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## 1. Introduction

JCU recognises the significant role animals play in the progression of human knowledge. JCU research projects use animals only when their use is justified and when no other alternatives are available.

All activities involving animals must only be conducted in line with University policy, compliance with relevant OHJLVODWLRQ DQG DIWHU DSSURYDO E\ - & 8 V \$QLPDO (WKLFV & RPPLWWH benefits of the work are likely to outweigh the effects on the animals concerned.

This guide was developed to assist investigators in their understanding of the regulatory framework that governs the use of animals for scientific purposes and the JCU processes of obtaining ethical review, but investigators should also participate in training and read the Australian Code for the Care and Use of Animals for Scientific Purposes (the Code) and read Chapter 4 of the Animal Welfare Protection Act.

## 2. What is scientific animal use and when is the ethical review of activities required?

The Code requires that all use of animals for a scientific purpose is subject to ethical review, where the meaning of DQLPDO DQG VFLHQWLILF SXUSRVH DUH DV GHILQH LQ WKH &RGH DQ research has on the animal 6HH &RGH 'HILQLWLRQV

**Animal** DQ\ OLYHUHQH (that is, fish, amphibians, reptiles, birds and mammals) encompassing domestic animals, purpose EUHG DQLPDOV OLYHVWRFN ZLOGOLIH DQG FHSKDORSRGV

And including D OLYHUHQH-hatched creature as follows if it is in the last half of gestation or development a mammalian or reptilian foetus a living PDUVXS LDO \RXQJ

**Scientific purpose** all activities conducted with the aim of acquiring, developing or demonstrating knowledge or techniques in all areas of science, including teaching, field trials, environmental studies, research (including the creation and breeding of a new animal line where the impact on animal wellbeing is unknown or uncertain), diagnosis, product testing

## **Working Interstate**

AEC approval is required for scientific animal use in all parts of Australia, but each state and territory has its own legislation related to the use of animals for scientific purposes. This means that approval from an AEC in one jurisdiction, does not necessarily cover work carried across state borders.

JCU has approval to carry out animal work in six Australian jurisdictions: Queensland, the Northern Territory, Western Australia, South Australia, New South Wales and Tasmania. JCU does not have approval to work in Victoria or the Australian Capital Territory. There are some minor differences in legislation in different states and territories, so researchers should familiarise themselves with the legislation in the jurisdiction(s) in which they will be working. If you are planning on doing research interstate or in a jurisdiction where JCU is not registered, please contact the ethics team for advice.

notice of exemption.









## 6. Principles governing scientific animal use

Apart from ethical review there are several other principles the AEC will apply when reviewing animal activities.

**3Rs**

## 7. Application procedures

The AEC meets monthly, except January, usually on the first Friday of the month. Submissions to the AEC need to be submitted at least 2 weeks before the scheduled meeting. On rare occasions, and only if there is a good reason, late applications maybe accepted or urgent review may be arranged.

Investigators should always download the latest version of the application forms when beginning to write their

## 8. Guide to the JCU AEC application form

The JCU AEC has 5 application forms for different types of research that are designed remove or rephrase any redundant or irrelevant questions:

- x Application for an Animal Research Project for research projects;
- x Application for an Animal Research Project (Observational field work) for research that involves observational field work;
- x Application for a Teaching Project for animal teaching practicals and projects;
- x Application for an Animal Breeding Program for animals breeding colonies and breeding animals to supply research or teaching programs;
- x Application for Animal Holding/Displays for animals held by JCU staff or students in displays or on JCU property and not being used for scientific purposes.

Before completing the application form, researchers should:

- x Read the Code;
- x Read all appropriate guidance do



Table 2. Permits and approvals often required for scientific use of animals

Type of Work	Approval Required	Organisation to Contact
Parks and wildlife	Scientific Research and Educational Purpose Permit	<a href="#">Queensland Parks and Wildlife</a>
Genetically modified organisms	Notifiable Low Risk Dealing Licensed Dealing	<a href="#">JCU Biosafety Committee</a>
Workplace health and safety	Field work risk assessment	<a href="#">JCU WH&amp;S</a>
Great Barrier Reef Marine Park	GBRMP permit	<a href="#">Great Barrier Reef Marine Park</a>
Prescription and restricted drugs and poisons	Queensland Health Approval	<a href="#">Queensland Health Drugs and Poisons</a> <a href="#">JCU Drug and Poison Management</a>

Please note, some of the legislation governing approvals is state based and so different approvals will be needed in each state or territory in which the project will take place.

### Justification

For a project involving animals to be justified, it must:

- x Obtain or establish significant information relevant to the understanding of humans or animals; or
- x Maintain or improve human/animal health and welfare; or
- x Improve animal management or production; or
- x Obtain and establish information relevant to understanding, maintaining or improving the environment;
- or
- x Achieve educational objectives.

