



ANIMAL ETHICS COMMITTEE (AEC)

ANIMAL WELFARE INCIDENT REPORT FORM

PURPOSE

This document provides a mechanism whereby person(s), who have identified Animal Welfare incidents related to animal research procedures, treatments, and the care and well-being of research animals at the University of Pretoria, can record important data.

This data shall be recorded, referenced and filed with the relevant protocol case history.

This data may be used as evidence in any Animal Welfare investigation, allegations of research misconduct, disciplinary hearings or applications for research funding.

SCOPE

The process applies to all research institutions and personnel conducting, and associated with, animal research. The implementation and management of this process shall be at the discretion of the University of Pretoria's Animal Ethics Committee.

REFERENCES

- Animals Protection Act 71 of 1962
- Medicines and Related Substances Control Act 101 of 1965
- Veterinary and Para Veterinary Act 19 of 1982
- National Code for Animal Use in Research, Education, Diagnosis, and Testing of Drugs and Related Substances in South Africa
- MRC Guidelines on Ethics for Medical Research: Use of Animals in Research - Book 3
- Relevant institutional policies, standards, standard operating procedures and work instructions

ANIMAL WELFARE INCIDENT REPORT

For office use only		
Date received	AEC Protocol No.	Researcher/s
		Department

Date of incident:

Time of incident:

Location of incident:

Number of animals affected:

Identification or description of animal(s):

Incident identified by (Name, qualifications, contact details and signature):

Incident witnessed by (Name, qualifications, contact details and signature):

Incident reported to (Date, name, qualifications, contact details):

Description of incident and observations (attach detailed statement if necessary):

Has immediate corrective action been taken?

Yes

No

Unknown

Specify details (if known):

Research protocol number (if known):

Department (if known):

Additional comments or remarks:

Additional statement(s) i.r.o. evidence obtained by the reporter attached?

Yes

No

Nature of evidence:

Identification of evidence: (e.g. case number):

To whom, was evidence handed?

Where was the evidence handed over?

When was the evidence handed over?

- * **PLEASE SUBMIT THE REPORT TO THE CHAIRPERSON/ REPRESENTATIVE OF THE ANIMAL ETHICS COMMITTEE (AEC)**

ANIMAL WELFARE INCIDENT REPORT

CHECKLIST

The following list (although not exhaustive) provides indicators for the completion of the Incident Report Form.

Environment/Location

Sanitation/Hygiene standards

Surgical Procedures/Anaesthesia

Post surgical care

Housing

Caging

Feed and water

Animal handling

Animal care and well-being

Veterinary care

Cage records/Case history

Animal monitoring/Duty rosters/Public Holidays/Weekends/After hours

Emergency/Contingency plans

Transport facilities/Methods/Emergency kit

Staff training and expertise

Relevant/Existing Standard Operating Procedures/Work Instructions

Biohazards/Noxious substances/Ionising radiation/Chemicals

Quarantine animals

Escaped animals

Animal Facility – authorised and controlled access

Photographic or video evidence