

Animal Welfare Ethical Review Board Standard Operating Procedures

The Management and Review of Research and Teaching Activities Involving Animals –(Non ASPA)

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Purpose

- 1.1 This Standard Operating Procedure (SOP) describes the process for gaining ethical approval from the Animal Welfare and Ethical Review Board (AWERB) to undertake research and engage in teaching activities with animals. This includes the monitoring and reporting of animal welfare.

1.0 Introduction

- 2.1 The University of Sussex (US) is committed to delivering 'transformative, high quality education and learning' and through its research seeks to 'nurture and develop research excellence wherever it is found'
- 2.2 In the UK, research and teaching activities involving animals considered to be sentient are governed by a range of legislation, including the Animals (Scientific Procedures) Act (ASPA), 1986 and, in the case of teaching veterinary students, the Veterinary Surgeons Act 1966. Compliance of research involving these species is monitored by University staff and by the Home Office through its inspectors.
- 2.3 Some animal research studies are not covered by the Animals (Scientific Procedures) Act (as amended in 2012), for example because they involve types of animal whose use is not regulated or simple behavioural observations that are not expected to cause harm. In these cases, the Home Office does not require a licence for the work. Examples of such work include:
 - Research on animals used in the production of food and drink
 - Research on animals used in the production of clothing
 - Research on animals used in the production of medicines
 - Research on animals used in the production of cosmetics
 - Research on animals used in the production of pharmaceuticals
 - Research on animals used in the production of chemicals
 - Research on animals used in the production of materials
 - Research on animals used in the production of energy
 - Research on animals used in the production of transport
 - Research on animals used in the production of entertainment
 - Research on animals used in the production of education
 - Research on animals used in the production of research
 - Research on animals used in the production of art
 - Research on animals used in the production of science
 - Research on animals used in the production of technology
 - Research on animals used in the production of culture
 - Research on animals used in the production of society
 - Research on animals used in the production of nature
 - Research on animals used in the production of life
 - Research on animals used in the production of death
 - Research on animals used in the production of everything

- 2.8 The University seeks to avoid duplicate ethics review by similar internal bodies. Studies that have both animal and human participants can be reviewed by REC or the AWERB with co-opted experienced on agreement of the AWERB and relevant REC Chair.

2.0 Roles and Responsibilities

2.1 Staff and Students

- x Staff and students should treat all animals with respect and consideration and should

- x Has oversight of non-ASPA studies
- x Monitors annual returns relating to the sourcing of animal derived materials across the University
- x Provides a forum for discussion and development of ethical advice on all matters related to animal welfare, care and use at their establishment;
- x Supports named persons, and other staff dealing with animals, on animal welfare, ethical issues and provision of appropriate training;
- x Helps promote a 'culture of care' within the establishment and, as appropriate, in the wider community

