

Extract from the **ANIMAL USER'S HANDBOOK**

INFORMATION ABOUT YOUR RESPONSIBILITY TO USE ANIMALS HUMANELY AND ETHICALLY

6.5 Record Keeping Requirements

Investigators and Teachers must have a system for the recording of scientific and animal welfare observations. Use of both Laboratory record books and Clinical Record Sheets is usually recommended. Breeding information must be recorded and stored.

- Clinical record Sheets are considered equivalent to research data.
- During the experiment, the CRS is to be stored in the animal room.
- At the end of the experiment, the CRS is stored with other laboratory records, and retained for the same period required for research data.
- The CRS and other project and breeding records are to be made available upon request to the AEC for audit and review.

6.5.1 Record Keeping requirements endorsed by the State Government regulator (DEH)

Guidelines for record keeping by investigators

- Section 2.2.27 of the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (the Code) indicates that the records maintained by investigators and animal facility managers “will enable the AEC to verify that the welfare of animals has been monitored as agreed. Such records also enable a critical investigation of the cause(s) of unexpected adverse events as a basis for future prevention strategies”.
- Section 3.1.9 of the Code stipulates that “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 well being 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”.

In general, the recording of information in a workbook should allow use of an animal to be traced from acquisition to the conclusion of the approved protocol. The following represents guidelines and is not an exhaustive list. The principles outlined in the Code (above) represent the minimum standards. See the Code for more detail.

1. Records should be maintained by individual researchers on administrative procedures necessary for the project:
 - Animal Ethics Committee approval number, date and duration of approval.
 - Records relating to adherence to specific conditions which AEC may include in project approval.
 - Running tally of animal use against numbers approved.
 - Reports of any adverse outcomes

2. Monitoring of individual animals' passage through the protocol must be demonstrated, so each animal must be identified and have the following records attributable to it:
 - Full ID (species, strain, sex, age, ID)
 - Date of acquisition and source
 - Place of housing
 - Monitoring of health and welfare of the animal over the duration of the experiment and personnel involved (eg, records of daily monitoring, completed checklists).
 - Place and date of procedure
 - Identification of part of approved project conducted on each date (eg weighing, administration of agents, surgery, killing)
 - Details of procedure being conducted (eg, dose rates, volumes of agents administered, surgical technique) and personnel involved.
 - Details of anaesthesia if used: dose, administration, analgesia and monitoring and personnel involved.
 - Records of recovery post-procedure +/- post-anaesthesia, including record of response to adverse events, predicted or not. Name(s) of personnel monitoring.
 - Culling/ euthanasia records including reason, method and nomination of personnel involved.

3. Evidence of preparation for adverse events and adherence to Standard Operating Procedures (SOPs):
 - Reference to any specific SOP.
 - Specification of adverse events and procedures put in place to manage these events.