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UNIVERSITY
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**ANIMAL ETHICS COMMITTEE
 UNEXPECTED ADVERSE EVENT REPORT FORM**

The Australian Codeⁱ 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. Please see the [appendix](#) at the end of this document for further information about unexpected and / adverse events including definitions, examples and reporting guidelines.

| 1. Project details | |
|--------------------------------|--------------------------------|
| Protocol No: | Principal Investigator: |
| Project Title: | |
| Species involved | |
| Date of incident: | Date of report: |

| 2. Animal details | |
|---|--|
| Species (and Strain if appropriate) | |
| Number of animals involved | |
| Number of animals in the treatment group the animal belonged to | |
| Identification number(s) | |
| Location of animal(s) at the time | |

ⁱ [The Australian Code for the Care and Use of Animals for Scientific Purposes](#)

| | |
|--------------|--|
| of the event | |
|--------------|--|

| 3. | Event details |
|-----|---|
| 3.1 | Please summarize the circumstances surrounding the event, giving details of the symptoms exhibited by the animal? |
| | |
| 3.2 | 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. |
| | |
| 3.3 | What action was taken when the event happened or was discovered? (eg animal euthanased, vet called, pain relief administered and monitoring modified?) |
| | |
| 3.4 | What investigations have taken place? (eg necropsy, histopathology, haematology, microbial culture, etc). If an animal died and a necropsy was not done, explain why. |
| | |
| 3.5 | Supporting documentation (photos, references/path reports etc), please list attachments here. |
| | |
| 3.6 | Who was present at the time of the incident/event. Where trainees were involved please provide details of the person providing supervision. |
| | |

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|-----|--|
| 4.0 | Why/how do you think this even occurred? Are other animals at risk? What immediate and long term actions are being taken to prevent a recurrence? (eg modification to procedures or experimental design, housing, monitoring or researcher/student training or supervision). |
| | |
| 5.0 | Is there any other information or comment you wish to provide in relation to this event? |
| | |
| 6.0 | Have there been any previous unexpected events on this protocol? Is so please give date, number of animals affected and cause of event. |
| | |
| 7.0 | Principal Investigator Signature |
| | |

Appendix 1- Definitions, examples and reporting guidelines for UAE events.

Numbers bracketed in italics below refer to relevant sections of the *Australian Code for the Care and Use of Animals for Scientific Purposes (8th edition 2013)* (The Australian Code).

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
- unexpected events also include events with the potential to impact animal welfare such as animals being found without food or water, incorrect transportation methods etc.

Prompt action must be taken in response to unexpected adverse events and emergencies, including alleviation of pain and distress, in accordance with institutional and 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 activity, or the continuation or completion of the project or activity. If necessary, animals must be killed humanely without delay (3.1.24)

When an animal dies unexpectedly, or is humanely killed due to unforeseen complications, a necropsy and/or investigation should be performed by a competent person (3.1.25).

The Australian code also states in part that:

Investigators must provide to the AEC...prompt notification of any unexpected adverse events (2.4.34).

UOW Requirements for reporting of Unexpected Adverse Events:

- The Animal Welfare Officer (AWO) must be informed immediately (or if in the field as soon as possible) of an unexpected adverse event.
- Following the above initial notification of an Unexpected Adverse Events must be made to the AEC within two working days. This should be done via email to uow-animalethics@uow.edu.au .

- An Unexpected Adverse Events form signed by the Chief Investigator must be lodged via email to uow-animaethics@uow.edu.au within 14 days of the incident. If further information emerges after this time, it should be provided on an updated version of the same form
- For animals housed in campus facilities Unexpected events must be recorded on the Animal Monitoring system as either an unexpected death or an unexpected event. A “not ok” notification is not sufficient notification of UAE events.
- Where animals are housed in a UOW facility the Facility Manager should also be notified as soon as possible.
- Where researchers are working in remote field situations the AWO should be notified by either email or text/phone call as soon as communication service is available.