3.7 AWERB Research Group (ARG)

- Undertakes review of applications for non-ASPA studies

3.8 Research Ethics, Integrity and Governance Office (REIGO)

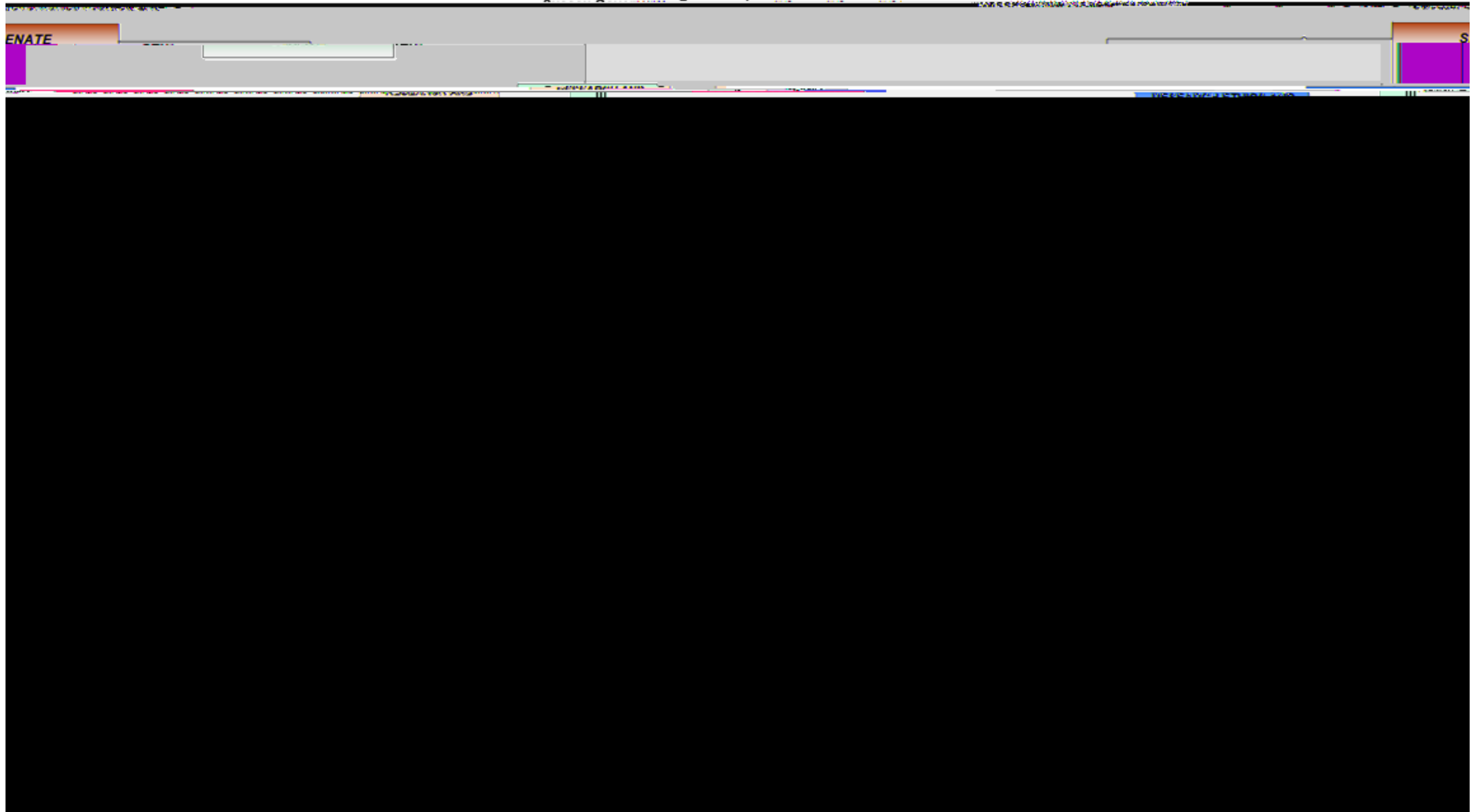
- x The REIGO will service the AWERB, ARG and related processes

4.0 Procedure

4.1 Ethical review of research and teaching activity

4.1.1 All applications for Non-ASPA research and teaching activity will be reviewed by the NACWO and NVS in the first instance on behalf of the AWERB.

4.1.2 The AWERB delegates responsibility for the review of ASPA research to the



7.0 References and sources of further guidance

RSPCA and LASA, 2015, Guiding Principles on Good Practice for Animal Welfare and Ethical Review Bodies. A report by the RSPCA Research Animals Department and LASA Education, Training and Ethics Section. (M. Jennings ed.)

http://www.lasa.co.uk/PDF/AWERB_Guiding_Principles_2015_final.pdf

Appendix A

Animal Welfare and Ethical Review Body (AWERB)

Key Role

To review all aspects of work by the University on animals, promoting best practice with respect to animal welfare and ethical review and ensuring compliance with the Animals (Scientific Procedures) Act 1986 and subsequent legislation.

Terms of Reference:

- a) to consider all proposed new applications for Project Licences, focusing on the justifications given for the use of animals and the balance between the likely harms to the animals and the expected benefits of the research;
- b) to produce and annually review standard protocols for procedures and husbandry to offer assistance to researchers applying for new Personal and Project Licences;
- c) to approve amendments to existing Project Licences and additional availabilities which have been considered by the Applications Review Group (ARG)
- d) to advise staff on matters related to animal welfare, in relation to animal acquisition, accommodation, care and use;
- e) to promote awareness of animal welfare and the 3Rs (reduction, refinement, and replacement)
- f) to provide a forum for discussion and development of ethical advice to the establishment licence holder on all matters related to animal welfare, care and use at the University;
- g) to promote the development and uptake of the 3Rs and to ensure that appropriate and up-to-date guidance and information is available wherever necessary;
- h) to follow the development and outcome of projects carried out at the University, taking into account the effects on the animals used, considering interim and retrospective reviews and assessments of all Project Licences and to continue to apply the 3Rs;
- i) to ensure that general facilities within the Biomedical Research Facility are satisfactory and that good standards of care and accommodation are achieved;
- j) to establish and regularly review the Biomedical Research Facility's managerial systems

k) to support named persons, and other staff dealing with animals, on animal welfare,

- x One representative of the Project Licence Holders;
- x One representative of the Personal Licence Holders;
- x One representative of the Biomedical Research Facility User Forum;
- x One representative from the School of Psychology;
- x One representative from BSMS.

In attendance

- x The local Home Office Inspector;
- x Research Governance Officer.

Representative members shall be appointed by the Chair for three years (renewable). Additional members may be co-opted by the Committee for particular meetings or items to ensure an appropriate range of expertise. Project Licence applicants or holders may be invited to attend relevant meetings of the Committee to answer questions about their application or ongoing licence.

