

NAEAC GUIDELINES FOR DRAFTING AN ANIMAL ETHICS COMMITTEE PROTOCOL APPLICATION

These guidelines have been drafted to assist Animal Ethics Committees (AECs) to review the criteria listed in section 100 of the Animal Welfare Act 1999. These criteria must be considered during any application for the approval of a project. It is recommended that project application forms include directed questions that provide the AEC with the key information detailed in the nine categories outlined below.

The National Animal Ethics Advisory Committee (NAEAC) has a legislative role in providing information and advice to AECs.

It is recognised that each AEC will deal with different animal models and facilities; these can range from small rodent colonies to large herds of domestic livestock at pasture. NAEAC believes that these guidelines can be applied to all protocol applications; however, it is acknowledged that not all categories listed below will be applicable for all proposals. The nine categories listed below contain abbreviated notes on key information. It is not intended to be a comprehensive discussion document.

For further information, the NAEAC Secretary can be contacted at naeac@maf.govt.nz

1. Overall project details

A	Layperson's summary Rationale, ethical concerns Application of the Three Rs (reduction, replacement, refinement)
B	Description of study, relevant previous studies
C	Aims, objectives and expected experimental outcomes Projected benefits to animals or humans
D	Grant support, duration
E	Justification for any duplication of an experiment
F	Approvals from other agencies, e.g. DoC or ERMA Application has been submitted to another AEC
G	Justification of numbers proposed
H	A commitment to ensure that the findings will be promoted or published

2. Overall animal welfare and husbandry considerations

A	Species, sex, strain, age
B	Source of animals
C	Confirm any previous research use of the animals
D	Housing and use locations
E	Specific requirements, e.g. transgenic animals
F	Transport requirements

3. Overall safety issues

A	Biohazard, carcinogen, or radioisotope exposure of personnel or other animals
B	Risk management and containment strategies

4. Surgical and other manipulations

A	Anaesthetics used, drugs dose rates and admin frequency Any proposed use of muscle relaxants
B	How depth of anaesthesia will be monitored during the procedure
C	Adverse effects and their management – pain management - degree of harm, multiple procedures/surgeries on one animal

5. Euthanasia

A	Methods, drugs, routes
B	Personnel involved

6. Endpoints of the overall study: consider the 3 basic endpoints:

A	Humane endpoints – animal welfare considerations
B	Death endpoints – if animal is left to die (i.e. death is the endpoint) this must be fully justified
C	Study endpoints – duration of the study per animal
D	Consider adverse effects of manipulations and a plan to manage them
E	NAEAC severity scale details

7. Personnel details

A	Names and contact details – emergency contacts
B	Training and experience
C	How additional training will be provided

8. Animals used in teaching

A	Preparation of students for animal use, ethical reviews
B	Consistency of supervision of students
C	Qualifications of students
D	Copy of laboratory handout
E	Do students witness euthanasia or participate in animal euthanasia

9. Declaration details to confirm that all personnel involved have read and signed the application form

A	Has read application and the Code of Ethical Conduct
B	Only procedures listed will be used
C	Signatures of compliance from all listed personnel
D	Signature of Head of Dept or CEO

