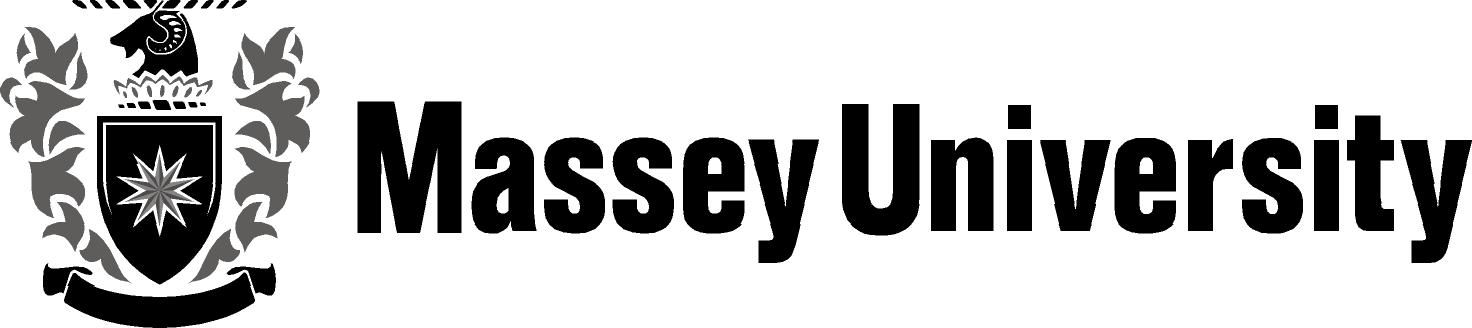
**AEC/19 (Amended 12/17)**



**Animal Ethics Committee**

|  |  |  |
| --- | --- | --- |
| To: | The Secretary | |
|  | Animal Ethics Committee | |
|  | Research Ethics Office |  |
|  | Room 1.23 |  |
|  | Courtyard Complex  Manawatu Campus PN221 | **Please provide one original single-sided application plus 15 copies**  **Application due Wednesday of week prior to meeting** |

