

ANIMAL ETHICS APPROVAL PROCESS FOR THE QUEENSLAND SCHOOLS ANIMAL ETHICS COMMITTEE (QSAEC)

STEP	DECISION	Consider	If the decision is:	
			Yes	No
1	<p>You are considering conducting a scientific activity using animals.</p> <p>Is animal ethics approval required for this activity?</p>	<p>What categories of activities need QSAEC approval? Refer to What needs Animal Ethics Committee approval? for further information if needed.</p>	<p>Yes – Animal ethics approval is required for this activity. GO TO STEP 2</p>	<p>No – Activity may be conducted without animal ethics approval but due care for the welfare of the animal/s and your obligations under the Animal Care and Protection Act 2001. Refer to Duty of care for animals for further detail. END OF PROCESS</p>
2	<p>Use of animals for scientific purposes is governed by the Australian code for the care and use of animals for scientific purpose (<i>the Code</i>). Animals can be used when evidence demonstrates the use is justified and the animals' wellbeing is safeguarded.</p> <p>Is your use of animals justified?</p>	<p>Have you judged that replacing the animal use with other alternatives will not achieve your curriculum outcomes?</p> <p>Are you using the minimum number of animals to achieve your curriculum outcomes?</p>	<p>Yes – You are satisfied that the curriculum outcomes cannot be achieved entirely or in part without the use of animals. GO TO STEP 3</p>	<p>No – Choose another activity that does not require the use of animals. END OF PROCESS</p>
3	<p>Can you ensure the welfare of the animals?</p>	<p>Have you refined the activity to reduce the impact on animals?</p> <p>What are your responsibilities under the Code?</p> <p>Refer to Duty of care for animals for further detail.</p>	<p>Yes – You are satisfied that negative impacts on the animals are minimised. GO TO STEP 4</p>	<p>No – Choose another activity that does not require the use of animals. END OF PROCESS</p>

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4	<p>Registration as a scientific user with Business Queensland is required before animal ethics committee approval can be sought.</p> <p>Do you have a current registration?</p>	<p>State Schools The registration number for all Queensland state schools is 102.</p> <p>Non-state Schools Does my diocese/governing body/college have current registration?</p>	<p>Yes – We have current registration as a scientific user. GO TO STEP 5</p>	<p>No – Activity cannot be conducted. Either</p> <p>1) use a non-animal alternative.</p> <p>END OF PROCESS</p> <p>or 2) register with Business Qld as an animal user.</p> <p>Once finalised, GO TO STEP 5</p>
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<p>5</p>	<p>QSAEC has standard operating procedures (SOPs) in place for activities involving a range of animals.</p> <p>Does your planned activity involve animals for which a SOP exists?</p>	<p>Are my planned activities wholly or partially covered by the relevant SOP? Can I ensure that the SOP is adhered to at all times?</p>	<p>Yes – If your planned activities are wholly within the scope of the SOP, apply for approval from QSAEC using the application/ Activity Notification Form (ANF) on the final page of the relevant SOP.</p> <ul style="list-style-type: none"> • Complete all sections of the notification and attach any required attachments. • Ensure declarations have been signed by both the activity leader and principal. • Submit your ANF for approval by QSAEC to animal.ethics@qed.qld.gov.au • The approval process may take up to 5 days. <p>If your planned activities differ from the SOP, apply for approval from QSAEC using both the ANF and a Modification, SOP Variation or Amendment Form.</p> <ul style="list-style-type: none"> • Follow the steps above for ANF submission and approval. • The variation request will be considered by the QSAEC at its next scheduled meeting. • The QSAEC may place conditions on your approval, request modifications to your variation request, or not approve your variation. GO TO STEP 6 	<p>No – Apply for approval from QSAEC using the Application to use animals for scientific purposes.</p> <ul style="list-style-type: none"> • Complete all sections of the application, utilising species-specific information as appropriate to your activity. • Ensure declarations have been signed by both the activity leader and principal. • Submit your application for approval by QSAEC to animal.ethics@qed.qld.gov.au • This application will be considered by the QSAEC at its next scheduled meeting. • The QSAEC may place conditions on your approval; request modifications to your activity, or not approve your activity. <p>GO TO STEP 6</p>
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<p>6.</p>	<p>You receive your Response to applicant to your application from the QSAEC.</p> <p>Is your activity approved by the QSAEC?</p>		<p>Yes – The activity is approved as submitted. GO TO STEP 7</p>	<p>No – Satisfy whatever conditions or modifications have been requested by the committee on the Response to applicant and provide evidence to the Animal Ethics Officer. RETURN TO STEP 5</p> <p>If the activity is not approved by the QSAEC, consider whether you wish to instigate a grievance procedure. Details are provided in your QSAEC <i>Response to applicant</i>. END OF PROCESS</p>
<p>7</p>	<p>Your activity is approved by the QSAEC. You may conduct the activity until the approval expires, in accordance with all obligations under the Code and within the Response to Applicant.</p> <p>Are you fulfilling your obligations?</p>	<p>What are my responsibilities under the Code? Is my School based animal activity register up-to-date? Have I satisfied my reporting obligations to</p> <ul style="list-style-type: none"> • DAF to maintain my registration? • QSAEC to maintain my approval? 	<p>Yes –Perform the activity as described. END OF APPROVAL PROCESS</p>	<p>No – Your approval lapses and the activity cannot be conducted. END OF APPROVAL PROCESS</p>