**THE SECRETARY’S ANIMAL CARE AND ETHICS COMMITTEE  
(SECRETARY’S ACEC)**

**Application for the**

**Supervision for the   
Supply of Animals for Research**

**GENERAL INFORMATION**

It is the responsibility of the **animal supplier** to ensure that all facets of animal care and use meet the requirements of the [Australian code for the care and use of animals for scientific purposes 8th Edition 2013](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes). This includes a responsibility to protect and promote the welfare of animals used.

The Code embodies the principles of:

* Reduction of animal use
* Replacement of animal use
* Refinement of animal use.

It is important to consider these principles when supplying animals for research.

Under the NSW [*Animal Research Act 1985*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1985-123)(the Act), an individual who wishes supply animals for use in connection with animal research must be issued with an Animal Suppliers’ Licence by the Secretary of the Department of Regional (DRNSW). Approval by an Animal Ethics Committee (AEC) is also required for the supply of any animals for use in connection with research.

The application should therefore focus on **what is happening to animals and what is being done to ensure their wellbeing**. It is important that this information is presented in a way that shows clearly what is happening to individual animals from the time they are born until their final destination. The impact of procedures needs to be clearly detailed. Factors that will impact animals such as housing (type, duration, opportunity for social interaction) should be considered.

It is important for applicants be mindful of the composition of the AEC. Applications must be written to be understood, primarily, for an interested, intelligent person without a scientific background, not for a specialist. The use of specialist language is no helpful to the committee and may delay the processing of an application, while explanations are sought.

Animal Suppliers should be familiar with the:

* [Australian code for the care and use of animals for scientific purposes (8th edition, 2013),](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes) published by the National Health and Medical Research Council (NH&MRC).
* NSW [*Animal Research Act 1985*.](https://legislation.nsw.gov.au/view/html/inforce/current/act-1985-123)
* NSW [Animal Research Regulation 2021](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0477/lh).

Please return form to:

Email: [secretary.acec@dpi.nsw.gov.au](mailto:secretaryacec@dpi.nsw.gov.au) or

For enquiries, please phone 02) 6391 3682 or send an email to [secretary.acec@dpi.nsw.gov.au](mailto:secretary.acec@dpi.nsw.gov.au)

Website: [Secretary’s Animal Care and Ethics Committee](https://www.dpi.nsw.gov.au/about-us/science-and-research/animal-ethics-committees/secretarys-animal-care-and-ethics-committee)

**FORMS MUST BE TYPED OR WORD PROCESSED**

**THE SECRETARY’S**

**ANIMAL CARE AND ETHICS COMMITTEE**

**APPLICATION FOR THE**

**SUPERVISION OF THE SUPPLY OF ANIMALS FOR RESEARCH**

**1. Name of animal supplier:**

Name of owner(s) / director(s):

Contact person (if different to above):

**NOTE:** Under the NSW *Animal Research Act 1985,* a person that supplies animals for recognised research purposes must be licenced. For information on licensing please contact DPI Compliance Systems & Accreditation Programs. Email: [bfs.admin@dpi.nsw.gov.au](mailto:bfs.admin@dpi.nsw.gov.au" \t "_blank)

**2. Address for correspondence:**

Address:

Telephone: (Work) (Home)

(Mobile)

Email:

**3. Do you hold an Animal Supply License?**

License number:

Valid to:

**4. Location of facility:**

|  |
| --- |
|  |

**5. What species (and strains if applicable) of animals will be supplied for research?**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

**6. Name of manager/person in charge:**

Details of relevant qualifications/experience:

|  |  |  |
| --- | --- | --- |
| **Name** | **Relevant Qualifications** | **Experience in techniques and procedures to be undertaken and the species being used** |
|  |  |  |

**7. Personnel**

List the qualifications, training and/or relevant experience of all animal care staff in care for the species

|  |  |  |
| --- | --- | --- |
| **Name** | **Relevant Qualifications** | **Experience in techniques and procedures to be undertaken and the species being used** |
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**Animal Housing and Management**

**8. Description of animal holding areas**

For each species of animal, provide a short description of the animal holding areas, including information on the below.

