

**Overarching Principle and Intent**

Western Sydney University complies with the Australian Code for the Care and Use of Animals for Scientific Purposes (2013) and the New South Wales Animal Research Act (1985) and its regulations. Other policies, guidelines and codes that are complied with include those published by the Animal Research Review Panel (ARRP), NHMRC and the Office of the Gene Technology Regulator (OGTR).

**Animal Teaching and Research Related Standard**

**Operating Procedures**

**Background**

The Animal Care and Ethics Committee (ACEC) approves standard operating procedures (SOPs) relating to the care and use of animals. While reference to SOPs can help people prepare applications to the ACEC, there needs to be an orderly process for the evaluation of these procedures.

(See Code 2.2.33 -36)

**Requirements to be addressed before an SOP will be considered**

An SOP must only be referenced in an application under the following conditions:

1. The SOP must have current approval from the ACEC
2. The SOP must include in its title the date of approval or last review by the ACEC
3. Investigators named in the application must be competent to implement the SOP
4. The SOP must have been previously approved by the School or Institute
5. Any variation to an SOP must be described in the application and should be considered as a prompt for review of the SOP.

New SOPs must not be used until approved by the ACEC, and may be included with an application for consideration by the ACEC.

If an approved SOP is not reviewed by the ACEC within three years of its approval, approval for the SOP lapses, and the SOP cannot be used.

**Managing Approved SOPs**

Once the ACEC has approved an SOP, the Animal Ethics Officer will add the signature of the ACEC Chair and the date of approval. The approved SOP will be forwarded to the nominated document controller for the School or Institute for updating in the SOP library.

Approved SOPs must be made available to all relevant people, including ACEC members.

**Animal research ethics guidance documents available from REDI**

* ACEC Frequently Asked Questions
* ACEC Amendment Guidelines
* ACEC Species, Purpose and Procedure Descriptions
* Alternatives to Using Animals
* Tips for Improving the Quality of Your ACEC Application

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**Guidance on Data Storage and Retention Questions in the NEAF**