

**THE UNIVERSITY OF MELBOURNE
ANIMAL WELFARE COMMITTEE**

GUIDELINES ON RECORD KEEPING IN APPROVED PROJECTS

Introduction

In addition to documenting the scientific outcomes of a project, records are necessary to show that the use of animals has been approved, that only the approved numbers of animals have been used and that the welfare of those animals has been monitored from when they are allocated to a project until their fate at the end of the project.

The following material is divided into policy, which must be followed and guidelines, which are suggested means of implementing the policy. These guidelines on record keeping provide specific examples of the types of records that should be maintained for each approved project.

Policy

Record keeping in Animal Ethics Committee approved projects is the responsibility of the researcher.

All scientific procedures carried out on animals at The University of Melbourne must comply with the Victorian *Prevention of Cruelty to Animals Act* (1986) which requires that the following records be kept:

1. the number and species of * specified animals at the scientific premises on the first working day of each month; and
2. the source of the specified animals (which, in the case of animals bred outside Australia, must include the name and address of the supplier); and
3. the number and species of specified animals destroyed without being used in scientific procedures and the date of their destruction; and
4. the number and species of live specified animals removed from the licensed scientific premises, the date of their removal and destination

and the *Australian Code of Practice for the Care and Use of Animals for Scientific Purposes* (2004) which states:

- 3.1.9 Investigators and teachers must ensure that records of the use and monitoring of animals used for scientific purposes are maintained. Under a particular AEC approval, records should include the origin and fate of issued animals, how animal welfare was assessed, any unexpected negative impact on animal wellbeing and notation of procedures. The AEC should advise investigators and teachers of any additional information to be recorded. These records should be available for audit by the institution and authorized external reviewers.

* Specified animals are mice, rats, guinea pigs, rabbits and non-human primates

Guidelines

For each approved project the following records should be maintained and available for audit:

Administration

- Written notification of approval
- Approval number and duration of approval
- Any specific conditions of approval and records relating to adherence to those conditions
- Annual reports

Allocation of animals

- Source of animals
- Dates of receipt of animals
- Identification of animals
- A running tally of numbers used against numbers approved

Procedures

- Animal species, strain, sex, age
- Identification of the part of the approved project being carried out
- Date of procedure
- Number of animals used for the procedure
- Identification of the procedure being conducted (e.g. administration of agents, anaesthesia and analgesia, surgery)
- Details of the procedure being conducted (e.g. dose rates, volumes, routes of agents administered, surgical techniques, personnel)
- References to any specific Standard Operating Procedures and records indicating their use

Monitoring

- Monitoring of health and welfare of animals over the duration of the project (records of daily monitoring, completed monitoring checklists, personnel)
- Monitoring during and after procedures (e.g. anaesthetic and post-anaesthetic recovery monitoring, post-procedural monitoring, personnel)

Adverse events

- Specification of adverse events and procedures put in place to manage these events
- Reports of adverse events

Humane Killing and Euthanasia

- Reasons for killing/euthanasia and dates
- Procedural Records (e.g. methods, agents, dose rates, volumes, routes of administered, personnel)