

Animal Research Review Panel application assessment criteria

Application Assessment Criteria

Approved by the Animal Research Review Panel: 189th meeting 6th October 2010

REVISED: ARRP 206 - 6 March 2014

Form R: Application for Accreditation as an Animal Research Establishment and Application for Licence as an Animal Supplier

| | |
|-----------|--|
| 1. | Establishment Details |
| | All sections must be completed. |
| 2. | Establishment Directors |
| | This section must be completed. |
| 3. | Convictions for Offences |
| | <p>If YES to any offences, consideration to be given to the nature of offence and whether there are implications for the establishment's ability to implement the animal research legislation.</p> <p>Corporations cannot be accredited if the corporation or any of its directors have been convicted of an offence in the last 3 years under Part 5 of the Animal Research Act or Part 2 of the Prevention of Cruelty to Animals Act (see Animal Research Act Section 17 "disqualified corporation").</p> |
| 4. | Responses to Conditions of Accreditation |
| | Responses to all current conditions of accreditation to be assessed. Reference to be made to the outcome of responses to conditions of accreditation referred to the ARRP during the accreditation period. |
| 5. | Designated Land for Accreditation |
| | <p>Full addresses must be supplied, except for field studies where "locations in NSW identified in proposals approved by the (name of AEC)" will be accepted.</p> <p>Locations where animal research records are kept must be included.</p> |

| | |
|-------------|--|
| 6. | Description of Research or Teaching |
| | This provides background information on the type of animal research being carried out by the establishment. |
| 7. | Research Projects |
| | This gives an indication of the scale of animal research activities and assists in assessing the adequacy of the number of AEC meetings (Question 10.4) and AEC inspections (Question 8). If research projects have been terminated on the recommendation of the AEC, the reasons for project termination are to be assessed. Further information may be requested – for example if a number of projects have been terminated or if the responses indicate problems of non-compliance with AEC approval. |
| 8. | Monitoring |
| | The number of AEC inspections to be assessed in conjunction with the type of research carried out (for example field work versus laboratory), the number and type of facilities, and the number of projects approved. Guidance to be used from the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> Clauses 2.3.17 – 2.3.23 and ARR Policy 13: <i>Inspections by Animal Ethics Committees</i> - http://www.animaethics.org.au/policies-and-guidelines/operation/inspections If monitoring does not appear adequate, further information may be requested – for example copies of AEC inspection reports; a report from the AEC on how it is monitoring the care and use of animals. |
| 9. | Animal Research Authorities |
| | Animal Research Authorities must be issued. Animal Research Authorities must be issued on the “approved form” (Form C - http://www.animaethics.org.au/forms) or on a form that contains all the information that appears on the “approved form”. |
| 10. | Animal Ethics Committees |
| 10.1 | How many AECS does the establishment have? |
| | The establishment must have one or more AECs. |
| 10.2 | Please list the names of the AEC(s) |
| | The names of the AECs must be listed. |
| 10.3 | Terms of reference and operating procedures of the AEC |
| | AEC Terms of Reference must include the matters included in Clause 2.2.18 of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> . |

| | |
|-------------|---|
| | Operating procedures of the AEC to be assessed with reference to Clause 2.2.20 – 2.2.26 of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> . |
| 10.4 | AEC meetings |
| | AEC meetings must be scheduled and held at least 4 times per year. If AEC meetings are held less frequently, the reasons for this to be assessed. Guidance to be used from Clause 2.2.26 (iv) of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> ; and Animal Research Review Panel Policy 12: <i>Frequency of Animal Ethics Committee meetings</i> - http://www.animaethics.org.au/policies-and-guidelines/operation |
| 10.5 | AEC application forms |
| | AEC application forms must comply with Clauses 2.7.1 - 2.7.6 of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> and Section 25B of the Animal Research Act 1985. |
| 10.6 | AEC membership |
| | AEC membership must be in compliance with Clauses 2.2.2 to 2.2.8 of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> and the Animal Research Review Panel Policy 9: <i>Criteria for Assessment of AEC Membership</i> (http://www.animaethics.org.au/policies-and-guidelines/operation). An establishment cannot be accredited unless it has an appropriately constituted AEC. For establishments from Victoria and Queensland, information will be sought from the jurisdiction of the home State on the appropriateness of the constitution of the AEC (as agreed at ARRP 186 – 24/2/2010). |
| 10.7 | Animal Welfare email circular list |
| | Completion of this section is voluntary. |
| 10.8 | Supervision |
| | Completion of this section is for information on independent researchers. Further information may be sought – for example if the answers indicate the researchers are from corporations requiring accreditation. |
| 11. | Shared AECs |
| | Agreements between AECs to be assessed with reference to the Animal Research Review Panel Policy 11: <i>Formal Agreements Between Accredited Research Establishments Sharing AECs</i> - http://www.animaethics.org.au/policies-and-guidelines/information . The appropriateness of the arrangement to be assessed in light of the type of research to be overseen and the expertise of the shared AEC. |
| 12. | Establishments Outside New South Wales |
| | Copies of external reviews to assist in the assessment of establishments outside NSW that will not be subject to inspections under the Animal Research Act. Depending on the information in the reviews, further information may be requested. |