**APPLICATION FOR APPROVAL OF PROPOSED RESEARCH, TESTING OR TEACHING**

**PROCEDURES USING LIVE ANIMALS**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.** | **CHIEF APPLICANT:** *(Staff Member only)* | | | | | | | | |
|  | **(a)** | **Name** | | | The chief applicant must be a permanent member of staff  The chief applicant is the person responsible for the application and its contents. All correspondence about the application will take place between the chief applicant and the committee. Other applicants must liaise with the chief applicant in regard to any changes in the application and should approach the committee through the chief applicant. | | | | |
|  |  | **Qualifications** | | |  | | | | |
|  |  | **Position** | | |  | | | | |
|  |  | **Inst/Sch/Dept** | | |  | | | | |
|  | | | | | | | | | |
| **2.** | **OTHER APPLICANTS:** *(refer Code of Ethical Conduct, Item 3.2, for those who should be listed)* | | | | | | | | |
|  | **(a)** | **Name** | | | All people involved in the use or care of animals must be listed. | | | | |
|  |  | **Qualifications** | | |  | | | | |
|  |  | **Position** | | |  | | | | |
|  | | | | | | | | | |
|  | **(b)** | **Name** | | |  | | | | |
|  |  | **Qualifications** | | |  | | | | |
|  |  | **Position** | | |  | | | | |
|  | | | | | | | | | |
|  | **(c)** | **Name** | | |  | | | | |
|  |  | **Qualifications** | | |  | | | | |
|  |  | **Position** | | |  | | | | |
|  | **(d)** | **Name** | | |  | | | | | |
|  |  | **Qualifications** | | |  | | | | | |
|  |  | **Position** | | |  | | | | | |
|  | | | | | | | | | | |
|  | **(e)** | **Name** | | |  | | | | | |
|  |  | **Qualifications** | | |  | | | | | |
|  |  | **Position** | | |  | | | | | |
|  | | | | | | | | | | |
|  | **(f)** | **Name** | | |  | | | | | |
|  |  | **Qualifications** | | |  | | | | | |
|  |  | **Position** | | |  | | | | | |
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| **3.** | **DETAILS OF PROJECT:** | | | | | | | | | |
|  | **(a)** | | | **Title**  *(maximum 20 words)* | | Please try to make the title indicative of the study. | | | | |
|  | | | | | | | | | | |
|  | **(b)** | | | **Type of project** | | | **Research** |  |  | |
|  | | | | | | | | | | |
|  |  | | |  | | | **Testing** |  |  | |
|  | | | | | | | | | | |
|  |  | | |  | | | **Teaching** |  |  | |
|  | | | | | | | | | | |
|  |  | | |  | | | **Paper Number(s):** | | | |
|  |  | | |  | | |  | | | |
|  | | | | | | | | | | |
|  | **(c)** | | | **Commercial sensitivity status** | | | **No** |  |  | |
|  | | | | | | | | | | |
|  |  | | |  | | | **Yes** |  |  | |
|  |  | | |  | | |  | | | |
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|  | **(d)** | | | **Does the project involve use of native species?** | | | **No** |  |  | |
|  | | | | | | | | | | |
|  |  | | |  | | | **Yes** |  |  | |
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|  |  | | | **If yes:** | | |  | | | |
|  |  | | |  | | | | | | |
|  |  | | | **Has DoC approval been:** | | | **Sought but not yet granted** |  |  | |
|  | | | | | | | | | | |
|  |  | | |  | | | **Granted** |  |  | |
|  | | | | | | | | | | |
|  |  | | |  | | | **Permit Number(s):** | | | |
|  |  | | | Where DoC approval is required, ethical approval cannot be finalised until the permit number is forwarded to the secretary. We are happy to provisionally approve studies pending DoC approval, but the approval must be finalised before the study can begin. | | |  | | | |
|  |  | | |  | | |  | | | |
|  |  | | | **Māori consultation:** | | | **Has been undertaken** |  |  | |
|  |  | | | *(must be by applicant(s) directly with iwi)* | | |  | | | |
|  |  | | | **Is currently being undertaken** |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | *(For guidance, click* [*here*](http://www.massey.ac.nz/massey/fms/Animal%20Ethics/Documents/Consultation%20with%20Maori%202017.docx)*)* | **The project is approved by iwi\*:** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Yes |  | N | No |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | The committee requires evidence of iwi consultation separate to the DoC approval process. The evidence must be written, but the consultation itself may be verbal. For example, an e-mail sent to the committee by the chief applicant stating that consultation took place by telephone (with whom and when) is adequate evidence of consultation. | *(\*Please refer to guidance opposite)* | | | | | | |
|  | | | | | | | | | |
| **4.** | **JUSTIFICATION OF PROJECT:** | | | | | | | | |
|  | **(a)** | **What are the expected benefits of the proposed work and how will the new knowledge be communicated to others?** *(Benefits may include improved basic knowledge, improved animal health, teaching)* | | | | | | | |
|  |  | Approval for the use of animals in research, testing and teaching in New Zealand is a utilitarian process and embraces the 3Rs. The committee has to consider that the proposed benefits of the work are worth the projected cost to the animals involved. This section is not asking about the methodology itself, but rather the benefits that are expected from the study. This may be in terms of new information (in the case of research), information about a new product (in the case of testing) or educational benefits to students or conference delegates (in the case of teaching). The committee will compare the benefits outlined in this section with the impact on the animals involved as outlined in section 5(a).  Two considerations are very important when filling out this section:   * Some members of the committee do not come from science backgrounds. The legislative composition of the committee requires external members who represent different sectors of the community (local authority, SPCA and the veterinary profession). The voice of these people is very important to the committee and it is essential that they are able to gain a good grasp of the proposed study. The entire form, but especially this section, must be written in such a way that an interested lay person would be able to understand the justification for and methodology of the study. * From time to time, the committee receives questions from the public about its activities and sometimes about particular projects. One purpose of the committee is to provide transparency for the research undertaken at Massey without breaching the privacy of the researchers involved. If questions arise about your study, they will be dealt with in the first instance by the chair of the committee, making reference to this application form. For this reason, the form must provide adequate detail in all sections to allow reasonable questions to be answered. Section 4(a) must be sufficiently detailed to allow the study to be justified by a scientist without a thorough knowledge of the background of the research area. | | | | | | | |
