1. Purpose
This policy describes the principles upon which information regarding animal incidents and concerns within ACVS and its facilities is transmitted to ACVS management, to the AEC, to the Animal Welfare Officer and to animal users.

2. Scope
The policy pertains to animal health, care and welfare matters identified by animal care staff, animal users working within ACVS facilities and matters otherwise brought to the attention of the Director Manager of Animal Care and Veterinary Services and to the Animal Welfare Officer. These matters include, but are not limited to:
   i. Animal death outside known or declared limits as per AEC approval
   ii. Unexpected animal death as part of experimental procedure
   iii. Inappropriate techniques or staff behaviour
   iv. Animal held or continued past known end-of-experiment limit
   v. ACS staff concern over animal condition
   vi. Unusual or inexplicable post-mortem or necropsy finding

3. Background
   a. There are occasions where animal related incidents occur within the facilities. These observations and incidents must be communicated to the Animal Welfare Officer and to the AEC as well as to other ACVS staff and to the researchers themselves in a timely and proper way.
   b. Information relating to the fate of all animals within the facilities is required by ACVS both for reporting requirements and for operational requirements. This information is used to inform the AWO and the AEC of animal welfare concerns and to assist researchers in their reporting obligations where applicable.
   c. Where there are immediate welfare or animal health concerns, ACVS Veterinary Officers or animal care staff must undertake appropriate action according to their level of authority and responsibility. Any intervention of this type must be immediately communicated to the AWO and to DACVS and subsequently reported to the AEC.

4. Definitions
Manager of Animal Care and Veterinary Services Policy Document

POLICY TITLE: REPORTING OF ANIMAL INCIDENTS AND CONCERNS

DATE ISSUED: November 2010

VERSION NUMBER: [ACSMAL100911] [ACVSMAL070312] 15/05/2014

AWO – Animal Welfare Officer
AEO – Animal Ethics Office
AWVA – Animal Welfare Advisors
ACVS – Animal Care and Veterinary Services
AEC – Animal Ethics Committee
DACVS – Director, Animal Care Veterinary Services
ACVS-VO – Animal Care Services Coordinating Veterinary Officer

5. Linked Policies

- UWA A code of Ethics and a Code of Conduct
  - [www.hr.uwa.edu.au](http://www.hr.uwa.edu.au)
- UWA filing
- UWA complaints
- UWA Health and Safety
- NHMRC Code of Practice
- State Welfare Act

6. Policy

Any animal welfare, health or care issue noticed or brought to the attention of Animal Care and Veterinary Services staff or management is to be communicated by Animal Care and Veterinary Services to the UWA Animal Welfare Officer and to the UWA Animal Ethics Committee as soon as possible. Project Chief and Principle Investigators are to be included in any correspondence regarding animal health and care issues pertaining to animals on their protocol.

7. Procedures

a. Any animal incident or concern observed by, or made known to, ACVS staff is to be transmitted as soon as possible directly to their immediate...
supervisor, DACVS, AWO and the relevant animal users. Telephone or face-to-face communication should be used for urgent matters, but this must be followed up in writing.

Telephone and e-mail contact lists for each protocol, based on information available in the ethics approval, is maintained and accessible within the facilities.

Any communication to a member of a research/teaching group should be copied to the Chief and Principle investigators, and to the supervisor of any student concerned.

b. Email (or other written) notification of the incident/concern is to be sent to the ‘Incident’ list, which includes:
   - ACVS senior management [DACVS/ACS-VO]
   - AEO/AWO
   - AEC approved project chief investigator, and student supervisor if relevant.

c. DACVS initiated communications may include:
   - Remedial action and notification by DACVS/ACS-VO to AWO and Chair AEC
   - ACVS post-mortem examination and notification to AWO and Chair AEC
   - External necropsy report [Murdoch U, DAFWA, ARC, IMVS etc.] and notification to AWO and Chair AEC

d. A monthly summary report by DACVS to the AEC records all incidents and other husbandry related animal concerns as per ACVS Manager’s report to AEC pro-forma.

f. All written communications must include the following minimum information:

   Protocol number.
   Summary statement of incident or concern.
   Action taken (or to be taken) by ACVS.
   Action expected of researcher/teacher.
The following template should be used for communication with animal users, and adapted where appropriate:

**Animal Care and Veterinary Services Incident Communication Template**

**Time and Date __________________**

Dear ______________,

AEC Protocol Number: RA/XXX/XXX

Re. Telephone contact of xx/xx/xxxx. (include if relevant)

Please be advised that animals on the above protocol have been noted by ACVS staff as requiring your attention.

Summary of incident or concern:

Action taken by ACVS staff:

Action required of animal user(s):

This matter has been noted on the respective cage card. Please acknowledge this message and take any necessary action.

Thank you

______________________________
Technician in Charge, [Facility]
Cc: Chief Investigator
Supervisor
ACVS ‘incident notification list’

8. This policy was first reviewed by the UWA Director Research Services and by the UWA Director Animal Research Services.

9. This policy has been modified by DACVS

Approved by:

Malcolm Lawson
Acting Director ACVS