

Research Ethics and Integrity  
Animal Ethics

**EXTERNAL AGENTS INDIVIDUAL PROJECT MONITORING REPORT**

*This form is to be completed by an agent appointed to monitor a project for an investigator on behalf of an Animal Ethics Committee (AEC). An agent **MUST BE APPROVED BY THE AEC PRIOR TO APPOINTMENT** and be a suitably qualified person with substantial recent research experience in the same or closely related field. An agent must have an “arms-length” relationship to the investigator and the project. Descriptions should be as brief as possible however any deviation from the original application should be detailed. Monitoring of a project should include recorded observations of the techniques used by researchers during a typical trial. All nominated monitors must read the project outline prior to monitoring and, when completing this form, are encouraged to expand on Yes/No answers.*

**Monitoring Date:** .....

**Details of person monitoring**

Name		Qualifications	
Address		Phone	
		Email	

**Chief Investigator Details**

Name		Phone	
Address		Email	

**Project details**

Project Approval Number		Project Site	
Project Title		Address of site	
Project Approval End Date			

**Is the Project Approval still current**

Yes       No

If no, then monitoring should not take place and the AEC should be advised immediately. The nominated monitor is asked to contact UQ Research Ethics and Integrity on (07) 3365 2713 or [animal.ethics@research.uq.edu.au](mailto:animal.ethics@research.uq.edu.au).

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**Have you the monitor read the project outline and can you confirm that you are aware of the techniques and procedures being used?**

- Yes       No

If no, then monitoring should not take place. The nominated monitor is asked to contact the CI and obtain a copy of the project outline to familiarise themselves with the requirements prior to starting.

**Brief overview of project (1 paragraph in non-scientific language).**

### General facility/site information

- Animal House       Animal holding area       Aquaria       Field site  
 Other (provide details)

### Description of facility

- Purpose Built       Modified for the purpose       N/A

### Description of facility

- Very good       Good       Fair       Poor

If fair or poor, what do you believe should be done to improve the facilities?

### External facility appearance

- Video supplied       Photos supplied       Description only (provide in space below)  
(e.g. material it is constructed of, state of repair)

### Internal facility appearance

- Video supplied       Photos supplied       Description only (provide in space below)  
(e.g. material it is constructed of, state of repair, cleaning routine)

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### Primary housing of animals:

- Video supplied       Photos supplied       Description only (provide in space below)  
(e.g. Dimension of holding area, maximum stocking rates, state of repair and other specific species requirements)

### Services to the facility

- Water       Power       Air-conditioned/ventilation

### Description of emergency procedures

### Facility access

- Swipe/access card       Key       N/A

### Facility security

- Alarm       Security personnel       Surveillance cameras       N/A

### Have records of animal handling/observations been kept and are these records adequate according to Section 2.5.13 of *the Code*?

2.5.13 *Animal carers should ensure that records relating to health status and breeding performance include:*

- (i) *the source, care, supply, movement between locations and use of the animals*
- (ii) *details of all diseases in the facility*
- (iii) *the fertility, fecundity, morbidity and mortality rates of breeding colonies*
- (iv) *the health status, genetic constitution and physical environment of the animals*

- Yes       No

If no, what do you believe should be done to improve the recording keeping?

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**Have animal welfare issues and species specific behaviour been identified and addressed by the Chief Investigator?**

Yes                       No

If no, please advise what issues need to be corrected?

**Where animals are being housed/caged is the accommodation adequate for the species and do the facilities comply with Section 3.2.17 of the Code or other relevant Codes and/or Acts?**

3.2.17 *Indoor facilities should be designed and operated to:*

- (i) *control environmental factors such as air quality, temperature, humidity, light and noise within limits compatible with the health and wellbeing of the species held. Capacity for control of the microclimate by the caging systems or by the individual animals should be taken into account*
- (ii) *enable appropriate segregation of species or activities that might affect other animals held in the same facility*
- (iii) *exclude vermin*
- (iv) *limit contamination associated with the keeping of animals, and the delivery of food, water and bedding*
- (v) *prevent the entry of unauthorised people and other animals*

Yes                       No

If no, what do you believe should be done to improve the accommodation?

**Where animal restraint is used, do the techniques comply with AEC approval as described in the project application?**

Yes                       No

If no, please advise how the restraint techniques are not adequate?

**Are there procedures in place to deal with animal welfare emergencies?**

During experimentation                       Yes                       No (provide details)

Between Trials (normal husbandry)                       Yes                       No (provide details)

If no, please advise what procedures need to be implemented?

**Are there adequate research staff numbers to achieve the aims of the project?**

Yes                       No

If no, please advise how and why staffing numbers need to be amended?

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**Where animals are being housed/caged, has consideration been given to environmental enrichment?**

Yes                       No

If no, please advise why?

**Where studies are being conducted on wildlife, do these studies comply with clauses 3.3.33-3.3.46 of the Code? <https://www.nhmrc.gov.au/guidelines-publications/ea28>**

Yes                       No

If no, please advise why?

**Have there been any adverse events?**

Yes                       No

If yes provide details and dates.

**Has the project had any negative impact on:**

Any species?    Yes (provide details)                       No

Any habitat?    Yes (provide details)                       No

**Have there been any complaints from organisations/public?**

Yes (provide details)                       No

**Additional Comments** (to assist the AEC in consideration of this report any constructive comments concerning the implementation of this project is most helpful)

**Recommendations** (to assist the AEC in consideration of this report listing of any recommendations you may have to improve the welfare of the animals or scientific outcome is most helpful)

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**Declaration**

I declare that the information and details that I have provided in this report are accurate and include all details required to be known by the AEC. I understand that should it be found that inaccurate advice has been provided to the AEC, this could impact future research applications.

Signed		Date	
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