

Massey University

CODE OF ETHICAL CONDUCT

For the Use of

Animals for Research, Testing and Teaching

Effective from 15 December 2023 to 14 December 2028

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1 Introduction / Background on the Activities of the Organisation

1.1 Organisational Activities

Animals are used at Massey University for research, testing and teaching. The scope of research includes development of fundamental knowledge, conservation and ecology, environmental management, animal science, veterinary science, and occasionally human nutritional and medical science, and production of biological agents. Teaching using animals is predominantly in the veterinary, animal science and agricultural sciences. Testing of animal and human health products for safety and effectiveness, health-promoting characteristics of nutritional products, and of products requiring evaluation of nutritional qualities is also undertaken. The range of species used includes:

3.2 Frequency of Meetings

The AEC will meet at least once per month (except January) on the annual schedule of monthly meetings

3.14 Secretarial Support

The University provides administrative support to the AEC. The Secretary receives AEC documents, prepares and circulates the agenda and meeting documents, and takes meeting minutes. Other functions include communicating with applicants and AEC members, maintaining all records, reporting annually to internal and external governing bodies, and any other duties as required to support the AEC. The Secretary

3.17.2 All members of the AEC are covered by the University's Professional Indemnity Insurance policy when carrying out their duties in relation to the AEC, subject to the policy terms, conditions, exclusions and limitations.

4 Consideration of Applications by the AEC

4.1 Criteria for Consideration

4.1.1 Before an application is submitted, careful attention should be given to the following:

- a) that the manipulation is necessary as part of an education curriculum, or
- b) that there is good reason to believe the findings will add to the scientific understanding of biological functions and behaviour or will extend the body of knowledge aimed at the improvement of the health and welfare of humans and animals or the productivity of animals or the protection of the environment, and
- c) that alternative methods such as mathematical models, audiovisual means, computer simulation and *in vitro* biological systems

repeatedly using the same animal, the results from the research, testing or teaching are not compromised

4.1.7 Animals selected for an experiment should be of an appropriate species and quality

d) Massey staff and students who are co-applicants on applications approved by other New Zealand animal ethics committees however, these staff must comply with the CEC of the host organisation, and are required to provide a copy of the signed approval by that AEC to the Massey University AEC

e) When a member of staff is on overseas leave, is attached to an overseas institution and participates in research, the responsibility for which clearly resides with the host institution. In this instance, the proposed work should be considered under the regulations pertaining to that country's laws on the use of animals in research, testing and teaching, provided that there is a mechanism in place. Notwithstanding this, the AEC requires the staff member to notify it of the type of research being undertaken and conditions pertaining to that research. If there is doubt in any particular situation, the matter should be discussed with the AEC

4.2 Impact Grading

The AEC will grade applications according to ethical cost as set out in the MPI Animal Use Statistics Guidance Document

4.3 Outcomes for Consideration

4.3.1 The AEC will either:

- a) approve an application;
- b) approve an application with additional notes for reference or adherence by the applicants;
- c) approve an application subject to making minor

4.3.4 In the case of the AEC not approving an application, the applicant may submit a revised application or appeal the decision to the AEC. In the latter situation, further justification or expert opinion in favour of the application shall be produced.

4.4 Conditions of Approval

When an application is approved, conditions may be stipulated, e.g. applicants must report outcomes to the AEC or application monitoring is required.

4.5 Maximum Approval Period

Applications for ongoing research, testing or teaching procedures must be submitted for consideration

5.1.7 Applications must be submitted to the Animal Welfare Officer by the due dates published on the Animal Ethics SharePoint, but at least twelve (12) working days prior to a scheduled meeting. Deadline dates for the provision of applications to the Secretary are similarly published and are at least seven (7) working days prior to a scheduled meeting. Late submissions may be considered by the AEC accompanied by an explanation of lateness and a valid reason for immediate consideration.

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5.4 Sick and Injured Animals

6 Animal Facilities

6.1 Management of Animal Facilities

Applicants should ensure that all animal facilities are appropriate in their design, construction, equipment, staffing and maintenance

7 Monitoring

7.1 Powers of the AEC

The AEC has the power of inspection of animals, their accommodation, and of animal health and experimental records at any time in order to satisfy itself that procedures are being properly carried out. Between meetings, this power is vested in the Chair (or, where appropriate, the Deputy Chair) or their nominee. Any member of the AEC can request access to animals or facilities at any time, subject to the approval of the Chair or Deputy Chair.

7.2 Monitoring of Applications

7.2.1 Applications will be monitored at the discretion of the AEC. Generally, the Animal Welfare Officer will undertake this role. Written reports will be provided to the AEC. On discussion of each report, any requirements of the AEC will be recorded in the AEC meeting minutes and communicated in writing to the chief applicant.

7.2.2 Both scheduled and unscheduled monitoring visits will be undertaken.

7.2.3 Where scheduled visits are undertaken, the Animal Welfare Officer will inform AEC members of the visit, giving them opportunity to attend subject to their availability. AEC members are encouraged to attend monitoring visits.

7.2.4

7.5 End of Approval Reporting

7.5.1 The AEC may request a detailed report on any approved research, testing or teaching procedure. Such reports will automatically be required for any procedures where animals fall into Categories D and E. Reports may also be requested for the purposes of educating members of the AEC (e.g. where a technique that is unknown to the AEC is being used).

7.5.2 At the conclusion of the application, the AEC will require the applicant to complete a project feedback report and provide it to the Secretary. The animal use statistics section on the online application must also be completed. The number of animals approved for use and actually used, and impact grades predicted and reported, will be compared.

7.6 Monitoring Animal Facilities

Facilities in use will be inspected routinely at least annually by the Animal Welfare Officer who will be accompanied by a member of the AEC as often as is possible but subject to member availability. Written reports from these inspections will be provided to the AEC.

8 Arrangements for External Parties to use the CEC and AEC

Parenting agreements are not permitted.

9 Compliance

9.1.1 All Acts of Parliament, regulations and laws pertaining to the obtaining, holding, possession, care and treatment of animals are to be complied with.

9.1.2 Any breaches of

if a suspected breach of the Code is detected. The Chair or the Animal Welfare Officer may be contacted in the first instance (Staff may wish to refer to the section, "Disclosure of Serious Wrongdoing Policy and Procedures (Whistleblowers)" within the Massey University Code of Responsible Research Conduct to understand the protection they are afforded by the Protected Disclosures Act 2000)

10.2 Procedural Complaints

10.2.1 Complaints of any nature about the activities of the AEC, its members or its decisions shall be notified to the Chair or the Provost as appropriate to the circumstance

10.2.2 Complaints against the Chair should be made to the Provost (or the Vice Chancellor's designated representative) or Deputy Chair.

10.2.3 The responsibility of AEC members to hold information included in applications in confidence (paragraph 8.9) does not prevent AEC members from making a complaint.

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