General Information

The Australian code for the care and use of animals for scientific purposes (the Code) defines an Unexpected Adverse Event as: an event that may have a negative impact on the wellbeing of animals and was not foreshadowed in the approved project or activity.

An unexpected adverse event may result from different causes, including but not limited to:

* death of an animal, or group of animals, that was not expected
* adverse effects following a procedure or treatment that was not expected
* adverse effects in a larger number of animals than predicted during the planning of the project or activity, based on the number of animals actually used, not the number approved for the study
* a greater level of pain or distress than was predicated in the planning of the project or activity
* power failures, inclement weather, emergency situation or other factors external to the project or activity that have a negative impact on the welfare of the animals

Prompt action must be taken in response to unexpected adverse events and emergencies, including alleviation of pain and distress, in accordance with Taronga Conservation Society Australia (Taronga) and Animal Ethics Committee (AEC) policies and procedures. Alleviation of pain and distress of a severity that was not anticipated in an approved project must take precedence over an individual animal reaching the planned endpoint of the project, or the continuation or completion of the project. If necessary, animals must be humanely killed without delay. When an animal dies unexpectedly, or is humanely killed due to unforeseen complications, a necropsy must be performed by a competent person.

The Code also states that investigators must provide to the AEC prompt notification of any unexpected adverse events.

Instructions:

Please read these guidelines carefully before completing your report.

It is the policy of the AEC that unexpected adverse events, including unexpected deaths, must be reported to the Chair of the AEC committee as soon as possible (this must be within 48 hours). This notification must be sent in writing to [jobrien@zoo.nsw.gov.au](mailto:jobrien@zoo.nsw.gov.au). It is a requirement to submit an Unexpected Adverse Event Report within 21 days (3 weeks total) of the event, unless requested earlier by the Chair.

Information must be typed and all sections completed.

*If the PI is a Taronga employee and the Unexpected Adverse Event involved a Taronga collection animal, an ‘Animal Welfare Incident Report’ may be submitted instead of an ‘Unexpected Adverse Event Report’*

The Animal Ethics Committee is composed of members who are mostly not experts in your field. **Please use lay terms and avoid jargon.** There needs to be a balance between brevity and completeness but remember the description should be designed for a lay audience (people with no scientific background).

Please e-mail a copy to [animalethics@zoo.nsw.gov.au](mailto:animalethics@zoo.nsw.gov.au)

If you have any questions regarding the completion of this form, please contact Dr Justine O’Brien, Chair, Animal Ethics Committee, telephone: (02) 9978 4608 or e-mail [animalethics@zoo.nsw.gov.au](mailto:animalethics@zoo.nsw.gov.au).

Section 1: Administration

|  |  |  |
| --- | --- | --- |
| **1. Title of Project** |  | |
| **2. AEC Approval Number:** |  | |
| **3. Principal Investigator (PI):** | Name: |  |
| Institution or affiliation: |  |
| Contact address: |  |
| Contact phone number: |  |
| Email address: |  |
| **4. Date of expiry of current Animal Research authority:** |  | |

Section 2: Animal Details

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| 5. Please provide details of the animals involved in the unexpected adverse event: |
| *5.1. Species (and strain if appropriate)* |
| *5.2. Number of animals involved:* |
| *5.3. Number of animals in the treatment group the animal belonged to:* |
| *5.4. Identification number(s):* |
| *5.5. Date of adverse event:* |
| *5.6. Location of animal(s) at time of adverse event:* |

Section 3: Event Details

|  |  |
| --- | --- |
| **6. What was the incident?** | Injury  Illness  Death  Other |
| *If injury/illness/other, please specify the nature of the incident.* | |
| **7. Describe the event:**  *Include details of the symptoms and/or signs exhibited by the animal e.g. weight loss, diarrhoea, vomiting, respiratory difficulty, collapse, abdominal swelling of other signs of injury or distress, or found dead.* | |
| **8. At what stage of the project did the event occur? What treatments/procedures had been performed on the particular animal(s) prior to the event?**  *Include a timeline of events if relevant* | |
| **9. What action was taken when the event happened or was discovered?**  *(e.g. animal euthanased, vet called, pain relief was administered and animal monitoring changed)* | |
| **10. What investigations are planned/have taken place subsequent to the adverse event?**  *(e.g. necropsy, medical treatment, diagnostic testing, histopathology, haematology, faecal test, microbial culture). Please provide veterinary report (from treating veterinary officer).*  If reports or other supporting documents are available, please attach. Please indicate if any reports are pending and forward to the AEC as soon as available. | |
| **11. Will the animal/s remain in the project?** | **Yes  No  N/A** |
| **12. Why/how do you think this event occurred? What immediate and long-term actions are being taken to prevent a recurrence?**  *(e.g. modification to procedures or experimental design, housing, monitoring or researcher/student training or supervision)* | |
| **13. Is the animal/s part of Taronga’s collection?** | **Yes  No** |
| *If yes to Q13, has an Animal Welfare Incident Report been submitted to Taronga?* | **Yes  No  N/A** |

Section 4: Principal Investigator Signature

Name of Principal Investigator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_