Please provide a floor plan for the housing facility.

|  |  |
| --- | --- |
| Type of housing, including photos of the facility and the enclosures. Photos can be added below the table. |  |
| Whether housing differs for breeders and young animals growing out for supply. |  |
| Details of the size/dimensions and construction of pens, cages and containers and the number of animals held in each enclosure. |  |
| Number of enclosures on site |  |
| Minimum and maximum number of animals per cage, pen/other |  |
| Maximum number of animals that can be held. |  |
| The maximum number of animals which can be held at any time |  |
| Type of flooring |  |
| Details of whether the enclosures are on or off the floor |  |
| Type of bedding/litter provided  (if applicable) |  |
| Type of nesting material to be provided (if applicable) |  |
| Type of environmental enrichment provided |  |
| Type of shelters/hides provided |  |
| How temperature and humidity is controlled and monitored, including the temperature range that will be maintained and how recorded |  |
| Details of whether breeding animals are group or individually housed |  |
| Type of ventilation. Is the facility air conditioned? |  |
| Environmental control monitoring and alarm system if anything goes wrong |  |
| Details of cage labelling |  |
| If housed outdoors, details of shelter provided and means of protection from predators. |  |

Copy, paste and complete table for each species

**9. Details of Animal Care and Husbandry Procedures**

**9.1** Provide a short description of normal animal care, husbandry and health monitoring procedures. Please attach copies of any documented animal care and husbandry procedures. Include details, where applicable, of:

|  |  |
| --- | --- |
| Vaccination |  |
| Internal parasite control |  |
| External parasite control |  |
| Schedule and nature of health monitoring |  |
| Frequency of enclosure cleaning |  |
| Type of food provided, when and how it’s provided |  |
| How water is provided and how often is it changed |  |
| Type and amount of handling |  |
| Provision of Vitamin C (guinea pigs only) |  |

Copy, paste and complete table for each species

**9.2** How are animals identified?

|  |  |
| --- | --- |
| Species | Method(s) of identification |
|  |  |

**9.3** Detail the procedures for admission of new animals to the facility. Is there a quarantine period, health assessment, acclimation period?

|  |  |
| --- | --- |
| Species | Procedure for admission |
|  |  |

**9.4** What is the name of veterinarian or veterinary practice contacted when veterinary services are needed?

**10. Obtaining animals for research purposes**

If animals are to be obtained for use in research, please complete the following for each establishment or individual from which animals will be obtained**:**

|  |  |  |  |
| --- | --- | --- | --- |
| Species | Name of establishment or individual obtaining from (if known) | Address | Does the supplier have an Animal Supplier’s Licence for this species |
|  |  |  |  |
|  |  |  |  |

**11. Breeding Programs**

**11.1** Provide details of the breeding programs employed for each species including information on:

|  |  |
| --- | --- |
| Why is breeding undertaken? |  |
| The type of system used (e.g., harem system for mice or guinea pigs) |  |
| Age or weight of females at first joining |  |
| Age or weight of males at first joining |  |
| Male:female ratio for breeding groups |  |
| Timing/program for mating |  |
| Weaning procedure |  |
| Average time breeding animals are kept – age or number of litters |  |
| What criteria are used in making a decision to cull breeding animals? |  |
| How the breeding program is designed to meet the requirements for numbers of animals |  |
| How the breeding program is designed to avoid overproduction |  |

Copy, paste and complete table for each species

**11.2** How is the number of animals bred tailored to the number of animals required for supply?

**11.3** What happens to animals that are bred surplus to supply needs?

**11.4** What breeding records are kept? Please attach any breeding record templates.

**12. Animal Monitoring**

**12.1** Who will monitor the animals? Include names, qualifications and experience with the species being used.

|  |  |
| --- | --- |
| During weekdays? |  |
| At night (if applicable)? |  |
| During weekends and holidays? |  |

**12.2** How frequently will the animals be checked/monitored? What record of monitoring is kept? Please attach any monitoring record templates.

