

UWS Animal Care and Ethics Committee (ACEC)

Amendment Guidelines

An amendment is required if there are any changes to an approved ACEC application. Where the nature of the amendment has the potential to impact significantly on the welfare of the animal(s) involved, a new ACEC application may be required.

Amendments may include an increase in animal numbers, a change to a procedure, a change in animal species or a change of strains within species, the change of staff members or students, an extension of time and the absence or change of the Chief Investigator. It is the responsibility of the Chief Investigator to seek approval from the ACEC for any amendment prior to commencement. Failure to do so will mean non-compliance with the approved protocol, which will result in a breach under the *Australian Code of Practice for the care and use of animals for scientific purposes (CI 2.4.4, iii)*.

Increase in animal numbers: Any increase in the number of previously approved animals will need to be fully justified to the ACEC.

Change to a procedure: The request for a change in procedure must include detail about the applicant's relevant experience with any proposed techniques and details of the impact of the proposed procedure on the animal's welfare and how that impact will be minimised.

Where a change has the potential to impact significantly on the welfare of the animal and where the procedure has not been previously approved by the ACEC in any project, then the change is not considered to be an amendment and should be submitted as a new project.

Change of animal species: Where the project uses an animal of similar sentience or lesser sentience and the same or fewer animals will be used, provided that the procedure remains the same, then it will be considered an amendment.

If a species is being added, with extra animals being used, this will need proper justification and may be considered as a new project by the ACEC.

Change of staff members/ students: When a change is required to the research team listed on the Animal Research Authority, the ACEC must be notified in writing. The request must provide an outline of the individuals experience with the animal species involved as well as their skills and experience in the tasks to be performed. Where an individual requires additional training and experience, details of this will be addressed need to be provided.

Extension of time: Approval can only be granted for a period of 3 years. The Chief Investigator may request an extension of time of up to 12 months as long as the total approval time does not exceed 3 years. If the work needs to go beyond 3 years a new application will need to be submitted.

Absence or change in Chief Investigator: In the event of the Chief Investigator being absent or on leave, the ACEC must be formally notified in writing. A temporary Chief Investigator will be approved who will be responsible for the project, who will ensure adequate supervision is provided.