



Biosecurity Queensland Department of Agriculture & Fisheries

Guidelines for Completing the 2023 Animal Use Statistics Report

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1. Introduction

The Queensland *Animal Care and Protection Act 2001* (ACPA) requires that all persons registered with the Department of Agriculture and Fisheries (DAF) to use animals for scientific purposes are to provide an annual report (the Animal Use Statistics Report) to DAF on their animal use in the previous calendar year.

The Animal Use Statistics (AUS) Report for the 2023 calendar year must be submitted to DAF on or before **31 May 2024**.

The *Guidelines for Completing the 2023 Animal Use Statistics Report* (the Guidelines) have been prepared to assist registrants (registered persons or organisations) with completing their annual AUS Report.

1.1. Who is required to report?

The ACPA requires each registrant (person or organisation) to report their animal use from the previous calendar year to DAF.

However, a registrant's Animal Ethics Committee (AEC) may submit the AUS Report on behalf of a registrant, if they make arrangements with their AEC to submit the AUS Report, on their behalf. DAF encourages AECs to report on behalf of registrants as it avoids duplication of reporting by registrants (i.e. registrants reporting the same information to both their AEC and DAF) and reduces the regulatory burden on registrants.



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For collaborative projects, which involve multiple institutions or AECs, arrangements should be made by the lead institution or AEC to report on the animal use to DAF. Comments indicating the collaborative nature of the work including additional AECs and institutions, which were involved, and AEC activity approval numbers need to be reported in the AUS Report.

Care needs to be taken to ensure that the animals used are not reported more than once.

1.2. What information is required?

Each separate approved animal use activity or project carried out in Queensland by a registered person or organisation must be reported regardless of whether animals were used during the reporting period or not.

For long-term projects where the same animals may be used in subsequent years, the number of animals used each year must be reported.

The specific information required to be submitted is prescribed in Section 11 of the *Animal Care and Protection Regulation 2023 (ACPR)*. However, to simplify and standardise the reporting process, DAF provides a template for the AUS Report (refer to Sections 2 and 3 of the Guidelines).

1.3. Which animals need to be reported?

Animals, as defined in the ACPA, need to be reported. These include:

- Any live vertebrate including amphibians, birds, fish, mammals, reptiles. However, a human being is not an animal.
- All species of the class Cephalopoda (octopi, squid, cuttlefish and nautilus). Cephalopods were granted legal status as animals in Queensland as of 21 July 2006.
- Live pre-natal or pre-hatched creatures in the last half of gestation, e.g. a mammalian or reptilian foetus, pre-hatched avian, mammalian or reptilian young and live marsupial young. However, a human foetus is not an animal, nor are the eggs, spat, or spawn of fish.
- The remains of an animal that was killed for a scientific purpose is also considered to be an animal.

1.4. If you require assistance

If you require assistance with completing or submitting your report, please contact the Principal Veterinarian (Animal Welfare and Ethics) on (07) 3708 8813 or via e-mail at: animalethics@daf.qld.gov.au

1.5. How to report your animal use

There are two ways that a registrant's AUS Report can be submitted:

- An AUS Report - NIL REPORT; or
- An AUS Report - Microsoft Excel Workbook

Information to help you decide which method you should use for your AUS Report is provided in Sections 2 and 3 of the Guidelines.



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2. Animal Use Statistics (AUS) Report - NIL REPORT

2.1. When can you submit a NIL REPORT?

An AUS Report - NIL REPORT must be submitted by registrants who:

- Did not have any AEC approved activities/ projects in the reporting year, AND
- Did not use any animals in the reporting year.

If you did use animals or had AEC approval for an activity/ project in the reporting year, you will need to submit a full AUS Report using the Microsoft Excel Workbook format (refer to Section 3 of these guidelines).

If your animal use statistics are being compiled and submitted by your AEC, your NIL REPORT will be incorporated into their AUS Report using the Microsoft Excel Workbook format.

2.2. How to submit an AUS Report - NIL REPORT

An AUS Report - NIL REPORT can be submitted via e-mail (see Figure 1 below).

