Housing
 - Flooring
 - Humidity/temperature/lighting & control system
 - Maximum number of animals that can be held (per facility)
 - Description of cage / pen / other (Include as applicable type, bedding and nesting materials, furnishings, environmental enrichment).
 - Dimensions of cage / pen/ other
 - Maximum number of animals per cage / pen / other
- Staffing
 - Details of training for 1) animal care staff 2) animal researchers, number of animal care staff (incl. weekends)
- Animal care/welfare
 - Sighting/animal health, Adverse events – informing researcher, veterinary assistance, euthanasia, reporting to RECS
- Provisions for animals on completion of their use
- Records
 - ACEC approval letter, cage labels, diary/ monitoring sheet/ breeding records
- Emergency procedures