**Animal Services Pre-Approval Checklist**

Please submit this form or any queries to the Director of Animal Services at [karen.brennan@unsw.edu.au](mailto:karen.brennan@unsw.edu.au)

Once Pre-Approval has been confirmed by Animal Services, **please ensure that this signed form is attached when submitting your ACEC application.**

|  |  |
| --- | --- |
| **Project information** |  |
| Project title |  |
| If renewal, previous ACEC# |  |
| Chief Investigator |  |
| Second Chief Investigator |  |
| Contact person |  |
| School/Department |  |
| Anticipated start date |  |
|  |  |
| **Facility requirements** | **Delete options that do not apply** |
| Animal facility  *Can select more than one* | C25 Lowy,  C27 Wallace Wurth  D26 Biological Sciences  F25 Samuels  R1 Randwick  R2 Randwick |
| Animal species  *Can select more than one* | Mice  Rats  Rabbits  Sheep  Other: |
| Type of housing  *Can select more than one* | Individually Ventilated Caging (IVC)  Floor pens  Open-top caging  Metabolic caging  Digitally Ventilated Caging (DVC) |
| What is the maximum number of cages or pens you will occupy at any one time? |  |
| Will your occupation be continuous or periodic?  *eg 20 cages for a whole year, or 40 cages for 2 months, twice a year* | Continuous  Periodic |
| What is the longest period for which individual animals are held at UNSW facilities? |  |
| Will breeding be undertaken at UNSW facilities?  *UNSW mouse breeding is outsourced to ABR unless justified* | Yes  No |
| Will animals be introduced from external institutions other than our approved suppliers?  *Suppliers include ABR, ARC, Hay Field Station, Konynen Farm, Pipers Farm* | Yes, please provide details  No |
|  |  |
| **Biosafety Questions** |  |
| Will the study involve genetically modified animals or micro-organisms? | Yes  No |
| *If yes, your GTRC Record of Assessment number for these dealings must be provided to Animal Services before introduction of GMOs to the facility* | |
|  | |
| Will the study involve infectious micro-organisms? | Yes  No |
| Will the study involve biological materials such as cell lines, serum or antibodies? | Yes  No |
| Will the study involve toxic or cytotoxic agents? | Yes  No |
| Will the study involve drugs or chemicals of uncertain hazard status or higher than Schedule 3? | Yes  No |
| *If yes, Risk Management documentation will need to be completed and forwarded to Animal Services before work in the facility can commence* | |
|  | |
| Will any animals have a compromised immune system? | Yes  No |
| Will any staff or students require induction/access into facilities?  *If yes, please provide names* | Yes  No |
| Will the study require storage and provision of specialised feed and water? | Yes  No |
| Will the study require cold storage for harvested samples or substances to be administered? | Yes  No |
| Will the study require specialised equipment to be introduced to the facility? | Yes  No |
| Will the study require special assistance from Animal Services staff (in addition to routine husbandry)? | Yes, please describe briefly  No |

Please submit this form or any queries to Karen Brennan at [karen.brennan@unsw.edu.au](mailto:m.france@unsw.edu.au)

Please provide your best contact details below in case any further information is required:

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|  |  |
| --- | --- |
| **ANIMAL SERVICES USE ONLY** | |
| Pre-approval confirmed by Animal Services | |
| Comments or conditions |  |
| Name |  |
| Signature |  |
| Date |  |