

SCHOOL-BASED ANIMAL ACTIVITY REGISTER

This information is to be filed in school records.

School / College Name: _____

DAF Registration No: _____

Schools must keep a school-based animal activity register which includes records relating to their use of animals for scientific purposes for seven years for audit purposes. This includes:

- scientific user registration (for non-state schools)
- signed applications, activity notification forms and modifications
- approval responses from QSAEC
- signed QSAEC reports (e.g. annual completion reporting, unexpected adverse events, complaints).

Below is an example of information to be recorded in your school-based animal activity register. Please complete a separate register for **each** approved activity. This information is to be regularly updated and filed in school records.

General information

QSAEC approval number	Title of activity
Commencement date	Standard operating procedure (SOP) used
Conclusion date	
No. of animals used and species	Responsible teachers

Curriculum justification

Even when conducting an approved activity, it is the teacher's responsibility to provide a curriculum justification for any learning activity that involves the use of animals. Please note during QSAEC site visits at your school, documentation detailing the curriculum justification for the use of animals should be available for review (e.g. unit plan).

Clear and accurate records relevant to the particular species used in the activity/s should be readily available, as applicable from the list below.

Animal identification

Species of animal	Identification of individual animals
Number of animals in each enclosure (include location of animals)	Comments

Acquisition and disposal / fate planning

Date of acquisition	Details / source of acquisition (ensure relevant agreements such as for agistment or the use of privately-owned animals are obtained and kept on record)
Transport of animals (refer to each species SOP or application for the relevant code of practice which may apply)	Comments
Fate plan (refer to each species SOP or approval conditions for applicable options)	Details/reason for fate planning option (note if rehoming with students a written commitment from a parent or guardian must be obtained and kept on record. QSAEC approval may also be required if not identified as appropriate in the relevant species SOP . Further information is available in the Fate planning for animals used for scientific purposes factsheet)
Disposal date	Method of disposal

Management logs/plans

Note: Management logs/plans must be maintained and be easily accessible, preferably displayed for ease of monitoring.

Feed and water requirements (include reasons for food types, and feeding/watering times and amounts)	Comments
Supervision and monitoring of animal health and wellbeing requirements (include assessment criteria and frequency – note all live animals must be inspected to assess health and wellbeing at least once daily)	Comments
Cleaning requirements (include actions and frequency)	Comments
Maintenance requirements for each animal enclosure (include items to be checked and frequency e.g. electrical equipment)	Comments
Risk management of potential hazards (e.g. areas of entrapment, breaches of fencing, zoonotic diseases)	Comments
Emergency animal management plan (include contact details and procedures)	Comments

Routine husbandry

Routine husbandry (include dates and types of husbandry practices carried out)	Comments
Breeding records	Vaccination/treatment records (include names, dosage, dates of any chemicals administered, and veterinary treatment provided)