

Use of Live Animals for Teaching and Research Procedure

Controlled Document – refer to Intranet for latest version

Category: Research	Date Created: September 1997
Responsibility: Chair Research Committee	Date Last Reviewed: July 2013
Approval: Academic Board	Version: 13.1

Procedure

1. All such proposals must first receive approval from the AEC on the attached form (appendix 1).
2. Applicants shall indicate on the form, Application for Approval of Proposed Experimental / Teaching Procedures Using Live Animals their
 - a) experience with the procedures proposed in the application;
 - b) familiarity with the Code of Ethics and the Animal Welfare Act 1999.
3. The prescribed number of typewritten copies on a standard form shall be submitted to the Chairperson of the Animal Ethics Committee.
4. The Committee may seek expert opinion on any issue being considered.
5. The Committee will either:
 - c) approve;
 - d) disapprove;
 - e) direct that a protocol or procedure be modified on ethical grounds before approval is given.

Decisions will be given in writing.

6. When approval or alteration of a protocol that is unlikely to be contentious is required at short notice, the AEC may approve it pro tem; this approval must be confirmed at the next meeting of the AEC.
7. The AEC may direct that a procedure already approved be stopped, modified, or the animal(s) concerned humanely killed or otherwise properly cared for.
8. In the case of the AEC not approving a proposal the applicant may submit a revised application OR appeal the decision of the AEC. In the latter situation further justification, or expert opinion in favour of the proposal, shall be produced.
9. The AEC members shall treat information submitted in the proposals with confidentiality.
10. It should be noted that inspectors appointed under the Animal Welfare Act 1999 have the power to enter premises to inspect, and if necessary remove, any animal if the inspector is satisfied on reasonable grounds that they are suffering.

11. The Animal Welfare Act 1999 provides that every person who commits an offence in contravention of, or fails to comply with any provision of the regulations is liable on summary conviction to a fine not exceeding \$25,000.00 or to imprisonment for a term not exceeding 6 months or both and in the case of a body corporate to a fine not exceeding \$125,000.000(Part 6. S119, penalties).

Statistics

1. It is a requirement of the Act that statistics of animal usage in teaching and research be kept and forwarded yearly to the Director General, Ministry Agriculture & Fisheries.
2. To facilitate '1.' each researcher or lecturer responsible for protocols, or their nominee, must ensure a record is kept-of the number of animals used, their source, the procedures performed and their ultimate fate when finished with. This must be kept fully up to date and may be inspected or requested at any time.
3. The Programme Leader Veterinary Nursing is required to make the return of these statistics on the appropriate MAF form.
4. Those facilities under the jurisdiction of UCOL will keep a record of all animals supplied for teaching and research.

Relevant Legislation and/or Web Sites

- Animal Welfare Act 1999 and amendments
- Animal Welfare (Records and Statistics) Regulations 1999

Related Documentation

- [Use of Live Animals for Teaching and Research Policy](#)
- MAF Animal Statistics Return Form (available from Secretary of the Animal Ethics Committee)

Appendix

- Application for approval of proposed experimental/teaching procedures using live animals

APPENDIX 1

KAIAWHINA ANIMAL ETHICS COMMITTEE

To: Juliet Cayzer

Kaiawhina Animal Ethics Committee, Estendart,

Private Bag 11-222, Palmerston North

Please send two original applications plus 7 copies

Applications should be typed

APPLICATION FOR APPROVAL OF PROPOSED EXPERIMENTAL/TEACHING PROCEDURES USING LIVE ANIMALS

1. Applicants:	Name	Qualifications	Positions
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(a) Chief Applicant

(b) Other Applicants

(see Code Section 3.2 for those who should be listed)

2. Organisation:

3. Title of Research or Teaching Project:

Indicate if any material in this protocol is commercially sensitive Yes/No

4. Justification

(a) Is this study similar to what you have done previously and how does it follow on?

(b) What are the expected benefits of the proposed work and how will the new knowledge be communicated to others?

Why is it necessary to use animals for this activity?