| | |
|-------------|---|
| 13. | Species of Animals to be Used by the Establishment Under its Accreditation |
| | The suitability of species to be used to be assessed in conjunction with information on animal accommodation (Question 14). |
| 14. | Animal Accommodation - Facilities |
| | Animal housing should be in accordance with Animal Research Review Panel guidelines on housing animals in scientific institutions - http://www.animaethics.org.au/policies-and-guidelines/animal-care Information from site inspection reports on the suitability of animal accommodation will also be considered. To be checked that all animal accommodation facilities under are in locations identified as “designated land” (Questions 5 and 21). |
| 15. | Personnel |
| 15.1 | Animal Care Staff |
| | The number and type of animal care staff to be compared with the range of species of animals (Question 13) and the range and size of animal accommodation facilities (Question 14). Reference may also be made to site inspection reports. |
| 15.2 | Training |
| | To be assessed with reference to Clauses 2.1.2, 2.1.8 and 2.5.15 (iv) of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> and Animal Research Review Panel Guideline 17: <i>Training Personnel</i> - http://www.animaethics.org.au/policies-and-guidelines/training-personnel |
| 16. | Source of Animals |
| | Sources of animals to be checked for licence as an Animal Supplier or that the establishment has an Animal Supply Licence to obtain and supply the relevant species of animals. |
| 17. | Animal Care and Emergency Procedure Guidelines |
| | To be assessed with reference to Clauses 2.1.5 (v), 2.1.7 (i), 2.3.2 (vii), 2.3.26, and 3.2.1 (iii) of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i> and Animal Research Review Panel Policy 10: <i>Emergency Procedures</i> - http://www.animaethics.org.au/policies-and-guidelines/information Additional guidance may be used from the Animal Research Review Panel guidelines on housing animals in scientific institutions - http://www.animaethics.org.au/policies-and-guidelines/animal-care |
| 18. | Grievance Procedures |
| | Establishments must have mechanisms to respond to enquiries and complaints made regarding the use of animals and must have grievance procedures for AEC members and investigators who are dissatisfied with AEC procedures or decisions (Clauses 2.1.7(ii), 2.2.29 and Section 5 of the <i>Australian Code for the Care and Use of Animals for Scientific Purposes</i>). The procedures will be assessed with reference to Animal Research Review Panel Policy 8: |

| | |
|------------|---|
| | <i>Establishment of Protocols for Grievance Procedures</i> - http://www.animaethics.org.au/policies-and-guidelines/information |
| | ADDITIONAL QUESTIONS FOR APPLICATION FOR AN ANIMAL SUPPLIER'S LICENCE : 19 - 25 |
| 19. | Responses to Conditions of Animal Supply Licence |
| | Responses to all current conditions of Animal Supply Licence to be assessed. Reference to be made to the outcome of responses to conditions of licence referred to the ARRP during the licence period. |
| 20. | Animal Supply Unit Manager |
| | Qualifications and experience to be assessed with respect to the species of animals and size and activities of the supply unit (Questions 22 – 24). |
| 21. | Designated Land for Animal Supply Licence |
| | Full addresses must be supplied. Locations where animal supply records are kept must be included. |
| 22. | Species of Animals for Supply |
| | The suitability of species to be used to be assessed in conjunction with information on animal accommodation (Question 14). |
| 23. | Animal Breeding |
| | To be assessed with reference to Animal Research Review Panel Guideline 16: <i>Supervision of animal supply by Animal Ethics Committees</i> - http://www.animaethics.org.au/policies-and-guidelines/animal-supply |
| 24. | Animal Supply to Establishments and Individuals |
| | Response provides an indication of the size of the Supply Unit. Establishments listed to be checked to ensure accreditation as animal research establishments. |
| 25. | Dogs and Cats |
| | Records for dogs and cats must be in accordance with Form N: <i>Licensed Animal Supplier Record for Dogs and Cats</i> - http://www.animaethics.org.au/forms |
| 26. | Contact Officer and AEC Chair |
| | This section must be completed. |
| 27. | Application Fee – Accreditation as an Animal Research Establishment |
| | This section must be completed for applications for accreditation. |
| 28. | Application Fee – Licence as an Animal Supplier |
| | This section must be completed for applications for licence as an Animal Supplier. |

| | |
|-----|---------------------------------|
| 29. | Signature |
| | This section must be completed. |