



# Monthly newsletter

March 2017

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### Important AEC Information



#### AEC New Application Supplementary Document

In order to try to make your life easier when submitting new animal ethics protocols to the AEC, the AEC would now prefer that you fill out the supplementary document (*attached*) outlining the procedures to be undertaken. Please note this is in place of the 'procedures' section (section 5.9 and 5.10) on the on-line form. So to avoid section 5.9 errors, an example would be to tick 'euthanasia' (if applicable, or alternatively another easy to answer Q!) and to put "please see attached summary sheet" in 5.10.

If you need help with the supplementary document, the AWO, Dr Justin Clarke ([animal.ethics@mq.edu.au](mailto:animal.ethics@mq.edu.au)) is happy to help. This document is so much easier to fill out for researchers and for the lay members of the Committee to understand as it is straightforward.



#### Animal Use Statistics

Just a reminder that all Institutions are required to submit an annual report on the use of animals in research and teaching every year. This annual report is due for all 2016 animal use statistics.

We require all PI's/Supervisors with a valid Animal Research Authority (ARA) during 2016 to indicate all animals used during the calendar year 2016 (1 Jan - 31 Dec) for each of your valid ARA's (*including those projects that were completed during 2016*). If your ARA was valid at any time during 2016, but no animals were used, please include the ARA in your report and simply put a zero under animal use.

If you are not the PI/Supervisor on your ARA, please contact your PI/Supervisor to ensure that the stats are completed by a member of the research team. Please email this data to [animal.ethics@mq.edu.au](mailto:animal.ethics@mq.edu.au). If you have any questions please feel free to contact the Animal Welfare Officer on 9850 7758.

#### Monitoring Sheets

The AEC have requested that all relevant Monitoring Sheets accompany all applications submitted to the Animal Ethics Committee (AEC).



### **ARRP (Animal Research Review Panel) Inspection**

Macquarie University, as an accredited animal research establishment and Licenced Animal Supplier, is due for a routine site inspection under the Animal Research Act 1985 in 2017.

Three different types of visits are conducted

- Accreditation site visits.
- Inspection of animal research authority and animal supply licence holders' facilities.
- Investigation of complaints.

The purpose of these visits is to ensure that animal research and supply complies with the legislation and Code of Practice. Accreditation, authorities and licences are issued subject to a satisfactory inspection and can be suspended or cancelled.

#### **Accreditation site visits and inspections of licence holders**

##### **Aims**

The aim of site inspections is to determine whether institutions and individuals are complying with the legislation. The Code of Practice provides the criteria against which institutions are assessed. This includes assessing the membership, procedures and activities of the Animal Ethics Committee (AEC), animal care procedures, animal research procedures and the physical facilities for housing and using animals. Central to this is an evaluation of the well-being of the experimental or breeding animals.

Routine visits are arranged two months in advance and usually take from 1-4 days per site. Large establishments with multiple sites can take up to two weeks to inspect.

Information about inspections conducted in the last year, including the time taken per inspection and the contribution of members, is provided in Appendices of the Animal Research Review Panel's Annual Report.  
Assessment of written material

Assessment commences with an examination of written material provided by the institution or individual. This includes a list of the protocols considered by the AEC and the people issued with animal research authorities; ethics committee minutes, annual report and records of inspections conducted; information about the procedures of the committee's operation and decisions.

The examination is carried out by an Animal Welfare Unit veterinary officer and the Panel members who have been nominated to participate in the inspection. This pre-inspection evaluation allows likely problem areas to be identified and a general idea to be gained of how the establishment is operating.

##### **Inspection of facilities and meeting with the AEC**

The inspection team then looks at the animals and the facilities before meeting with the Committee. At the meeting with the AEC, the team discusses problems identified in the course of the inspection of the facilities and the examination of the protocols. The committee's procedures are also discussed, with particular emphasis on obtaining the views of the external members.

Another important consideration is how the committee liaises with researchers. Also assessed is whether the committee has developed its own policies or guidelines for procedures of particular concern, such as the use of Freund's adjuvant, or the recognition and relief of pain.

Any serious concerns are immediately referred to the institution at the appropriate level. A letter is usually sent to the institution within a week of the visit providing the general impressions of the site visit team and reinforcing the need to deal with any serious problems which may have been identified during the visit.

##### **Inspection report**

A detailed report is prepared as soon as possible after the inspection. The report covers an evaluation of the AEC, assessment of the well-being of the animals, housing and holding cages, pens or compounds and animal care and monitoring, including emergency procedures.