|  | | | | | | | | | |
|  | **(b)** | **Why is it necessary to use animals for this activity?** *(The term “animal” is defined in the Code of Ethical Conduct, Item 9)* | | | | | | | |
|  |  | The principles of the 3Rs require alternatives to animals to be used whenever possible. For this reason, we require all applicants to demonstrate through this section that they have considered this option, but that other methods are not currently able to provide the outcomes stated in 4(a). | | | | | | | |
|  | | | | | | | | | |
| **5.** | **DESCRIPTION OF PROCEDURES AND MANIPULATIONS:** *(“Manipulation” is defined in the Code of Ethical Conduct, Item 9)* | | | | | | | | |
|  | **(a)** | **Give a brief description of your trial design/teaching demonstration.**  *(One or two paragraphs) (For complex protocols, it may be beneficial to provide information as a timeline or in tabulated form)* | | | | | | | |
|  |  | This is the place to record what will be done to the animals and to give an overview of the study. There are a number of important considerations:  The committee must be able to see from this section how the groups in the study fit together so that the group sizes outlined in 5(c) make sense with the statistical analysis in 5(b).  The study design must be able to deliver the outcomes discussed in 4(a). If it is not immediately obvious how the study will deliver these outcomes, especial care must be taken to describe how this will be achieved.  The applicants must show that they have considered any possible negative effects of their manipulations and how these will be dealt with. This will usually take the form of projected end points that will limit the impact to the animals. An end point is a statement of the maximum impact to any animal under the study that will be allowed, together with a description of the steps that will be taken to protect the animal’s welfare if that point is reached. End points can be objective (such as weight loss or a measured decrease in feed intake) or subjective (such as a behavioural change). When describing end points, it is important that the frequency of monitoring described in 8(d) is sufficient for prompt detection of those mentioned. Examples of end points from different kinds of studies include:  *In a study of anthelmintic efficacy:* Any animals demonstrating clinical signs of disease or losing more than 10% of their starting body weight will be removed from the study and treated using standard clinical therapy.  *In a teaching protocol:* The proposed manipulation will not be attempted more than three times on any animal involved in the practical class.  *In a study involving induced neoplastic lesions:* Any animal with tumours greater than 4cm in diameter, ulcerated tumours or showing clinical signs of paraneoplastic syndrome or discomfort will be removed from the study and euthanased. | | | | | | | |
|  | | | | | | | | | |
|  | **(b)** | **Describe the statistical methods that you will use to analyse these data.** | | | | | | | |
|  |  | For an experimental study to be able to deliver any benefit, it is essential that the statistical methods used to analyse the data be appropriate to the nature of the data and the aims of the study. The first step in deciding if the benefits outlined in section 4(a) are realistic and justify the study is for the committee to be assured that the study is of a sound statistical nature. In this section, you should aim to outline the methods that you will use to analyse the data and also explain why you have decided to employ these methods and what steps you have taken to ensure that they are appropriate. | | | | | | | |
|  | | | | | | | | | |
|  | **(c)** | **Provide justification for the group sizes that you propose.** | | | | | | | |
|  |  | One of the principles of the 3Rs is reduction. This entails using as few animals as possible whilst, at the same time, ensuring that sufficient data are collected to provide meaningful statistical analysis. You must provide evidence that you will be using the smallest number of animals consistent with conducting a study of adequate statistical power to generate meaningful results. In many cases, this will be a formal power analysis, but other valid approaches to justification are equally acceptable.  Where a statistical power calculation is performed, it is essential that the source of the data on which this analysis is based is included. Sources include previous studies with similar techniques in similar species, the results of pilot studies or manufactured data representing the least group difference that would be considered to have biological or clinical significance. The likelihood of similarity between the data used for power calculation and the data likely to be generated by the study should be discussed. | | | | | | | |
|  | | | | | | | | | |
|  | **(d)** | **Describe the manipulations to be performed on the animals.** | | | | | | | |
|  |  | In this section a description of the manipulations as performed on individual animals should be provided. This should mesh with the information provided in section 4(a), but is much more about the experience of individual animals involved in the study than it is about overall study design. | | | | | | | |
|  | | | | | | | | | |
|  | **(e)** | **How will the proposed manipulation affect the well-being of the animals?** | | | | | | | |
|  |  | This section continues from 4(d) and examines the impact to the animals. One of the principles of the 3Rs is refinement and so the committee needs to know to what extent the animals’ welfare will be affected by the manipulations in order to judge the effectiveness of the measures outlined later in section 8(a). | | | | | | | |
|  | | | | | | | | | |
|  | **(f)** | **Describe any restraint applied to the animals.** | | | | | | | |
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| **6.** | **CARE OF ANIMALS:** | | | | | | | | |
|  | **(a)** | **What access will the animals have to water?** | | | | | | | |
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|  | **(b)** | **Describe the feeding regimen for the animals.** | | | | | | | |
