<table>
<thead>
<tr>
<th>STEP</th>
<th>DECISION</th>
<th>Consider</th>
<th>If the decision is:</th>
</tr>
</thead>
</table>
| 1    | You are considering conducting a scientific activity using animals.  
Is animal ethics approval required for this activity? | What categories of activities need QSAEC approval? Refer to What needs Animal Ethics Committee approval? for further information if needed. | Yes – Animal ethics approval is required for this activity.  
GO TO STEP 2  
No – Activity may be conducted without animal ethics approval but due care for the welfare of the animal/s and your obligations under the Animal Care and Protection Act 2001. Refer to Duty of care for animals for further detail. END OF PROCESS |
| 2    | Use of animals for scientific purposes is governed by the Australian code for the care and use of animals for scientific purposes (the Code). Animals can be used when evidence demonstrates the use is justified and the animals’ wellbeing is safeguarded.  
Is your use of animals justified? | Have you judged that replacing the animal use with other alternatives will not achieve your curriculum outcomes? Are you using the minimum number of animals to achieve your curriculum outcomes? | Yes – You are satisfied that the curriculum outcomes cannot be achieved entirely or in part without the use of animals.  
GO TO STEP 3  
No – Choose another activity that does not require the use of animals. END OF PROCESS |
| 3    | Can you ensure the welfare of the animals? | Have you refined the activity to reduce the impact on animals? What are your responsibilities under the Code? Refer to Duty of care for animals for further detail. | Yes – You are satisfied that negative impacts on the animals are minimised.  
GO TO STEP 4  
No – Choose another activity that does not require the use of animals. END OF PROCESS |
| 4    | Registration as a scientific user with the Department of Agriculture and Fisheries (DAF) is required before animal ethics committee approval can be sought.  
Do you have a current registration? | State Schools  
The registration number for all Queensland state schools is 102.  
Non-state Schools  
Does my diocese/governing body/college have current registration? | Yes – We have current registration as a scientific user.  
GO TO STEP 5  
No – Activity cannot be conducted. Either  
1) use a non-animal alternative. END OF PROCESS  
or 2) register with DAF as an animal user. Once finalised, GO TO STEP 5 |
| 5 | QSAEC has standard operating procedures (SOPs) in place for activities involving a range of animals. | Are your planned activities wholly or partially covered by the relevant SOP? Can I ensure that the SOP is adhered to at all times? | Yes – If your planned activities are wholly within the scope of the SOP, apply for approval from QSAEC using the application/Activity Notification Form (ANF) on the final page of the relevant SOP.  
- Complete all sections of the notification and attach any required attachments.  
- Ensure declarations have been signed by both the activity leader and principal.  
- Submit your ANF for approval by QSAEC to animal.ethics@det.qld.gov.au  
- The approval process may take up to 5 days.  
If your planned activities differ from the SOP, apply for approval from QSAEC using both the ANF and a Modification, SOP Variation or Amendment Form.  
- Follow the steps above for ANF submission and approval.  
- The variation request will be considered by the QSAEC at its next scheduled meeting.  
- The QSAEC may place conditions on your approval; request modifications to your activity, or not approve your variation. | No – Apply for approval from QSAEC using the Application to use animals for scientific purposes.  
- Complete all sections of the application, utilising species-specific information as appropriate to your activity.  
- Ensure declarations have been signed by both the activity leader and principal.  
- Submit your application for approval by QSAEC to animal.ethics@det.qld.gov.au  
- This application will be considered by the QSAEC at its next scheduled meeting.  
- The QSAEC may place conditions on your approval; request modifications to your activity, or not approve your activity. |
### ANIMAL ETHICS APPROVAL PROCESS FOR THE QUEENSLAND SCHOOLS ANIMAL ETHICS COMMITTEE (QSAEC)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>You receive your <a href="#">Response to applicant</a> to your application from the QSAEC. &lt;br&gt;Is your activity approved by the QSAEC? &lt;br&gt;&lt;br&gt;&lt;br&gt;<strong>Yes</strong> – The activity is approved as submitted. &lt;br&gt;<a href="#">GO TO STEP 7</a>&lt;br&gt;<strong>No</strong> – Satisfy whatever conditions or modifications have been requested by the committee on the <a href="#">Response to applicant</a> and provide evidence to the <a href="#">Animal Ethics Officer</a>. &lt;br&gt;<a href="#">RETURN TO STEP 5</a> &lt;br&gt;If the activity is not approved by the QSAEC, consider whether you wish to instigate a <a href="#">grievance</a> procedure. Details are provided in your QSAEC <a href="#">Response to applicant</a>. &lt;br&gt;<a href="#">END OF PROCESS</a></td>
</tr>
<tr>
<td>7.</td>
<td>Your activity is approved by the QSAEC. &lt;br&gt;You may conduct the activity until the approval expires, in accordance with all obligations under the <a href="#">Code</a> and within the Response to Applicant. &lt;br&gt;Are you fulfilling your obligations? &lt;br&gt;&lt;br&gt;&lt;br&gt;<strong>Yes</strong> – Perform the activity as described. &lt;br&gt;<a href="#">END OF APPROVAL PROCESS</a> &lt;br&gt;<strong>No</strong> – Your approval lapses and the activity cannot be conducted. &lt;br&gt;<a href="#">END OF APPROVAL PROCESS</a></td>
</tr>
</tbody>
</table>

---

Version approved: 14.7.2015