(The term "animal" is defined in the Code of Ethical Conduct, Item 9)

5. Description of Procedures and Manipulations

(Manipulation is defined in the Code of Ethical Conduct, Item 9)

- (a) Give a brief description of your trial design/teaching demonstration.**
(One or two paragraphs and Table of Treatment Groups if applicable)
- (b) How many animals will you use and how have you determined the number of animals to be used? Where a power analysis is appropriate, provide details to justify animal numbers.**
- (c) Describe the manipulations to be performed on the animals.**
- (d) How will the proposed manipulation affect the well-being of the animals? What possible adverse reactions may occur with this particular substance or manipulation?**
- (e) Describe any restraint applied to the animals.**

6. Care of Animals

- (a) What access will the animals have to water?**
- (b) Describe the feeding regimen for the animals.**
- (c) From where will the animals be obtained?**
- (d) If obtained from private individuals, have owner's consents been obtained? Yes**
- (e) Where will the animals be kept throughout the study period? (if location is unknown at time of application, the applicant must advise the AEC of location before the study commences).**
- (f) Who is responsible for the routine care and health surveillance of the animals?**
- (g) If the Chief Applicant is unavailable, who will make decisions if emergency care is required?**

7. Fate of Animals

- (a) What will happen to the animals at the completion of the study?**

- (b) If any animals are to be euthanised, describe the method.**

8. Alleviation of Impact of Manipulations

- (a) What features of the manipulations minimise their impact on the animals**

- (b) Stipulate the use (and dose rate and route of administration) of any anaesthesia, analgesia, sedative, tranquilliser or other pharmacological agent applied to reduce the impact of manipulations on the animals.**

- (c) What frequency of monitoring is to be maintained?**

- (d) What advice regarding identification of any expected adverse effects will be given to staff responsible for the on-going care of the animals?**

9. Experience of Applicants

- (a) What is the experience of the applicants with the techniques being used in this project?**

- (b) If an applicant is using a technique with which he/she has no previous experience, what training will be provided?**

- (c) List the people providing professional services and the services provided.**
(These personnel need not be applicants - see Code of Ethical Conduct, Item 5.1)

10. Site Visits

- (a) Please note that the Kaiawhina AEC periodically conducts site visits to study sites. Do you anticipate any problems with AEC members visiting your study site? Please specify procedure for arranging site visits.**

11. Study Completion Form

(a) Please note that within one month of the completion of the study, a Study Completion Form must be completed by the Chief Applicant and sent to the Chair of the Kaiawhina AEC.

12. Signature(s) of Applicant(s)

I certify that:

- (a) I have read the Kaiawhina Code of Ethical Conduct for the Use of Live Animals for Teaching and Research and agree to comply with its requirements throughout the duration of the proposed procedures;
- (b) to the best of my knowledge, this protocol or one substantially like it has not been declined by another Animal Ethics Committee.

Note: Carefully read (a) and (b) above before signing

Signature(s) of Applicant(s)

Printed Name(s) of Applicant(s)

Date: _____

13. MAF Statistics Form

Please ensure that an "Animal Use Statistics" form is completed and attached.

UCOL supplies MAF with an annual animal use statistics. A copy is sent to ESTENDART.

NOTES:

- 1.** The Kaiawhina AEC is a full cost recovery centre and therefore the costs of review and auditing performed by the Ethics committee will be recovered from the applicant to pay for this service. The charges are only intended to pay for those expenditures actually undertaken in the performance of its role and the committee does not generate a profit from the provision of this service.

Review of Commercial Protocol, for regulatory, licensing, or drug release purposes (includes audits when required): \$950.00

- 2.** The staff member with signing authority for Kaiawhina AEC must not sign his/her own application in Section 10 above. Please obtain the signature of another staff member with delegated authority.
- 3.** Any departure from an approved protocol that adversely affects the welfare or increases the number of animals must be approved by the Chair of Kaiawhina AEC acting with authority vested through paragraph 3.7 of the Code of Ethical Conduct. However, in the case of modifications of a minor nature only, these may be approved in writing by any staff member with delegated signing authority. A description of such minor modifications (including approval) shall be submitted to the Secretary of Kaiawhina AEC who will attach it to the original protocol and note it on the agenda for the next meeting. Further copies shall be attached to the protocols held by the Institute and the Chief Applicant (Code 5.6).