In the subject line, include the following information:

- Your registration number (i.e. the registration number from your Scientific Use Registration Certificate)
- The registrant's name (the name of the registered person as it appears on the Scientific Use Registration Certificate)
- State the reporting year (i.e. 2023) and NIL REPORT

In the body of the e-mail include the following:

- Copy and complete the statement - "On behalf of [THE REGISTRANT] (Registration Number SURXXXXXX), I am submitting a NIL REPORT of no animal use for scientific purposes for the 2023 reporting year".
- Any additional relevant comments
- Your name
- Your position in the organisation
- The name of your organisation

Please send completed NIL REPORTS by e-mail to animalethics@daf.qld.gov.au OR to your AEC if you have made arrangements with them to report on your behalf.



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3. Animal Use Statistics (AUS) Report - Microsoft Excel Workbook

The AUS Report - Microsoft Excel Workbook must be submitted by registrants or their AEC (on behalf of the registrant) when the registrant has either:

1. An AEC approved activity/ project in the reporting year; or
2. Used animals for scientific purposes in the reporting year; or
3. Both situations detailed in points 1 and 2.

Information must be submitted in the AUS Report using the Microsoft Excel Workbook format, which is available on the DAF website.

The AUS Report - Microsoft Excel Workbook is updated for each reporting year. Please do not use old versions of the Microsoft Excel Workbook

3.1. Downloading, using and submitting the Microsoft Excel Workbook (Formats 1 or 2)

1. Right click on the link for the appropriate report format and then left click on 'Open the link in new tab or new window'.
2. Open the file from the Downloads.
3. Click on the 'Enable Editing' button (at the top of the workbook).
4. Save the file as an Excel Macro-Enabled Workbook to a folder on your computer or network.

If you encounter difficulty copying the spreadsheet to your computer, please contact DAF for further assistance by sending an email to animalethics@daf.qld.gov.au

The spreadsheet consists of three (3) worksheets:

1. Registrant's Details
2. Activity Details
3. Complaints and Grievances

Use the tabs at the bottom of the screen to move between worksheets.

The 'Activity Details' and 'Complaint' worksheets have drop down lists for Animal Type, Purpose, Category of Procedure, Source of Animals, Place of Use, Duration of Approved Use and Fate of Animals and Justification to Use Animals. Either click on the down arrow in each cell or double click in the cell to bring up the drop-down lists. If macros have been enabled, double click on the cell to view the drop-down list in a larger font. Alternatively, you can type the first few letters of the animal and Excel will auto complete the entry.

Use the mouse or arrows to move to the next row to enter additional activity data. If your activity involved more than one animal type, please insert the number of each type used and the purpose and category in separate rows.

Macros may copy some of the data from the previous line that is likely to be the same for the next record (e.g. registrant and AEC data). If this copied information is not correct for your new record, simply overwrite it.

Please check the information, which you have entered. Reports requiring clarification will be returned to registrants or their AEC.



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The completed AUS Report can then be submitted electronically by attaching the file to an e-mail and sending it to animalethics@daf.qld.gov.au or their AEC. In the subject line of the e-mail include:

- Your registration number (i.e. the registration number from your Scientific Use Registration Certificate).
- The registrant's name (the name of the registered person (corporation or individual) as it appears on the Scientific Use Registration Certificate).
- State the reporting year (i.e. 2023) and Animal Use Statistics Report

e.g. Subject: (SUR000767) ABC Consulting Pty Ltd – 2023 Animal Use Statistics Report

3.2. Reporting Guidelines

The following guidelines will assist you in compiling the animal use data required for the AUS Report - Microsoft Excel Workbook.

Please note that the following information is required for each separate approved animal use activity.

3.2.1. Worksheet 1 – Registrant's Details

1. Registrant's Name

This is the name of the registered person (corporation or individual) as it appears on the Scientific Use Registration Certificate issued by DAF to the registrant.

2. Registration Number

The registration number from your Scientific Use Registration Certificate.

3. Were there any complaints or grievances relating to any approved activity or project during 2023?

- Select YES or NO from the drop-down list.
- If YES, you must provide further details on Worksheet 3: *Complaints*.
- Please include any complaints or grievances received by the registrant or AEC relating to any animal use by the registrant.