Once the Panel has considered the report, recommendations may arise which will alter the terms of accreditation or licence. Conditions of an earlier accreditation may have been met or the Panel may feel additional conditions should be imposed. For example, a condition may be that appropriate post-operative procedures must be implemented.

##### **Revisits**

The Panel also conducts revisits to institutions (and individuals) where particular concerns were raised during previous inspections. The primary purpose of these revisits is to evaluate the responses to recommendations and conditions imposed.

The Panel has a program of full inspections for all institutions and licence-holders. The aim is for each institution to have a complete visit and assessment for reaccreditation every three years. Re-inspections concentrate more on procedures rather than facilities - unless new facilities have been built. Announced and unannounced spot checks and visits to look at specific aspects may be carried out between full visits.



### Tips and hints for your applications



Don't forget if you are going to perform a highly specialised technique include the details of who will complete the procedure, plus their relevant training and experience.

### Research Animal Care and Ethics Training (RACE) / Training Opportunities

#### Who should complete the Training?

Everyone performing animal based research at Macquarie University or under a Macquarie University AEC protocol must have proof of attendance at an animal ethics course. All Macquarie University employees and students must complete RACE training, no matter what their level of experience; and a certificate is issued after completing RACE training. New researchers, students, graduates and post-graduates with minimal animal research experience must complete the training as soon as possible. **New researchers will not be added to Animal Research Authorities until the training is done.**

**More experienced researchers will also be asked to complete RACE training or updates irrespective of level of seniority. All Animal Care and Ethics training certificates are deemed to be valid for a period of three (3) years only.**

#### Program objectives:

The overall aim of this program is to provide personnel using animals for scientific purposes with the knowledge and practical skills to ensure:

- compliance with the legislation
- humane animal use
- ethical animal use
- minimisation of risks associated with the use of animals

#### Presentation:

The program consists of on-line learning and practical sessions. Participants may participate in or attend all/any of the modules. However, it should be noted that some modules are prerequisites for other modules.

Research Animal Care and Ethics Training Course via [iLearn](#)

#### Program outline and structure:

#### **MODULE 1: Introduction to the use of animals in research**

<b>Description:</b>	On-line course covering the legislative and institutional requirements governing the use of animals for research and teaching at the Macquarie University, and the principles and practice of animal care and welfare.
<b>Prerequisite:</b>	Working or studying in areas in which animals are used for research or teaching purposes.
<b>Delivery type:</b>	Online only via <a href="#">iLearn</a> .
<b>Availability:</b>	Continuous
<b>Assessment:</b>	On-line quiz which must be completed before proceeding to other modules
<b>Additional information:</b>	<b>This module is administered through the Animal Ethics Office.</b>

#### **MODULE 2: Research animal care, handling, and basic research procedures.**

<b>Description:</b>	Practical and online course concentrating on rats and mice. The module covers basic anatomy and physiology, handling and restraint, administration of substances (injection and gavage), blood collection, euthanasia and post mortem techniques. All participants have the opportunity to obtain "hands-on" experience with the demonstrated techniques.
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<b>Prerequisite:</b>	Working or studying in areas in which animals are used for research or teaching purposes. Ideally Module 1 should have been completed prior to attending Module 2, however this is not mandatory.
<b>Delivery type:</b>	Online via <a href="#">iLearn</a> , plus a 4 hour practical session.
<b>Additional information:</b>	<b>This module is administered and run through the Central Animal Facility.</b>

### MODULE 3: Anaesthetic Techniques in Research Animals

<b>Description:</b>	Online learning combined with a practical session demonstrating the principles and techniques involved in rodent anaesthesia. Topics covered include gaseous and injectable anaesthesia; pre-anaesthetic assessment, monitoring and assessment of anaesthetic depth, and OHS issues associated with anaesthesia. All participants will have the opportunity to obtain "hands-on" experience with the basic techniques.
<b>Prerequisite:</b>	Completion of Module 2 or equivalent experience.
<b>Delivery type:</b>	Online via <a href="#">iLearn</a> , plus a 4 hour practical session.
<b>Additional information:</b>	<b>This module is administered and run through the Central Animal Facility.</b>

### MODULE 4: Aseptic surgical techniques in research animals

<b>Description:</b>	Online and practical session for researchers who will be performing surgery on animals. Areas covered include instrument identification and use, suture selection and use, aseptic technique (including preparation of the facilities, equipment, animal and surgeon), making incisions, handling tissues, haemostasis, and wound closure techniques.
<b>Prerequisite:</b>	<ol style="list-style-type: none"><li>1. Completion of Module 3 or equivalent experience.</li><li>2. Viewing of Introductory Videos. Prior to commencement of the practical session for Module 4, participants must have viewed the introductory videos on the "Principles of aseptic surgery", and "Laparotomy in the rat". Information about access to these videos is provided once you have enrolled in the module.</li></ol>
<b>Delivery type:</b>	Online via <a href="#">iLearn</a> , plus a practical session.
<b>Additional information:</b>	<b>This module is administered and run through the Central Animal Facility.</b>