Reports to:

University Research Governance and Quality Assurance Committee

AWERB ARG Composition

Membership

- x Biomedical Research Facility Manager (Chair);
- x Named Veterinary Surgeon (AWERB member);
- x Two Lay members, at least one of whom should have no responsibility under the Act (AWERB Members)
- x One representative of the Personal Licence Holders (AWERB Member);
- x One representative from the School of Psychology (AWERB Member);
- x One representative from BSMS (AWERB Member);
- x Research Governance Officer; (AWERB Member);
- x Secretary of Animal Welfare and Ethical Review Body.

The Group shall be quorate if the Chair, a Lay member and either the Named Veterinary Surgeon or representative of the Personal Licence Holders are present. Project Licence applicants or holders may be invited to attend relevant meeting of the Group to answer questions about their application or ongoing licence.

Reports to

Animal Welfare and Ethical Review Body (AWERB)

Appendix C
Non-ASPA Pre-Application Form

STRICTLY PRIVATE AND CONFIDENTIAL

NOT FOR FURTHER DISCLOSURE

ANIMAL WELFARE AND ETHICAL REVIEW BODY (AWERB)

PRE-APPLICATION TO DETERMINE FULL ETHICS APPROVAL OF A RESEARCH
PROJECT INVOLVING ANIMALS BUT NOT REQUIRING A LICENCE UNDER THE ANIMALS
(SCIENTIFIC PROCEDURES) ACT 1986

A core function of the AWERB is to assess the potential harm to animals and balance these against

(*tick as appropriate)

Is the activity exclusively lab based ^{1/2}• / exclusively field based • / both lab and field based • ?*

^{1/2}including greenhouses or indoor rooms not described as laboratories

<https://nc3rs.org.uk/arrive-guidelines>

<https://www.nc3rs.org.uk/experimental-design-assistant-eda>

Appendix D

Non-ASPA Project Application Form

STRICTLY PRIVATE AND CONFIDENTIAL

NOT FOR FURTHER DISCLOSURE

ANIMAL WELFARE AND ETHICAL REVIEW BODY (AWERB)

APPLICATION FOR THE APPROVAL OF A RESEARCH PROJECT INVOLVING ANIMALS
BUT NOT REQUIRING A LICENCE UNDER THE ANIMALS (SCIENTIFIC PROCEDURES)
ACT 1986

Guidance Note.

The University has its own Animal Welfare and Ethical Review Body (AWERB), which is a requirement for all establishments that use animals in research regulated by the Animals (Scientific Procedures) Act 1986 (ASPA). The AWERB reviews all projects involving animals from a local perspective to ensure that animal use is carefully considered and justified, and that the Three Rs of Replacement, Reduction and Refinement are fully implemented.

The AWERB also reviews and approves any proposal for research involving animals that is not regulated by the ASPA. In such cases, the AWERB will need to satisfy itself that such projects are ethically acceptable to the University, that all relevant regulations are complied with (and no procedures are inadvertently conducted without an ASPA licence), and that all potential harms to animals, however mild, are reduced to a minimum.

A core function of the AWERB is to assess the potential harms to the animals and balance these against the likely benefits of the research for each project. To do this, the AWERB requires information on what will happen to the animals during all stages of the project and what the animals are likely to experience as a result. This form has been designed to take all of the above issues into account and facilitate effective communication with the AWERB.

Prior to submission, consultation must take place with the Named Animal Care and Welfare

Name(s) and role(s) of researcher(s)	
(For student projects only)	Name(s) and role(s) of supervisor(s)
Title of research project	

- x Where applicable, summarise your achievements and previous relevant research. Explain the extent to which you achieved the stated objectives of your previous project and list publications or other significant outputs.

2. We have to carry out a harm -benefit analysis of the programme of work to assess whether the harm that would be caused is justified by the expected outcome, taking into account ethical considerations and the expected benefit to human beings, animals or the environment. Please set out the expected benefits of your programme of work; and explain why those benefits will be worthwhile.

We need to understand:

- x What data or product outputs will be generated by your programme of work
- x Who will use those outputs (e.g. your group, other researchers, the pharmaceutical industry, clinicians, patients)
- x How the outputs will be used (NB benefit might be to screen out)
- x The short -term, medium -term and long- term benefits

3. Please list the species and number of animals involved (and indicate if any of these species have any special protection / endangered status).

4. Describe how your project has considered the 3Rs Replacement, Reduction and Refinement:
5. Where will the research be carried out?
6. If your project is to take place in the wild, will the procedures impact upon any other members of their social group, or other species? If so, how will you monitor this and what steps will you take to mitigate any impact?
7. If animals are to be removed from the field, please describe housing and care including diet, group size, composition and (where appropriate) environmental enrichment.

12. (For student projects only) The supervisor should provide a brief statement in support of the application.