Animal Welfare Incident Report

**\* provides a report and aims to avoid a recurrence of the condition causing the event**

Instructions:

1. Prioritize animal welfare and provide immediate care.
2. Notify the designated veterinarian responsible for the animal facility immediately.
3. Report the incident to the ACUC by submitting this animal welfare incident (awi) report form. Principal investigators should collaborate with veterinarians to gather required information.
4. This form can be used to notify the ACUC before the study team or veterinarian has had time to fully investigate or resolve the issue. The CCAC must be notified by the ACUC of all CCAC reportable animal welfare incidents within 14 days, whether they are resolved or not.

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| **Reported by:** | **Position/Title:** | **Contact – Email:** |
| Click here to enter text. | Click here to enter text. | Click here to enter text. |
|  |
| **Faculty / Department:** | **PI and AUP number:** |
| Click here to enter text. | Click here to enter text. |
|  |
| **Date(s) and Time(s) over which the Incident occurred:** | **Location of the incident:** |
| Click here to enter text. | Click here to enter text. |

**Has the Attending Veterinarian been notified?** [ ]  **Yes** [ ]  **No** [ ]  **N/A**

**Has/have the Principal Investigator(s) been notified?** [ ]  **Yes** [ ]  **No** [ ]  **N/A**

**Name individuals present or involved during incident:**

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| Click here to enter text. |

**1. ANIMALS AFFECTED**

| **Species** | **Total Number of animals affected** | **Total Number of animals that were “at risk” at the time of the incident (i.e., in the affected group, cohort, cage, rack, room, tank, etc.) \*** | **Briefly describe how animals were affected (keywords: Morbidity, Mortality, Found dead, Endpoint for humane/welfare reasons, Recovered, Reached Scientific Endpoint, Humane intervention other than euthanasia, Excess animals that are euthanized at end of experiment)** |
| --- | --- | --- | --- |
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\* “At risk” – refers to animals that, during the occurrence, were facing a higher likelihood of harm or negative outcome due to specific cause factors or circumstances that contributed to the event. In cases where details are unclear, default to - the total count of animals present on-site following the established protocol at the time of the incident.

**2. DETAILS OF INCIDENT**

**a) Occurrence source – if applicable select more than one:**

[ ]  Environmental [ ]  Disease/ Pathological [ ]  Procedural [ ]  Equipment

[ ]  Human Error [ ]  Unauthorized or Untrained personnel [ ]  Non-approved activity

[ ]  Other: Click here to enter text.

**b) Chronologically describe the events leading up to the incident (if known), location, personnel involved and conditions contributing to the incident (if known). Focus on what occurred that warrants animal welfare and compliance reporting. Attach additional support documents (photos, video) in ARISE PAM Report if applicable.**

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| Click here to enter text. |

*To address the following questions, Principal Investigators should collaborate with Veterinarians. If the investigation is ongoing, some questions may remain unanswered in this report.*

**3. CORRECTIVE ACTION**

**a) Was any immediate corrective action required?** [ ]  **Yes** [ ]  **No** [ ]  **N/A**

**b) Is further action needed to address the cause? If so, please explain below. If not, what steps can be taken to investigate potential factors if the cause is uncertain? This may involve post-mortem exams, sample analysis, preliminary studies, or facility upkeep to identify causal factors, recognizing that determining the cause might not always be feasible.**

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| Click here to enter text. |

**4. POSTMORTEM RESULTS – If mortalities occurred, attach postmortem report and any supporting documentation to the PAM report. If mortalities occurred but postmortems were not done, provide a rationale for the absence of a postmortem examination.**

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| Click here to enter text. |

5. **FUTURE ACTIONS / PRECAUTIONS TO BE FOLLOWED or IMPLEMENTED – Animal care staff, the Unit Manager and/or the Director of Animal Services (the veterinarian or a designate) will be expected to provide input and collaborate with the PI to evaluate the incident and propose future actions. The final plan for resolution should be developed by consensus. Or, indicate if the investigation is not yet complete and future actions are undetermined at this time.**

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| Click here to enter text. |

I certify by submitting this form that all the information given here to be accurate and true and that all necessary actions have been taken as per the UofA Policy for Animal Care and Use Non-Compliance and Animal Care and Use Post-Approval Monitoring Procedures. I also acknowledge that this report will be filed with the applicable Animal Use Protocol.