



This document has been developed by The Australian National University's (ANU) Research Ethics Office. It has been endorsed by the ANU Animal Ethics Committee (AEC). It is designed to provide guidance regarding current best practice to institutional animal users and carers on the care and use of animals for scientific purposes. It has been prepared in consultation with the Australian code for the care and use of animals for scientific purposes 8th edition 2013.

AEC Approved Document _035_ANU Animal usage accounting standards V2.0

Background and reporting requirements

The Australian National University is licensed as an Animal Research Institution with each of the States and Territories across Australia. In order to maintain compliance with the legislation in each of these jurisdictions, the Animal Ethics Office, on behalf of the University, must report annually on the use of animals for research purposes to each regulator with which the ANU is accredited.

This document provides a standard procedure to be used in preparing such reports. The NSW guidelines have been used as the basis to develop these guidelines as outlined below

Inclusions

- Researchers must account for all animals used during, or produced for, experiments in the relevant reporting period
- Researchers must account for animals used for breeding, including those produced excess to requirements.
- Researchers must include any embryonic, foetal, or larval forms, once the development has progressed beyond half the gestation or incubation period for the species.
- Researchers must include any fish and amphibians, once they have become fully metamorphosed and/or free feeding juveniles.
- In studies where different animals have undergone different procedures, please provide a breakdown of animals by procedure.
- Where the same animal is used across different reporting periods, it must be reported as used in each period.

Accounting for animals held/used In a facility

Annual reports for Animal Ethics MUST contain all animals that have been counted against your protocol. In addition to the above, you must include:

- Animals found dead or humanely killed for ethical reasons
- Animals humanely killed at the end of use

ANU Research Ethics Office, Animal Ethics Committee Approved Document 035 ANU Animal usage accounting procedure V2.0

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Animals bred and weaned under a facility breeding protocol and issued to a research group for experimental use (i.e. transferred to the research group as a live animal for use for research purposes) are reported only under the experimental protocol.

An animal genuinely *used* under two separate protocols (e.g. used as an actual breeder animal and then reissued for further use in an experimental protocol) is considered a re-use and requires specific ethical approval prior to the re-use occurring. In this accounting system, the animal is counted **twice**, i.e. once in each protocol.

NOTES:

The term 'used' in the *Rodentity* database will not be an accurate reflection of the total number of animals accounted for against your protocol. You must ensure you have included animals ordered from outside facilities and imported without being added to the database, or embryos and animals used prior to weaning on *Rodentity* into your count of animals used.

Accounting for animals used in fieldwork

All animals impacted by the fieldwork must be reported; this must include incidental observations and inadvertent capture/handling of species not approved in the original protocol.

It may not be possible to provide exact numbers for protocols that involve large numbers of animals, where researchers do not interact with animals directly, or where animals cannot be individually identified (e.g. camera trapping, footpads, scat collection, seine netting of fish, etc.) If so, please provide an estimate, noting in the report that the number is approximate only.

Responsibilities

It is the responsibility of the research group to track animal number usage. This should be done regularly (not just annually when requested) to ensure you are in line with your approved numbers as per your animal ethics protocol. We suggest adding a reminder in your calendar each quarter to audit your own animal usage, and discuss strain management with your team(s) or the facility staff when/where appropriate.

If your usage is tracking to exceed your approved total for the duration of the research project, please contact the Ethics Office for advice. You must seek an amendment before exceeding the approved total number of animals used in each group.