#### Registration

1. A Macquarie One ID number is required to access to the RACE course.
2. In the event that you do not have a Macquarie One ID number, a number will need to be assigned for each new researcher to be given access to this course via iLearn.
3. The Supervisor/Primary Investigator must email Macquarie University Informatics at [onehelp@mq.edu.au](mailto:onehelp@mq.edu.au) in order to apply for a MQG or MQX One ID number for these new researchers.
4. **Register** for Module 1 of the course (*entirely online*) via the Animal Welfare Officer: Please forward your One ID number, as well as your full name and email address to the AWO, Dr Justin Clarke at [animal.ethics@mq.edu.au](mailto:animal.ethics@mq.edu.au).
5. **Register** for Practical Modules - 2015 "RACE Training" via [Registration Form](#).

Please contact the AWO for any further training requirements.

### Animal Ethics Calendar

#### Next Application submission deadline date 2017

Monday, 20 March 2017

#### Next Animal Ethics Committee Meeting date 2017

Thursday 16 March 2017



### Standard Operating Procedures and Guidelines

Sta All Standard Operating Procedures and Guidelines can be found on our [Animal Ethics Wiki page](#).

### Animal Ethics Meeting Dates

2017

CLOSING DATE FOR SUBMISSIONS	MEETING DATE
<del>Wednesday 25 January 2017</del>	<del>Thursday 16 February 2017</del>
Thursday 23 February 2017	Thursday 16 March 2017**
Monday 20 March 2017	Wednesday 12 April 2017
Thursday 27 April 2017	Thursday 18 May 2017**
Thursday 25 May 2017	Thursday 22 June 2017
Thursday 29 June 2017	Thursday 20 July 2017**
Thursday 27 July 2017	Thursday 17 August 2017**
Thursday 24 August 2017	Thursday 21 September 2017
Thursday 28 September 2017	Thursday 19 October 2017**
Thursday, 26 October 2017	Thursday 16 November 2017**
Friday 24 November 2017	Thursday 14 December 2017

\* **The closing date for submissions is approximately two to three weeks before each meeting.** This is essential to allow adequate time for processing and review of submissions by the AEC prior to meetings. It also provides opportunity for researchers to respond to questions or comments from the Committee prior to meetings, thereby potentially reducing the time to approval. Questions and comments are distributed to applicants on the Monday of the week of the meeting.

\*\* **An inspection of animal facilities will be held on the day of the AEC meeting on the dates highlighted above (unless otherwise stated).** It is a requirement under the *NHMRC Australian code for the care and use of animals for scientific purposes 8th edition (2013)* that inspections of facilities used for animal research, housing and teaching are carried out on a regular basis. Under the *Macquarie University AEC Terms of Reference* the AEC will carry out facility inspections twice per year.

See the [Animal Ethics Website](#) or the [Animal Ethics Wiki Page](#).

### Notice and news

#### Lab Animal:

**Lab Animal** is a monthly research journal publishing peer-reviewed articles on methods and technology for improved disease models and enhanced welfare. The journal also publishes timely and authoritative columns and perspectives on all aspects of lab animal science and animal models of disease.

Link: <http://www.labanimal.com/labanimal/index.html>

#### New JoVE videos of interest:

The Journal of Visualized Experiments has some interesting and exciting articles this month. For the most recent articles see: <https://www.jove.com/about/press-releases>



**MACQUARIE**  
University

[www.animal.ethics@mq.edu.au](http://www.animal.ethics@mq.edu.au)

## Animal Ethics

### Contributions

If you would like to contribute to the Animal Ethics monthly newsletter, kindly email that content for the next month's newsletter to [animal.ethics@mq.edu.au](mailto:animal.ethics@mq.edu.au).

Should you have any queries regarding your research, please do not hesitate to contact:

**Animal Ethics Team**

[Animal.ethics@mq.edu.au](mailto:Animal.ethics@mq.edu.au), +61 (0) 2 9850 7758 / +61 (0) 439 497 383

*Alternatively, for more information about AEC policies, procedures, forms and ethical clearance requirements, please go to our webpage at [http://research.mq.edu.au/current\\_research\\_staff/animal\\_research\\_ethics](http://research.mq.edu.au/current_research_staff/animal_research_ethics)*