

**UNIVERSITY OF KWAZULU-NATAL ETHICS COMMITTEE
ANIMAL ETHICS SUB-COMMITTEE**

**NOTES FOR COMPLETION OF APPROVAL FOR USING ANIMALS IN TEACHING
APPLICATION FORM**

All research projects and teaching activities undertaken at the University of KwaZulu-Natal using animals, other than human subjects, must have prior approval by the University of KwaZulu-Natal Animal Ethics Sub-committee. Review of protocols is accomplished through the use of the appropriate application form and the Approved Standard Animal Procedures Booklet. The purpose of the application form is to provide information about your proposed use of regulated procedures so that the Animal Ethics Sub-committee can ensure that the use of animals is appropriate, justified and that the likely adverse effects on the animals concerned can be weighed against the benefit likely to accrue as the result of your programme of work.

The Head of each School using animals in undergraduate teaching must submit a single application (“Animal ethics teaching form”) in consultation with the relevant module convenor(s) covering all the modules using animals in that School. Once approved, protocols are renewed on an annual basis. Renewals of most continuations can be done with the short renewal form.

Before completing the form you will need to refer to the *University of KwaZulu-Natal Guide to the Care and Use of Animals in Research and Teaching* (referred to as the *Guide* in these notes and the application form) and the Approved Standard Animal Procedures Booklet (both available from the Research Office or the School representative on the Animal Ethics Sub-committee).

Your application will be treated in confidence at all stages.

NOTES BY SECTION OF APPLICATION FORM

Please insert the name of the School between the markers at the TOP of each page.

Section 2

List next to each module all the academic staff involved in that module using animals in their respective sections. Give the name of the module once and use a separate line for each academic staff member and their details.

Training level -see below.

Sections 2 and 3

All individuals using laboratory animals in research and teaching should be properly trained. The training will be provided through a series of lectures and is in three levels*. Level 1 is humane care and use of laboratory animals and is required of everyone associated with animal research and teaching. Level 2 is presented by species and includes basic handling and common procedures such as injection, bleeding and euthanasia and is needed by anyone with hands-on use of animals. Level 3 is for more specialised procedures such as surgery, containment, primate use, etc. and is needed only if individuals are doing these procedures. Academic staff and their technical support staff need level 1 and may satisfy level 2 by attending a special multiple species Supervisors/Academic staff level 2/3 session.

***Please note that training sessions are still in the planning stage and the training level required once training is in place must please be indicated. At present it is understood that academic and technical staff members with the required experience will train their own post-graduate students and demonstrators.**

In the case of projects involving studies on farm animals or field work (e.g. behavioural studies) on wild animals and birds, the training will be provided by the relevant supervisor or expert identified by the supervisor. Their level of expertise will be evident from Section 4. This type of training should be indicated as level 4 in Section 3.

Section 3

List the details of the technical support staff and the student demonstrators/tutors (or graduate assistants) by module. The names of those student demonstrators/tutors/ graduate assistants who are appointed at a later date must be submitted as soon as the information becomes available.

Section 4

Give a brief summary of the relevant experience each academic staff member has who is involved in teaching using animals. Additionally, bear in mind the following elements relevant to overseeing work on laboratory animals and engaging in such work:

- (a) ethical and legal considerations relevant to laboratory animal use;
- (b) knowledge and skills required to design, conduct and analyse scientific experiments using living animals;
- (c) knowledge of alternative and refined methods available to replace procedures on living animals.

Section 5

Aims and objectives: Please give a clear and succinct statement of the aims and objectives of using animals in each module. Explain briefly what the animals are used for in the module and what the students are expected to learn from this aspect of the module. Give attention to the skills that the students are expected to acquire. Where the aims and objectives are similar for different modules, group them together and give a collective set of aims and objectives. Justify the use of animals, showing clearly how alternatives will not be suitable to meet the aims and objectives of the module. Show that full consideration has been given to reducing the number of animals used and refining procedures to minimise suffering. Justify the number of animals, both live animals and euthanased animals (obtained e.g. from Biomedical Resource Unit, Westville campus).

Section 6

This information is required to facilitate occasional inspections by the Animal ethics sub-committee. In cases where all, or part, of the animal work is carried out at non-University of KwaZulu-Natal facilities, approval must be sought from that facility's animal ethics committee or equivalent authority. A copy of the letter of approval must be attached to this application form.

Section 7

Give details of the experimental protocols used in the practicals or other learning activities where animals are used. The relevant pages from the practical manuals may be submitted provided they contain sufficient detail (see format of Approved Standard Animal Procedures Booklet). The protocols used in student practicals will then be taken up in the Approved Standard Animal Procedures Booklet for use in subsequent application rounds.

Severity of procedure: If all the procedures are under terminal anaesthesia or on decerebrate animals then the overall severity of the project is unclassified. Otherwise a view will have to be reached as to whether the severity of the project should be assessed as mild, moderate or substantial. As far as the project is concerned, the assessment of overall severity should take account of the severity likely to be reached in all the individual procedures; the duration of that severity and the number of animals affected. Overall severity thus has qualitative and quantitative aspects and does not simply equate to the severity of the single most severe procedure.

Please send a signed hard copy (original) to Mariette Snyman, Animal Ethics, Research Office, Govan Mbeki Bldg, Westville Campus **AND** an electronic copy to animalethics@ukzn.ac.za to expedite the review process.