UNEXPECTED DEATH: Is any animal that dies during the course of a research project. This includes any animal in transportation to, from or within a UWA facility. The only exception is if the death has been predicted and fully described under Section 17D on the approved AEC application.

UNPLANNED EUTHANASIA: Is any animal that is euthanased before their scheduled study time point or end point (even if you expect some animals may show signs requiring euthanasia at a later stage).

It is the responsibility of the person finding the dead animal or performing the euthanasia to complete the Notification of Unexpected Death or Unplanned Euthanasia Form.

### Glossary and Circulation list (*) for Notification of Unexpected Death and Unplanned Euthanasia

<table>
<thead>
<tr>
<th>Term</th>
<th>Circulation List</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACS</td>
<td>AEO, AWO, DACS</td>
</tr>
<tr>
<td>BRF</td>
<td>AEO, AWO, DACS</td>
</tr>
<tr>
<td>CI</td>
<td>AEO, AWO, DACS</td>
</tr>
<tr>
<td>RAM</td>
<td>AEO, QCM</td>
</tr>
<tr>
<td>TIC</td>
<td>AEO, AWO, DACS</td>
</tr>
</tbody>
</table>

### Responsible Animal Monitor / Co-Investigator (RAM) / (CI):

1. Immediately notify the facility Technician in Charge (TIC) of the death.
2. Immediately bag the dead animal, label it with the cage card details and history of treatment and place in designated facility fridge (Do not freeze). You must do this even if you suspect the animal is autolysed.
3. Immediately notify the animal welfare officer (AWO) of the death by completing the ‘Notification of Unexpected Death or Unplanned Euthanasia’ form available at: www.research.uwa.edu.au/staff/forms and circulating to the email addresses at the top of the form.
4. The circulation of the completed form allows the notification process to the AWO and AEO, and notifies ACS of the event and post mortem requirement by the Quality Control Manager (QCM) as necessary.
5. If the form cannot be completed immediately, notify the AWO and facility TIC that the death has occurred and where the carcass is refrigerated. The facility TIC will organise the transport of the carcass to enable the post mortem as required.

### Animal Care Services staff / Animal Technician:

1. Immediately inform the TIC of the death / unplanned euthanasia.
2. Immediately bag the dead animal, label it with the cage card details and history of treatment and place in designated facility fridge (Do not freeze). You must do this even if you suspect the animal is autolysed.
3. The TIC is responsible for informing the RAM and CI and completing the ‘Notification of Unexpected Death or Unplanned Euthanasia’ form complete with study history. Confirm with the researchers if unsure of history or treatment.
4. The circulation of the completed form allows the notification process to the AWO and AEO, and notifies ACS of the event and post mortem requirement by the Quality Control Manager as necessary.
5. Circulate the form to the email address on the top of the form and organise transport of the carcass to the Quality Control Officer at the Biomedical Research Facility as soon as possible.

### Technician in Charge:

1. Ensure that the animal is labelled appropriately and placed in the designated fridge.
2. Inform the RAM immediately of the death or the CI if required.
3. The TIC is now responsible for completing the ‘Notification of Unexpected Death or Unplanned Euthanasia’ form with input from the researcher if required.
4. Circulate the form to the email address on the top of the form and organise transport of the carcass to the Quality Control Officer at the Biomedical Research Facility as soon as possible.

### Chief Investigator:

1. If you have been contacted, this is because the ACS or TIC are unable to contact the RAM. You must immediately communicate with the facility TIC who can be instructed on your behalf to complete the ‘Notification of unexpected Death or Unplanned Euthanasia’ form and organise transport for Post Mortem, in the absence of the RAM, as required.
2. The facility TIC will circulate the form to the email address on top of the form and organise transport of the carcass to Quality Control Officer at the Biomedical Research Facility.

September 2014