Declaration

A declaration stating that the data is true and correct (to the best of the person's knowledge). The declaration can be made by the registered person or an appropriate delegate such as the chief investigator (activity leader), AEC chairperson or Animal Welfare Officer.

WARNING: It is an offence for a person to provide false or misleading information, or to provide a false or misleading document or statement.

4. Full Name

The full name of the registered person or appropriate delegate of the registered corporation, school etc.

5. Position in the organisation

Your position within the organisation.



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6. Date

The date on which the declaration was made.

3.2.2. Worksheet 2 – Activity Details

1. Registration Number

The registration number from the Scientific Use Registration Certificate.

2. Registrant's Name

This is the name of the registered person (corporation or individual) as it appears on the Scientific Use Registration Certificate issued by DAF to the registrant.

Note: This is NOT the name of the investigator, although they may be the same for registrants that are an individual.

3. AEC

The name of the Animal Ethics Committee (AEC) that approved the animal use activity.

4. AEC Activity Approval Number

The unique approval number assigned to that activity by the AEC.

If the activity was not approved by an AEC, state "No Current Approval".

5. Animal type

The common name of the type of animal used in the approved activity.

Select the animal type from the drop-down list. **If the animal is not listed, select the 'Other animals' category and record the type of animal in the Additional Comments column.** A full list of animal type categories is provided in Attachment 1.

If more than one animal type was used in the activity, list each type of animal used in a separate row (i.e. multiple entries for the same activity each with different animal type).

6. Number of animals used (in one calendar year)

The number of each animal type actually used (not proposed) for the activity from 1 January to 31 December 2023 needs to be recorded. This also includes control animals, by-catch and non-target animals.

Animals must be counted for each project approved by an AEC, however if the same animals are used repeatedly within an activity (e.g. teaching animal handling once a week), these animals are only counted once for the year.

If the same animals are used for different approved activities in the same year (e.g. weekly handling and a separate short behavioural study), they need to be counted twice, i.e. once for each separate activity.

When the same animals are used in an approved activity over two or more calendar years, then their use must be reported for each separate year e.g. if 10 cattle were used during Oct 2023 to Feb 2024, 10 cattle must be reported in the 2023 report and the same 10 cattle must be reported again in the 2024 report – reflecting that the same number were used in both calendar years.

If animals are not used for every year of an approved project, animal numbers for each year of approval must be reported - including the year where the number of animals used equals zero. This



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can be entered into the spreadsheet using the drop-down menu on the spreadsheet to allow a nil return for an activity to be entered.

7. Purpose

Select the primary purpose for the activity from the drop-down list. An explanation of the different purposes can be found in Attachment 2.

8. Category

Select the major category of animal use from the drop-down list. An explanation of the different animal use categories can be found in Attachment 3.

If animals are subjected to different animal use categories simultaneously, you must record the animal use category with the highest animal welfare impact category for the combined activity.

For example, persons teaching the marking of calves may include branding, ear marking, tagging, vaccinating and castrating for the males. In this case, the highest animal welfare impact for the male calves would be castration. So the “surgery with recovery” category would be selected. For the female calves, the highest animal welfare impact would be branding. So the category “minor conscious intervention without anaesthesia” would be selected.

9. Activity Title

The name of the activity as approved by the AEC.



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10. Source of animals (primary and secondary)

Select from the drop-down list the most appropriate source from which the animals were obtained. If there is more than one source of animals, then complete the primary source of animals and secondary source of animals columns (see Attachment 4).

For example, if most of the animals used were purchased from a supplier. Then select the “Purchased/ obtained” option under the primary source of animals column. If some privately owned animals were also used as part of the approved project, then select the “Privately owned” option under the secondary source of animals column.

If there are more than two sources of animals, then manually record the additional sources in the “Additional comments” column.

11. Place of use

Select from the drop-down list, the appropriate place where the animals were primarily used during the approved project (see Attachment 5)

For example, if the animals were used at a school or school farm/ property, then select “School” from the drop-down list. If the animals were used at a farmer’s property, then select “Private property” from the drop-down list.