**13. Emergencies**

**13.1** Identify possible emergencies which might arise.

**13.2** List the procedures you have in place to deal with these emergencies.

**13.3** Who will be responsible for the management of emergencies and how will you ensure that the nominee(s) can be contacted?

**14. Fate of Animals**

**14.1** What happens to those animals that are not needed for use in research, including breeding animals that are being retired

|  |  |
| --- | --- |
| Species | Fate when not used in research, or being retired |
|  |  |
|  |  |

**14.2**  Are there procedures for rehoming animals that are not needed for use in research?

|  |  |  |
| --- | --- | --- |
| Species | Is rehoming possible? If no, why not? | Rehoming procedures |
|  |  |  |
|  |  |  |

**14.3** If animals are to be euthanased:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Species | Euthanasia Method | Where will euthanasia be carried out | Person(s) carrying out euthanasia | Qualifications and experience of person carrying out euthanasia |
|  |  |  |  |  |
|  |  |  |  |  |

**15. How are Animals Transported?**

Give details of the containers used, how many animals per container and water provision. Include whether or not the vehicle or trailer is air conditioned. List potential sources of distress and details of how potential sources of distress are minimized.

|  |  |  |
| --- | --- | --- |
| Species | Procedures for transport | Potential sources of distress and how these are minimized |
|  |  |  |

**15. Are animals to be supplied -**

(left click on appropriate boxes)

Internally for use in research

Externally for use in research

If supplying externally, please complete the below table:

|  |  |
| --- | --- |
| Species | Name of establishments or individuals where animals will be supplied (if known) |
|  |  |
|  |  |

**Declaration of Responsibilities**

I declare that the supply of animals for use in connection with animal research will conform to the NSW[*Animal Research Act 1985*](https://legislation.nsw.gov.au/view/html/inforce/current/act-1985-123) and [Animal Research Regulation 20](https://legislation.nsw.gov.au/view/html/inforce/current/sl-2021-0477/lh)21 and the general principles of the [NH&MRC Australian code for the care and use of animals for scientific purposes 8th Edition 2013](https://www.nhmrc.gov.au/about-us/publications/australian-code-care-and-use-animals-scientific-purposes). I accept responsibility for the conduct of all procedures detailed in this application and for the supervision of all personnel delegated to perform any such procedures.

I confirm that all personnel have read this application and have agreed to comply with procedures described and any conditions imposed by the Secretary’s Animal Care and Ethics Committee.

Owner(s)/ Director(s) Name: Date:

Signature:

Manager/Person in Charge (Name): Date

Signature

PRIVACY COLLECTION NOTICE

NSW Department of Primary Industry (NSW DPI), within the Department of Regional NSW (DRNSW) is collecting your personal information (name, address, email address and telephone number) for administrative purposes pursuant to the *Animal Research Act 1985*.

NSW DPI will securely store your personal information in accordance with the NSW Privacy Laws – [Privacy and Personal Information Protection Act 1998](https://legislation.nsw.gov.au/view/html/inforce/current/act-1998-133). Please note that NSW DPI may be required to disclose this information in accordance with legal obligations contained in the *Government Information (Public Access) Act 2009* or for other lawful purposes.

You can request access to your own personal information at any time. To access or amend your information email the Secretary’s Animal Care and Ethics Committee at [secretary.acec@dpi.nsw.gov.au](mailto:secretary.acec@dpi.nsw.gov.au); or write to Secretary’s Animal Care & Ethics Committee, NSW Department of Primary Industries, Locked Bag 21, Orange, NSW 2800.

For more details on our privacy obligations refer to our [Privacy Management Plan](https://www.regional.nsw.gov.au/privacy/privacy-management-plan) or contact [gipa@regional.nsw.gov.au](mailto:gipa@regional.nsw.gov.au)