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|  | **(c)** | **From where will the animals be sourced?** *(Refer Code of Ethical Conduct, Item 2.15)*  *(Where animals are personally owned, consent forms must be obtained)* | | | | | | | |
|  |  | Animals should always be obtained from the most appropriate source available, bearing in mind the suitability of animals for inclusion in the study and also any risks to Massey of adverse publicity that may arise when animals are obtained from unsuitable sources such as pet shops. | | | | | | | |
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|  | **(d)** | **Where will the animals be kept throughout the study period?** | | | | | | | |
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|  | **(e)** | **Who is responsible for the routine care and health surveillance of the animals?** | | | | | | | |
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|  | **(f)** | **If the Chief Applicant is unavailable, who will make decisions if emergency care is required?** | | | | | | | |
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| **7.** | **FATE OF ANIMALS:** | | | | | | | | |
|  | Note: | If any animal is either euthanased or dies due to the unexpected side effects of approved manipulations, the animal should be subjected to a post-mortem examination by an experienced person. The results of the post-mortem must be communicated to the Massey University Animal Ethics Committee along with any modifications put in place to minimise the occurrence of similar events to other animals. | | | | | | | |
|  | | | | | | | | | |
|  | **(a)** | **What will happen to the animals at the completion of the study?** | | | | | | | |
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|  | **(b)** | **Will any animals be euthanased, either as part of the study, or in the event of untoward outcomes?** | | **No** | |  |  | |
|  | |  |
| **Yes** | |  |
|  |  |  | | | | | | | |
|  |  | **If yes:**  **Applicants must be familiar with the resource material on supporting staff involved with animal euthanasia at the following link:**  [Animal Euthanasia Support Guidelines.pdf](https://www.massey.ac.nz/massey/fms/Animal%20Ethics/Documents/Animal-Euthanasia-Support-Guidelines.pdf) | | | | | | | |
|  |  | **The Chief Applicant must also confirm that he/she understands his/her obligations in regard to discussing the availability of this material with all people listed on the application on a per-project basis.** | | |  | | |
|  |  | **N** |  |  |
| *Tick Box* | | |
|  |  |  | | | | | | | |
|  |  | **Describe the euthanasia method you will use.** | | | | | | | |
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|  | **(c)** | **What level of losses do you expect to occur during this work and how will you investigate any unexpected deaths?** *(refer Code of Ethical Conduct, Items 2.20-2.22)* | | | | | | | |
|  |  |  | | | | | | | |
|  | | | | | | | | | |
| **8.** | **ALLEVIATION OF IMPACT OF MANIPULATIONS:** | | | | | | | | |
|  | **(a)** | **What features of the manipulations minimise their impact on the animals?** | | | | | | | |
|  |  | This section continues from 4(d) and 4(e). It examines how the impact to the animals will be minimised. One of the principles of the 3Rs is refinement and so the committee needs to know to what extent the animals’ welfare will be affected by the manipulations and also what steps will be taken to minimise this impact. | | | | | | | |
|  | | | | | | | | | |
|  | **(b)** | **If blood samples are to be collected, stipulate volume per sample and frequency of sampling.** | | | | | | | |
|  |  | This section examines the impact on the animals in the study of any blood samples that will be collected. Blood sampling is a very common method of collecting data in experimental studies and so is considered in detail in this section. It can have impact on animals in a number of ways:   * Handling and restraint of animals (especially wild or nervous animals). * Repeated venepuncture. * Removal of blood over a number of samples that constitutes a total volume removed or an overall rate of removal that is large enough to overpower the animal’s physiological compensatory mechanisms. | | | | | | | |
|  | | | | | | | | | |
|  | **(c)** | **Stipulate the use (and dose rate and route of administration) of any anaesthesia, analgesia, sedative, tranquilliser or other pharmacological agent applied to reduce the impact of manipulations on the animals.** | | | | | | | |
|  |  | The use of appropriate anaesthesia, analgesia and sedation is very valuable in limiting the impact of many manipulations. Similarly to section 4(a), the animal ethics committee requires sufficient detail about the techniques that are planned and the dose ranges of drugs used to be able to judge that this aspect of the study is being undertaken in an appropriate manner, | | | | | | | |
|  | | | | | | | | | |
|  | **(d)** | **What frequency of monitoring is to be maintained?** | | | | | | | |
|  |  | Different manipulations require different levels of monitoring, both in terms of frequency and detail. This section should outline how often animals will be checked during different parts of the study and how intensively they will be monitored. | | | | | | | |
|  | | | | | | | | | |
|  | **(e)** | **What advice regarding identification of any expected adverse effects will be given to staff responsible for the ongoing care of the animals?** | | | | | | | |
|  |  | Many manipulations will have adverse effects that are predictable or at least happen fairly commonly. This section seeks to ensure that staff responsible for the ongoing care of animals during or immediately after a study have sufficient information to enable them to detect and deal appropriately with these effects. | | | | | | | |
|  | | | | | | | | | |
| **9.** | **EXPERIENCE OF APPLICANTS:** | | | | | | | | |
|  | **(a)** | **What is the experience of the applicants with the techniques being used in this project?** | | | | | | | |
|  |  |  | | | | | | | |
|  | | | | | | | | | |
|  | **(b)** | **If an applicant is using a technique with which he/she has no previous experience, what training will be provided?** | | | | | | | |
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|  | **(c)** | **List the people providing professional services and the services provided.** *(refer Code of Ethical Conduct, Item 3.2) (These personnel need not be applicants)* | | | | | | | |
|  |  |  | | | | | | | |