12. Duration of use

Each animal use activity or project will be approved by the AEC for a specific time period. The duration of use relates to the amount of time in the calendar year that the animals could be used.

For example, a three-year approval was given by an AEC to an investigator’s project. The approval was given in June 2023. The investigator would then select “3 – 6 months” from the drop-down list for the 2023 AUS report. Then in the 2024 AUS report, the investigator would select “10 – 12 months” from the drop-down list. In the 2025 AUS report, the investigator would select “10 – 12 months” from the drop-down list. In the 2026 AUS report, the investigator would select “3 – 6 months” from the drop-down list.

13. Fate of animals

The fate of the animals at the conclusion of the approved animal use activity or project must also be recorded (see Attachment 6).

For example, if an approved project such as a clinical trial, used a group of privately owned animals and the animals were returned to their owners. Then select “Remain with owner” from the drop-down list.



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14. Justification to use animals

The justification to use animals must also be recorded. If there are no appropriate non-animal alternatives available, then this option can be selected from the drop-down list. If there are other reasons for using animals, then select 'Other' from the drop-down list and add the detail in the Additional comments column.

15. Additional Comments

Any additional and relevant comments relating to the approved activity including any requirements the committee made under the Code in relation to the use.

For example:

- *The AEC requires animal wellbeing to be monitored and assessed daily to ensure unexpected pain and distress is alleviated (refer clause 2.4.18 (vii) – (x) of the Code).*
- *Regulatory provisions require the use of animals at this stage of drug development.*
- *Other native animal type – Flying-foxes.*
- *The activity was a cooperative project between two registered institutions. The lead Institution, institution X is reporting on the animal use. The corresponding AEC approval number is XXXX.*
- *Although the activity was approved, no animals were used as the activity didn't commence during 2022.*

3.2.3. Worksheet 3 – Complaints and Grievances

This page relates to any complaints and/or grievances received by either the registrant or the AEC from any person or source relating to any animal use activity.

Any personal information received by DAF is handled in accordance with the Information Privacy Act 2009. DAF will store, secure, use and disclose personal information pursuant to the requirements imposed. Personal information will not be disclosed to any third parties unless authorised or required by law.

1. AEC Activity Approval Number

The unique number assigned to that activity by the AEC. If the activity was not approved by an AEC, state "No Current Approval".

2. Complaint Date

The date the complaint or grievance was reported.

3. Complaint Category

The type of complaint or grievance made. Select the type of complaint or grievance from the drop-down list.

4. Source

Enter the category of person or organisation that made the complaint or grievance. There is no requirement to provide the name or address of the complainant in this report.

5. Summarise investigation findings and corrective action

Give a brief summary of:

- Any steps taken to investigate the complaint or grievance.



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- The outcome of the investigation into the complaint or grievance. Also include any disciplinary or corrective action taken to prevent a recurrence of the problem.



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Attachment 1 - Animal types

Amphibians	Amphibians
Aquatic animals	Cephalopods Fish
Birds	Exotic captive Exotic wild Native captive Native wild Poultry (stock animals) Other birds (specify type in Additional Comments)
Reptiles	Lizards Snakes Turtles and tortoises Other reptiles (specify type in Additional Comments)
Primates	Baboons Macaques Marmosets Other primates (specify type in Additional Comments)
Laboratory mammals	Ferrets Guinea pigs Hamsters Mice Rabbits Rats Other laboratory mammals (not primates) (specify type in Additional Comments)
Domestic mammals	Cats Dogs Cattle Deer Goats Horses Pigs Sheep Other domestic mammals (specify type in Additional Comments)
Exotic feral mammals	Camels Cats Cattle Goats Hares Horses Mice Pigs Rabbits Rats Wild dogs and foxes Other exotic feral mammals (specify type in Additional Comments)
Native mammals	Dasyurids Koalas Macropods Monotremes Native rats and mice



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	Possums and gliders Seals Whales and dolphins Wombats Other native mammals (specify type in Additional Comments)
Exotic zoo animals	Exotic zoo animals (specify type in Additional Comments)



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Attachment 2 – The different scientific purposes for which the animals were used

1. **The Understanding of Human or Animal Biology:** Using animals for activities that aim to increase the basic understanding of the structure, function and behaviour of animals and humans, and processes involved in physiology, biochemistry and pathology.

