



ANIMAL ETHICS COMMITTEE (AEC)

Standard Operating Procedure (2015)

Submission Date		For Administrative Purposes	SOP No.	
Effective Start Date			Review Date	
AEC approval Date			Signature (only on approval)	

SOP TITLE

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1. APPLICANT / RESPONSIBLE SUPERVISOR

Name	
Contact Number	
e-mail address	
Contact Address	
Qualifications	
Appropriate experience in animal handling	

2. PURPOSE / AIM / JUSTIFICATION

(Describe the purpose of the process NOT MORE than 500 words)

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3. SPECIES & NUMBER OF ANIMALS INVOLVED

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4. REDUCTION / REFINEMENT / REPLACEMENT

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5. HOUSING / SOURCE OF ANIMALS (where will the work be done)

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6. PROCEDURE

(Give a clear step-by-step description of all procedures to be carried out on the animals. Include full details where relevant of handling and restraint, manipulations (e.g. rectal palpations), age/gender of animal, number and volume of blood samples taken.) **In training SOP's it is important to indicate how many students will handle each animal, how often it will be repeated and the resting period for the animals between sessions**

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7. TREATMENT / SUBSTANCES ADMINISTERED

(Give full details of any treatment/substances administered as described in procedure)

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8. ANIMAL WELFARE

(Identify all known/anticipated welfare issues and specify how each issue will be monitored and dealt with)

(a) Pain, discomfort, stress classification *(Please indicate)*

A1	Experiments on embryonated eggs or cephalopods and decapods	<input type="checkbox"/>
A2	Studies on vertebrate animals during the course of routine examination, teaching procedures and treatment. Examples: <i>Animals held under proper conditions for later use or for teaching non-invasive procedures.</i> <i>Observational studies e.g. on wild animals in the field</i>	<input type="checkbox"/>
B	Procedures on vertebrate species that are expected to produce stress but no pain requiring anaesthesia. Examples: <i>Wild animals caught in the field, caged & transported for observation.</i> <i>Administration of medication.</i> <i>Collection of blood samples.</i> <i>Rectal examination</i>	<input type="checkbox"/>
C	Experiments that produce minor or short-duration pain requiring the use of pain relieving drugs. Examples: <i>Subcutaneous implants.</i> <i>Docking in sheep.</i> <i>Collection of tissues from animals after euthanasia.</i>	<input type="checkbox"/>
D	Experiments that involve significant but unavoidable stress or pain requiring anaesthesia or a humane endpoint. Examples: <i>Non-survival surgery in teaching.</i> <i>Survival surgical procedures.</i> <i>Infectivity or toxicity studies with a high probability of producing disease.</i> <i>Large animals kept in boma.</i>	<input type="checkbox"/>
E	Procedures that involve inflicting severe pain at or above the pain tolerance threshold and the use of pain relievers are contra-indicated. Examples: <i>Toxicity/virulence testing where death is the endpoint.</i> <i>Disease/cancer models involving chronic clinical signs.</i>	<input type="checkbox"/>

**Definitions from Special Issue, Laboratory Animal Science, January 1987, p 12*

(b) Monitoring and method

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(c) Analgesia / Anaesthesia

(It is expected that analgesia will be used routinely after every painful procedure)

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(d) Endpoints / Euthanasia criteria if applicable

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9. SAFETY HAZARDS / BIOSAFETY

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10. EQUIPMENT / CONSUMABLES USED

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11. WASTE MANAGEMENT / DISPOSAL OF CARCASSES

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12. ADDITIONAL

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13. RECORDS

(Annual reporting of animals used is required)

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14. GENERAL VETERINARY CARE *(When welfare procedures are involved requiring veterinary supervision by law)*

(Provide details, including emergency contact details, of the veterinarian who will be responsible to provide the general veterinary care and who will have the authority to enforce the endpoints stipulated under Point 8(d). The veterinarian must be registered or authorised with the SAVC and is preferably independent of the research group.) *(Please type)* **It is the responsibility of the veterinarian to arrange for a locum if he/she is not available**

PERSON RESPONSIBLE FOR VETERINARY CARE OF ANIMALS	
EMERGENCY Contact details	
Signature & Date	

15. DECLARATION

I, (full name)declare that the use of animals in the proposed course or diagnostic procedure is justified. I have actively pursued and investigated the use of alternatives and declare that there are no acceptable non-animal alternatives. The course participants or personnel will be suitably prepared to perform the procedures required. I undertake to ensure that high ethical standards, as prescribed in the South African National Standards (SAN 10386-2008), are maintained throughout the course. I understand that the Animal Ethics Committee may appoint a supervisor to attend the course and that this person, in consultation with the Committee, will have the authority to terminate the course if the animals are treated unethically.

SIGNATURE

DATE