SIGNATURE PAGES FOLLOW

Do not remove page breaks between sections

10, 11, 13 and 14

(This instruction page should be removed before photocopying)

|  |  |  |
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| **10.** | **USE OF RESTRICTED DRUGS:** | |
|  | **(a)** | Personnel who are **not** registered veterinarians and who wish to administer restricted veterinary or human medicines must read and comply with the Operating Plan for the Use of Restricted Veterinary Medicines according to specific Veterinary Operating Instructions at Massey University.  The operating plan can be downloaded [here](Operating%20Plan%20for%20using%20restricted%20medicines%20by%20non-vets%20at%20MU%20Feb%202018.pdf).  Personnel must also complete the following:  I/We declare that I/we have read the above operating plan and will comply with its requirements.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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| **11.** | **SIGNATURES OF APPLICANTS:** | | |
|  | **(a)** | I have read the Massey University Code of Ethical Conduct for the Use of Live Animals for Research, Testing and Teaching and agree to comply with its requirements throughout the duration of the proposed procedures; | |
|  | **(b)** | To the best of my knowledge, this protocol or one substantially like it has not been declined by another Animal Ethics Committee. | |
|  |  |  | |
|  |  | **Note: Carefully read (a) and (b) above before signing**  *(Original signatures only – must not be electronically inserted)* | |
|  | Signature(s) of Applicant(s) | | Printed Name(s) of Applicant(s) |
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|  | Date: |  |  |
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| **12.** | **APPLICANT CHECKLIST** | | | |
|  | The following checklist must be completed by the applicant prior to arranging for endorsement of the protocol by the Animal Welfare Officer: | | | |
|  | Appropriate research title when evaluated against methodology | | | |
|  | Justification and methodology written in terms readily understood by lay members of committee | | | |
|  | Clear distinction between justification and research methodology | | | |
|  | Concise wording and information relevant to animal ethics | | | |
|  | Clearly explained experimental design | | | |
|  | Complete power analysis to determine necessary number of animals required | | | |
|  | Provision of all signatures in correct sections | | | |
|  | Provision of heading details (chief applicant, institute, project title) (statistics form) | | | |
|  | Grading of manipulations (statistics form) | | | |
|  | Provision of completion date (statistics form) | | | |
|  |  | | | |
| **13.** | **APPROVAL BY ANIMAL WELFARE OFFICER:** | | | |
|  | This approval must be obtained by the applicant **prior to** submission to MUAEC for formal consideration.  Please forward this application by e-mail no later than **five working days in advance of the internal deadline** (refer front page of application) to: [J.Cayzer@massey.ac.nz](mailto:J.Cayzer@massey.ac.nz) | | | |
|  | I have read this application and agree that it meets the intent and spirit of the Massey University Code of Ethical Conduct for the Use of Live Animals for Research, Testing and Teaching: | | | |
|  | Signed: |  | Date: |  |
|  |  | Animal Welfare Officer |  |  |

