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), defines an unexpected adverse incident 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 incident 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 incidents and emergencies, including alleviation of pain and distress. Alleviating unanticipated pain and distress 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 (Clause 3.1.24). When an animal dies unexpectedly, or is humanely killed due to unforeseen complications, a necropsy should be performed by a competent person (Clause 3.1.25). For further guidance and assistance contact the Animal Welfare Officer.

On occasions unexpected incidents may arise that do not impact on animal welfare but may have an impact on the experiment (unexpected, non-adverse incident). Examples may include inability to complete experiments due to equipment failures, delays in animal transport due to extreme weather, brand of consumable or reagent that was specified in the application not being available to use during the experiment. Incidents may also occur that were anticipated in the AEC application where the experimental endpoint was not reached as a result of the animal reaching a humane endpoint (expected adverse incident).

In accordance with the Code, prompt notification of all unexpected adverse incidents must be provided to the AEC in accordance with institutional and AEC policies (Clause 2.2.34 [ii]). It is a requirement of the Australian Synchrotron AEC to report all expected and unexpected animal incidents regardless of whether the incident had a negative impact on animal welfare or not. All animal incidents must be reported within 48 hours. This form must be used to report any animal incidents. Contact the AS-AEC Executive Officer for advice on completing this form.

Once complete, submit this form to the AS-AEC Executive Officer by email to aec@synchrotron.org.au.

**Complete all sections**

**All animal incidents must be reported to the Australian Synchrotron AEC within 48 hours.**

|  |
| --- |
| 1. PROJECT DETAILS |
| **AS-AEC approval #** |       |
| **Project title** |       |
| **Chief Investigator** |       |
| **Project approval period** | **Start date** |       | **End date** |       |

|  |
| --- |
| 2. ANIMAL DETAILS (Animals impacted by the incident) |
| **Species/strain** | **Sex** | **Age** | **Number of animals affected** | **Number of animals in the affected experimental cohort(s)** |
|       |       |       |       |       |
|       |       |       |       |       |

|  |
| --- |
| 3. INCIDENT DETAILS |
| **3.1** Type of incident  |
| Select one option |
| **3.2** Date of incident  |
|       |
| **3.3** Describe the incident. Include how the incident affected the animals. Where possible, include details of symptoms/signs exhibited by the animal. |
|       |
| **3.4** At what stage of the project did the incident occur? What treatment/procedures had been performed on the affected animal(s) prior to the incident? |
|       |
| **3.5** What immediate action was taken when the incident happened or was discovered (e.g. animal euthanised, AWO consulted, pain relief administered, etc.)?  |
|       |
| **3.6** Do you know why/how the incident happened? If YES, provide details. If NO, outline what is the most likely cause(s). |
|       |
| **3.7** Briefly explain the fate, health and status of any remaining animals. |
|       |
| **3.8** What investigations have taken place(e.g. necropsy, histopathology, haematology)? What were the findings? If post mortem was performed by the researcher, include photos. If an animal died and a necropsy was not done, explain why not. *Please attach a copy of any investigations to this report.* |
|       |
| **3.9** What immediate and long-term actions were/are being taken to prevent the incident from reoccurring (e.g. modification to procedure, experimental set-up, etc.)? |
|       |
| **3.10** Is there any other information or comments you would like to provide in relation to this incident? |
|       |
| **3.11** Relevant monitoring sheets must be attached to this report. Have the monitoring sheets been attached? |
| [ ]  YES [ ]  NO |

|  |
| --- |
| 4. DECLARATION BY PERSONNEL |
| **4.1** Declaration by Chief Investigator |
| Full name | Signature | Date |
|       |  |       |
| **4.2** Declaration by person completing this report (if not the Chief Investigator) |
| Full name | Signature | Date |
|       |  |       |