ANIMAL USE STATISTICS

<p>Protocol ID</p>

APPLICATION / FINAL RETURN FORM

If more than one animal type is required then fill in one form for each type.

Application: When applying to the AEC for approval of a manipulation the applicant should complete Box 1 and enter in boxes 2 to 7, in the 'Planned' column (P), the appropriate figures for the number of animals required.

Final return: When the manipulation is completed, Boxes 2 to 10 should then be completed in the 'Used' column (U) by entering appropriate figures for the number of animals which were actually used.

CHIEF APPLICANT/DEPT:

RESEARCH TITLE:

1. Animal type: _____	Code: _____
<i>(see bottom of this form)</i>	

2. Source of animals (number)		
		P U
Breeding unit	a	
Commercial	b	
Farm	c	
Born during project	d	
Captured	e	
Imported into New Zealand	f	
Public sources	g	
TOTAL		

3. Status of animals (number)		
		P U
Normal/conventional	a	
*SPF/germ free	b	
Diseased	c	
Transgenic/chimaera	d	
Protected species	e	
Unborn/prehatched	f	
Other	g	

* Specific pathogen free

4. Main category of manipulation/use (enter the total from 2 above in one box only)

		P	U			P	U		P	U	
Teaching	a			Basic Biological research	e			Production of Biological Products	i		
Species conservation	b			Medical research	f			Development of Alternatives	j		
Environmental management	c			Veterinary research	g			Other	k		
Animal Husbandry	d			Testing	h						

5. Any re-use of animals (number to be inserted)

		P	U			P	U	
No prior use	a			Previously used	b			Total a + b =

6. Grading of manipulations (number in each grade to be inserted)

	Grade	P	U
No impact – or virtually no impact	A		
Little impact – Manipulations of minor impact and short duration	B		
Moderate impact – Includes manipulations of minor impact and longer duration or moderate impact and shorter duration.	C		
High impact – Includes manipulations of moderate impact and longer duration or high impact and shorter duration.	D		
Very high impact – Manipulations of high impact and longer duration	E		

7. Expected Date of Completion:

ANIMAL DISPOSITION/FATE AT CONCLUSION OF EXPERIMENT/TEACHING EXERCISE ETC OUTLINED IN THIS PROTOCOL

The data in boxes 8 to 10 refer only to the animals noted in this protocol which actually entered the project and were manipulated - they do not refer to those it was proposed to manipulate but which were never used. This information is to be provided only when the experiment/teaching exercise has been completed and the animals have been disposed of as below.

8. Alive	Used	
Retained (by your institution)	a	
Returned (to owner)	b	
Released (to the wild)	c	
Disposed of (eg. works or rehomed)	d	
TOTAL ALIVE	=B	
	=	

9. Dead	Used	
Killed for dissection, sampling, taking organs	a	
Died/destroyed in the course of the manipulation/use	b	
Euthanised after manipulation or use	c	
Died/destroyed for reason not associated with manipulation/use	d	
TOTAL DEAD	=C	
	=	

10. **GRAND TOTAL MANIPULATIONS/USED = B + C =**

Check on the final return that B + C = A in the "Used" column of Box 2.

BOX 1: ANIMAL TYPE CODES:

<u>Animal Type</u>	<u>Code</u>	<u>Animal Type</u>	<u>Code</u>
Rodents	1 a=Mice	Birds	1 p=Fowls, Chickens
	1 b=Rats		1 q=Pigeons
	1 c=Guinea Pigs		1 r =Other Birds
	1 d=Hamsters	Miscellaneous	1 s= Marine Mammals
Rabbits	1 e=Rabbits		1 t=Possums
Farm Animals	1 f=Sheep		1 u=Reptiles
	1 g=Cattle		1 w=Amphibian
	1 h=Goats		1 x=Fish
	1 j=Deer	Other	1 y=Other Species (*name)
	1 k=Pigs		
Other Domestic	1 m=Horses		
Animals	1 n=Dogs		
	1 o=cats		