|  |  |
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| **14.** | **ANIMAL USE STATISTICS FORM:** |
|  | Please ensure that an “Animal Use Statistics” form (following) is completed and attached. |
|  | |
| **NOTES:** | |
| **(a)** | Any departure from an approved protocol that adversely affects the welfare or increases the number of animals or reduces the validity of the study must be approved by the Committee or by the Chair of MUAEC acting with authority vested through Items 3.13-3.15 of the Code of Ethical Conduct. A description of such modifications shall be submitted to the Secretary of MUAEC who will attach it to the original protocol and note it on the agenda for the next meeting. Further copies shall be attached to the protocols held by the Institute and the Chief Applicant. |

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| **ANIMAL USE STATISTICS**  **APPLICATION/FINAL RETURN FORM**  **(Amended 12/17)** | **Protocol ID** |

If more than one animal type is required, then fill in one form for each type.

***Application:*** When applying to MUAEC for approval of a manipulation, the applicant should complete Box 1 then enter in Boxes 2 to 7, in the *‘Planned’* column (P), the appropriate figures for the number of animals required.

***Final Return:*** When the manipulation is concluded, Boxes 2 to 10 should then be completed in the *‘Used’* column (U) by entering appropriate figures for the number of animals which were actually used.

***NOTE:* Boxes 2, 3, 4, 5, 6, 8-9 and 10 must add up to the same number.**

|  |  |
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| **Chief Applicant:** |  |

|  |  |
| --- | --- |
| **Inst/Sch/Dept:** |  |

|  |  |
| --- | --- |
| **Title of Project:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Animal type:** |  | Code: |  |  |
| *(see bottom of this form)* | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2. Source of animals (number)** | | | |  | **3. Status of animals (number)** | | | |
|  |  | P | U |  |  |  | P | U |
| Breeding unit | a |  |  |  | Normal/conventional | a |  |  |
| Commercial | b |  |  |  | \*SPF/germ free | b |  |  |
| Farm | c |  |  |  | Diseased | c |  |  |
| Born during project | d |  |  |  | Transgenic/chimaera | d |  |  |
| Captured | e |  |  |  | Protected species | e |  |  |
| Imported | f |  |  |  | Unborn/pre-hatched | f |  |  |
| Public sources | g |  |  |  | Other | g |  |  |
| **TOTAL = A** |  |  |  |  | \* *Specific pathogen free* |  |  |  |