Examples:

- *Molecular biology studies*
- *Studies of hormone levels for reproductive physiology*

2. **The Maintenance and Improvement of Human or Animal Health and Welfare:** Activities that aim to produce improvements in the health and welfare of animals, including humans.

Examples:

- *Animals used to develop a new diagnostic test for a disease*
- *Development of a painless method of spaying cattle*
- *Developing a new vaccine for animals or humans*
- *Production of biological products such as anti-sera, hormones, and antibodies*

3. **The Improvement of Animal Management or Production:** Activities that aim to produce improvements in domestic or captive animal management or production.

Examples:

- *Developing an improved molasses/urea-based supplement for cattle*
- *Determining optimum stocking rate for a pasture*
- *Evaluation of a calcium supplement for layer hens*

4. **The Achievement of Educational Objectives:** Activities carried out for the achievement of educational objectives. The purpose of the activity is not to acquire new knowledge, rather to pass on established knowledge to others. This would include interactive or demonstration classes in methods of animal husbandry, management, examination, and treatment.

Examples:

- *Animals used by veterinary schools to teach examination procedures such as pregnancy diagnosis or artificial insemination*
- *Sheep used in shearing demonstration classes for students; Dogs used to teach animal care to TAFE students.*
- *Animals used at pre-, primary or secondary schools or colleges; Rats and toads used in schools for dissection classes*
- *Animals used in agricultural colleges or schools to teach routine husbandry procedures*

5. **Environmental Study:** Activities that aim to increase the understanding of the animal's environment or its role in it or aim to manage wild or feral populations. These will include studies to determine population levels and diversity and may involve techniques such as collection of voucher specimens, radio tracking or capture and release.

Examples:



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- *Fauna surveys for environmental impact studies*
- *Research into methods to control feral animals*



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Attachment 3 – Procedure category

Much of the animal research and teaching that is carried out will be relatively easy to categorise.

The procedure categories are intended to give some **indication of the impact, which the animal was subjected to**.

Use the brief guide and the examples given to help categorise the procedure. The guide is ONLY a guide and does not exclude otherwise unlisted procedures which you and your AEC judge to have a similar level of impact.

1. Observational Studies Involving Minor Interference

The animals are not interacted with or, where there is interaction, it would not be expected to compromise the animal's welfare any more than normal handling, feeding, etc. There is no pain or suffering involved.

Examples:

- *Observational study only such as photographing whales at close quarters*
- *Pasture studies using grazing animals*
- *Breeding or reproductive study with no detriment to the animal*
- *Feeding trial, such as Digestible Energy determination of feed in a balanced diet*
- *Behavioural study with minor environmental manipulation*
- *Teaching of normal, non-invasive husbandry such as handling, grooming, etc.*
- *Production of products, such as hormones or drugs, in milk or eggs from animals which are subject to normal husbandry procedures only*

2. Animal Unconscious without Recovery

The animal is rendered unconscious or euthanised under controlled circumstances (i.e. not in a field situation) with as little pain or distress as possible. Capture methods are not required. Any pain is minor and brief and does not require analgesia. Procedures are carried out on the unconscious animal that is then killed without regaining consciousness.

Examples:

- *No experimentation on living animals, e.g., animals killed painlessly for dissection, biochemical analysis, in vitro cell culture, tissue, or organ studies*
- *Teaching surgical techniques on live, anaesthetised animals which are not allowed to recover following the procedure*
- *Live animals euthanised for later scientific use, e.g., rats and toads for dissection*
- *Collecting blood or plasma from anaesthetised dogs prior to euthanasia*



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3. Minor Conscious Intervention without Anaesthesia

The animal is subjected to minor procedures that would normally not require anaesthesia or analgesia. Any pain is minor and analgesia usually unnecessary, although some distress may occur because of trapping or handling.

