*This form is to be used when reporting an adverse event to a research or teaching project previously approved by the PIRSA Animal Ethics Committee, in compliance with the Australian code of practice for the care and use of animals for scientific purposes 2013 (the Code) which states:*

*Section 2* ***Responsibility of institutions***

*2.1.5 (d) guidelines must include actions required for unexpected adverse events and emergencies, including those that require welfare interventions such as the emergency treatment or humane killing of any animal, to ensure that adverse impacts on animal well-being are addressed rapidly. Such guidance should include timeframes for actions, prompt reporting to the AEC, liaison between animal carers and investigators, and circumstances where consultation with a veterinarian, the performance of a necropsy by a competent person, and access to diagnostic investigations are required.*

*Section 2.4* ***Responsibility of investigators***

*2.4.34 Investigators must provide the following to the AEC in accordance with AEC and institutional policies and procedures (see clauses 2.2.24 and 2.2.32)*

*(ii) prompt notification of any unexpected adverse events. (See clause 2.1.5 [v] [d])*

*Section 2.5* ***Responsibilities of animal carers***

*2.5.15 the facility manager, with support as required from the institution and other staff members, and advice from veterinarians, must:*

*(xiv) ensure that reports are provided to the AEC in accordance with AEC and institutional policies and procedures. See clause (2.2.32) including:*

*(b) prompt notification of unexpected adverse events relating to animals for which the facility manager is responsible. (See clause 2.1.5 [v] [d])*

*2.5.17 when animals for which they are responsible are ill or injured, or show unexpected abnormalities, the facility manager must:*

*(iii) for animals that die unexpectedly, ensure that institutional and AEC policies and procedures are followed regarding the conduct of a necropsy and access to diagnostic services when samples are collected for ancillary testing (See clause 2.1.5 [v] [d])*

*Section 4.9* ***Teachers as investigators and animal carers***

*when teachers use animals for teaching activities, the teacher as the responsibilities of an investigator under chapter 2.4*

*4.10 when teachers are responsible for the care of animals that are used for teaching activities, including during their acquisition, transport, breeding, housing and husbandry, the teacher has the responsibilities of an animal carer under chapter 2.5.*

1. Project details.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **AEC Project Number:** | Click or tap here to enter text. | | **Approval period including Existing Expiry Date:** | Click or tap to enter a date. |
| **Title of Project:** Click or tap here to enter text. | | | | |
| Name of Primary Applicant | | Click or tap here to enter text. | | |
| Applicant’s Institution and Department | | Click or tap here to enter text. | | |
| Email address | | Click or tap here to enter text. | | |
| Telephone | | Click or tap here to enter text. | | |
| Report completed by | | Click or tap here to enter text. | | |
| Institution and department | | Click or tap here to enter text. | | |
| Email address | | Click or tap here to enter text. | | |
| Telephone | | Click or tap here to enter text. | | |
| Animals species/strain | | Click or tap here to enter text. | | |
| Location of animals | | Click or tap here to enter text. | | |
| Date of incident | | Click or tap here to enter text. | | |
| Approval to share information | | By submitting this application I give approval for this application and any information relating to it to be shared by South Australian Animal Ethics Committees and the Animal Welfare Unit within the Department for Environment and Water for the purposes of administration, approval and monitoring.  I approve | | |

Your answers to the following questions will help the AEC to determine why the incident occurred (if known) and what has been (or will be) done to reduce the risk of future incidents.

2. Preliminary history and timeline of events.

Provide a history to date of affected animals.

Click or tap here to enter text.

3. Type of problem and number of animals affected.

|  |  |  |
| --- | --- | --- |
| Problem | Species and breed/strain | Number of animals affected |
| Unexpected death\* | Click or tap here to enter text. | Click or tap here to enter text. |
| Unplanned euthanasia\*\* | Click or tap here to enter text. | Click or tap here to enter text. |
| Sick, injury, abnormal behaviour | Click or tap here to enter text. | Click or tap here to enter text. |
| Environmental or husbandry problem | Click or tap here to enter text. | Click or tap here to enter text. |
| Other | Click or tap here to enter text. | Click or tap here to enter text. |

\* Death not anticipated by research investigators and/or the AEC.

\*\* i.e. Animals were humanely killed for welfare reasons, rather than as part of the research plan approved by the AEC.

4. Incident or event report.

|  |  |  |  |
| --- | --- | --- | --- |
| Reported to:  Click or tap here to enter text.  (CI, Facility Manager, Animal Facility staff, AEC through Secretary) | Date  Click or tap to enter a date. | Time  Click or tap here to enter text. | Method of Reporting  Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Describe the event or incident | Click or tap here to enter text. | | |
| What observations were made in the day(s)/hours leading up to the death(s)/event(s)? | Click or tap here to enter text. | | |
| What supportive interventions or medications were provided in the day(s)/hours leading up to the death(s)/event(s)? (if applicable) | Click or tap here to enter text. | | |
| If the animal(s) was euthanased, what signs, forming the basis of your decision, were shown by the animal(s)? | Click or tap here to enter text. | | |
| What method was used? | Click or tap here to enter text. | | |
| Who performed the euthanasia? | Click or tap here to enter text. | | |

5. Describe what measures were being undertaken at the time of the event to minimise impact on the animals (if applicable).

Click or tap here to enter text.

6. Describe what measures have been undertaken, post event, to minimise a repeat of the incident or event.

Click or tap here to enter text.

7. Post mortem details.

|  |  |
| --- | --- |
| Have the animal(s) been submitted for post mortem examination? | Yes  No If No, please provide reason  Click or tap here to enter text. |
| The post mortem has been done/is being done by | Click or tap here to enter text. |
| A copy of the post mortem report is attached | Yes  Not yet available – will forward on receipt  Other Click or tap here to enter text. |

8. Health and welfare of remaining animals.

Provide a status report on the health and welfare of animals remaining in the study.

Click or tap here to enter text.

9. To solve the problem is an amendment(s) to the approved protocol required?

Yes  No

If Yes, date submitted: Click or tap to enter a date.

10. Summary of causes and outcomes.

Click or tap here to enter text.

|  |  |  |
| --- | --- | --- |
| Primary Applicant or Delegate | Signature | Date |
| Click or tap here to enter text. |  | Click or tap to enter a date. |

|  |  |  |
| --- | --- | --- |
| **AEC Use Only** | | |
| Date Received  Click or tap to enter a date. | Action Taken  Click or tap here to enter text.  Reported to AEC meeting  Click or tap to enter a date. | Signature of Chair, AEC |