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| **4. Main category of manipulation/use (enter the total from 2 above in one box only)** | | | | | | | | | | | |
|  |  | P | U |  |  | P | U |  |  | P | U |
| Teaching | a |  |  | Basic biological  research | e |  |  | Production of biological agents | j |  |  |
| Species conservation | b |  |  | Medical research | f |  |  | Development  of alternatives | k |  |  |
| Environmental management | c |  |  | Veterinary research | g |  |  | Producing offspring with potential for compromised welfare | m |  |  |
| Animal  husbandry | d |  |  | Testing | h |  |  | Other | n |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5. Any re-use of animals (number to be inserted)** | | | | | | | | |
|  |  | P | U |  |  | P | U |  |
| No prior use | a |  |  | Previously used | b |  |  | Total a + b = |

|  |  |  |  |
| --- | --- | --- | --- |
| **6. Grading of manipulations (number in each grade to be inserted)** | | | |
| *(*[*Download guidelines for selecting appropriate categories*](http://www.massey.ac.nz/massey/fms/Animal%20Ethics/Documents/Animal%20Use%20Statistics%202017.pdf)*)*  This section is not about the categories under which each manipulation falls; it is about the highest grading of manipulation that each animal will undergo. Therefore, if the animals will be subject to a particular category of manipulation(s) – regardless of whether they will also undergo lesser impact manipulations – then all should be shown against the highest impact category, without detailing the procedures – just show the number. | Grade | P | U |
| A manipulation or use that causes no stress or pain or virtually no stress or pain. **No impact or virtually no impact.** | A |  |  |
| A manipulation or use that causes stress or pain of a minor intensity for a short duration. **Little impact.** | B |  |  |
| A manipulation or use that causes stress or pain of a minor intensity for a long duration or of a moderate intensity for a short duration. **Moderate impact.** | C |  |  |
| A manipulation or use that causes stress or pain of a moderate intensity for a long duration or of a severe intensity for a short duration. **High impact.** | D |  |  |
| A manipulation or use that causes stress or pain of a severe intensity for a long duration or of a very severe intensity for any duration. **Very high impact.** | E |  |  |

|  |
| --- |
| **7. Expected Date of Completion (maximum three years)**:  State the year and month that you calculate the **overall** project will conclude (not just the data collection). |

**ANIMAL** **DISPOSITION/FATE AT CONCLUSION OF RESEARCH, TESTING OR TEACHING OUTLINED IN THIS PROTOCOL**

The data in Boxes 8 to 10 refer only to the animals noted in this protocol which actually entered the project and were manipulated - they do not refer to those it was proposed to manipulate but which were never used. This information is to be provided only when the research, testing or teaching has been completed and the animals have been disposed of as below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **8. Alive** | Used | |  | **9. Dead** | Used | |
| Retained by your institution’s farms/colonies | a |  |  | Killed for dissection, sampling, taking organs | a |  |
| Returned to owner | b |  |  | Died/destroyed in the course of the manipulation/use | b |  |
| Released to the wild | c |  |  | Euthanased after manipulation or use | c |  |
| Disposed of to others | d |  |  | Died/destroyed for reason not associated with manipulation/use | d |  |
| **TOTAL ALIVE** | **=B=** |  |  | **TOTAL DEAD** | **=C=** |  |

|  |
| --- |
| **10. GRAND TOTAL MANIPULATIONS/USED = B + C =** |

Check on the final return that B + C = A in the “Used” column of Box 2.

**BOX 1: ANIMAL TYPE CODES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Animal Type** | **Code** | **Animal Type** | **Code** |
| Rodents | 1 a = Mice | Birds | 1 p = Fowls, Chickens |
|  | 1 b = Rats |  | 1 q = Pigeons |
|  | 1 c = Guinea Pigs |  | 1 r = Other Birds |
|  | 1 d = Hamsters | Miscellaneous | 1 s = Marine Mammals |
| Rabbits | 1 e = Rabbits |  | 1 t = Possums |
| Farm Animals | 1 f = Sheep |  | 1 u = Reptiles |
|  | 1 g = Cattle |  | 1 w = Amphibia |
|  | 1 h = Goats |  | 1 x = Fish |
|  | 1 j = Deer |  | 1 z = Octopus, Squid, Crab, Lobster, Crayfish |
|  | 1 k = Pigs | Other | 1 y = Other Species (\*name) |
| Other Domestic Mammals | 1 m = Horses |  |  |
|  | 1 n = Dogs |  |  |
|  | 1 o = Cats |  |  |