Examples:

- *Injections (not vaccination trials), blood sampling in conscious animal*
- *Minor dietary or environmental deprivation or manipulation, such as feeding nutrient-deficient diets for short periods*
- *Trapping and release as used in species impact studies, etc.*
- *Trapping and humane euthanasia for collection of specimens*
- *Stomach tubing, branding, dehorning young animals, shearing, etc.*

4. Minor Operative Procedures with Recovery

The animal may be rendered unconscious with as little pain or distress as possible. A minor procedure such as cannulation or skin biopsy is carried out and the animal is allowed to recover. Depending on the procedure, pain may be minor or moderate and post-operative analgesia may be appropriate. Field capture using chemical restraint methods is also included here.

Examples:

- *Biopsies*
- *Cannulations*
- *Sedation/anaesthesia for relocation, examination or injections/blood sampling*

5. Surgery with Recovery

The animal may be rendered unconscious with as little pain or distress as possible. A major procedure such as abdominal or orthopaedic surgery is carried out and the animal is allowed to recover. Post-operative pain is usually considerable and at a level requiring analgesia.

Examples:

- *Orthopaedic surgery*
- *Abdominal or thoracic surgery*
- *Transplant surgery*
- *Mulesing, castration without anaesthesia*

6. Minor Physiological Challenge

The animal remains conscious for some or all of the procedure. There is interference with the animal's physiological or psychological processes. The challenge may cause only a small degree of pain/distress or any pain/distress is quickly and effectively alleviated.

Examples:

- *Minor infection, minor or moderate phenotypic modification, early oncogenesis*
- *Arthritis studies with pain alleviation*



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- *Prolonged deficient diets, induction of metabolic disease*
- *Polyclonal antibody production*
- *Antiserum production*
- *Vaccination trials*

7. Major Physiological Challenge

The animal remains conscious for some or all of the procedure. There is interference with the animal's physiological or psychological processes. The challenge causes a moderate or large degree of pain/distress that is not quickly or effectively alleviated.

Examples:

- *Major infection, major phenotypic modification, oncogenesis without pain alleviation*
- *Arthritis studies with no pain alleviation, uncontrolled metabolic disease*
- *Isolation or environmental deprivation for extended periods*
- *Monoclonal antibody raising in mice*

8. Death as an end-point (not euthanasia)

This category only applies in those rare cases where the death (rather than euthanasia) of the animal is a deliberate measure of the data collection phase of the activity. Where the investigator will not intervene to kill the animal humanely before death occurs in the course of the scientific activity.

Death as an end-point **does** include:

- Lethality testing (LD50, LC50);
- Toxicity testing with death as a planned end-point without euthanasia;
- Dose rate studies for feral animal control; or
- Disease studies in which it is planned that animals will die.

Death as an end-point **does not** include:

- death by natural causes (incidental to the scientific use);
- animals which are euthanised on completion of the project;
- animals which are euthanised because of an unexpected adverse event;
- animals euthanised for dissection or for use as museum voucher specimens; or
- accidental deaths.

Where predictive signs of death have been determined and euthanasia is carried out before significant suffering occurs, they may be placed in category 6 or 7.



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Attachment 4 – Animal source categories

The categories include:

- Privately owned animals
- Purchased/obtained
- Reused/ retained
- Breeding colony
- Free living
- Pound/ refuge
- Other (please specify)

Attachment 5 – Place of use categories

The categories include:

- Private property
- Institution
- School
- Veterinary premise
- Natural habitat (terrestrial & non-terrestrial)
- Zoo/ wildlife exhibit
- Other (please specify)

Attachment 6 – Animal fate categories

The categories include:

- Rehomed
- Retained
- Euthanased/died
- Supplied to others
- Sold
- Remain with owner
- Remain free living
- Returned to habitat
- Other (please specify)

Important Note:

Under the *Animal Care and Protection Act 2001*, there are restrictions placed on lethality studies such as LD 50 tests or similar. Investigators must gain AEC approval, and then apply for approval from the DAF Director-General to carry out such tests and pay a fee before the activity can proceed. For further information please contact:

animalethics@daf.qld.gov.au



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