In this section the questions are designed to allow the AEC to determine whether there is sufficient evidence to support the case that the animal use is justified as outlined in the Code In order for the AEC to be satisfied that 35.85 T Q c

## Tips for this section

- x Provide your answers in lay language;
- x Provide only a brief overview of the project here;
- x If you do need to use scientific concepts or terminology, provide definitions or explanations either in the answer, or in a glossary;
- x Read and answer the questions, and only provide the information requested, further details can be provided in the appropriate questions later on (do not provide detailed descriptions of the aims, methods, and procedures in this section);
- x 'RQ W FXW DQG SDVWH \RXU DQVZHUV RXW RI D JUDQW DSSOLFDWL



## Signatures and declarations

Everybody working on a project needs to be:

- x Named on the application;
- x Trained and competent, or be supervised and trained until they are competent (see Code Sections 1.29, 2.4.4(v)(vi),
- x Willing to accept responsibilities outlined in the declaration and the Code (see Code Section 1.312, 2.4.8(xviii)(xxi), Chapter 2.4(investigators) Chapter 2.5(animal carers));
- x Given a copy of the AEC application, and understand and agree to their roles in the project.

- W V H [ W U H P H O \ L P S R U W D Q W W K D W D O O S H R S O H Z R U N L Q J Z L W K D Q L P D O  
and their responsibilities and -



## 9. Application review and AEC decision-making

An AEC application can only be reviewed and approved at a quorate meeting of the AEC. The AEC will review the applications and:

- x Approve the project is approved and can commence.
- x Conditionally Approve the project is approved in principle, but either requires minor modifications or the AEC requires more information, clarification or answers to their questions before the project can be given final approval.
- x Defer the application requires major revisions or changes to the project's methods.
- x Not approved the project falls short of the requirements of the Code, is considered unethical or lacks scientific rigour.

The AEC makes their decision in the following ways:

- x Objectively/logically the application needs to meet the requirements of the legislation, the Code and - & 8 V S R O L F L H V D Q G S U R F H G X U H V
- x Subjectively/emotionally the application needs to be ethically acceptable to the members, based on their life experience, education, personal values and philosophy.

Work cannot begin on a project and amendments cannot be instituted until the investigator has received an Approval Notification from the AEC (please note that a conditional approval notice is not notice of approval and work cannot commence until the final notice is received).

Enquiries about the review outcome and appealing a decision

If you have any questions about the outcome of the review of an ethics submission or want to appeal a decision, FRQWDFW WKH HWKLFV RIILFH WR GLVFXVV WKH PDWWHU -W V EHVW WR

## 10. Managing your project

Once your application is approved, you will need to conduct and manage your project according to the approved protocol, any conditions applied on it by the AEC and in line with the Code

### Amendments

If you need to change any detail of your protocol you need to submit an [Application for Protocol Amendment](#) outlining details of the changes as well as any change it may have on the impact the project has on the animals.

Amendments need to be approved by the AEC at a meeting unless they are minor and not likely to cause harm to the animals, including pain and distress.

### Urgent amendments

If you need to make urgent amendments to a protocol, the amendment may be eligible for Executive Committee review outside of a scheduled meeting if the amendment is minor and there is a good reason for the urgent review. Examples of amendments that the AEC considers as minor include:

- x Change to personnel;
- x Time extensions of less than one year;
- x Changes to administered substances where the new substance is administered in a similar way and has similar actions and side effects eg types of analgesia or anaesthesia;
- x Minor experimental design changes with no effect on animal welfare;
- x Changes to strain, breed or species where there is no change to welfare or conservation status;
- x Where the change addresses one or more of the 3Rs;
- x Addition or removal of research locations;
- x Addition of new Genetically Modified lines of mice to a project.

For more advice on minor amendments see the [\\$\( & V 2SHUDWLQJ 3URFHGXUHV](#)

To signal that you need urgent Executive review of an amendment, answer the question at the bottom of the amendment form and provide a reason for the urgency.

### Annual and Final Reports

The Code requires that investigators report on their progress and animal use annually and on the completion of their projects. JCU has reporting requirements to every jurisdiction in which it operates, so reports are due at the end of February for activities that took place the previous calendar year.

When reporting the animal numbers used, the following guidelines apply:

- x The number of each animal type actually used (not proposed) for the activity during 1 January to 31



## 11. Training and Declaration of Competency

### Animal Ethics Training

All people using animals need to understand their responsibility under the legislation and the Code. To ensure this, all staff and students who plan to work with animals at JCU must have training in animal ethics. You will need to have provided the ethics office with evidence of training before you can begin to work with animals and all investigators listed on ethics applications will need to have provided the ethics office with evidence of training before the application can be approved.

- x Completed the Phase 1: Core Mandated ComPass Training for AEC Members and Animal Users, and a copy of the completion documentation is supplied to the AEC office; or
- x Completed animal ethics training at another institution, and evidence of completion of this training is supplied to AEC office; or
- x Request an exemption due to recognised prior learning by emailing the AEC office and outlining your experience in scientific animal use under the Australian Code (e.g. senior researchers, previous membership on an AEC or similar experience).

Free training can be completed online through the [ANZCCART ComPass](#) training site. There are several training modules offering training in a number of areas and activities :

Evidence of training is best done by X S O R D G L Q J \ R X U G R F X P H Q W V L Q W R W K H \$ ( & V / H D U

- x Request access to the Organisation 'Animal Welfare' in LearnJCU (which also has a considerable collection of SOPs for use in ethics applications);