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| ***Qld-CoA-Stylised-2LS-mono*** | DPI Animal Ethics | Form: AE 03(A) |
| Application to Use Animals for a Scientific Purpose | |

**This form to be used for submission to a DPI Animal Ethics Committee (AEC)**

### Important Notices

The ‘Applicant’ is the entity submitting this application. For applications from Queensland Government departments, the applicant must be an individual. However, for non-Departmental entities, the applicant may be an individual or a company or an institution. Whilst an application can be lodged by an applicant on behalf of a Registered Person, the Registered Person is responsible for, and holds, the approval. The AEC approval is not transferable from one Registered Person to another Registered Person.

DPI Animal Ethics Committees (AECs) deem the applicant (as a representative of the Registered Person) to be in charge of the project and to be responsible for:

* The conduct of the project in accordance with AEC approval, the *Animal Care and Protection Act 2001*, the *Australian code for the care and use of animals for scientific purposes* (the Code)and all other relevant Commonwealth and State legislation
* The submission of all necessary reports, notices and advices as required by the AEC.

Investigators and teachers have personal responsibility for all matters related to the welfare of the animals they use and must act in accordance with all requirements of the Code. This responsibility extends throughout the animal’s involvement in activities and projects including the acquisition and transport stages. Investigators and teachers have an obligation to treat animals with respect and to consider their wellbeing as an essential factor when planning and conducting projects and activities.

**Please note that a person must not use an animal for a scientific purpose unless the person is registered or retained by a registered person. If you are not directly employed by the registered person please provide a statement from the registered person that they are willing to take responsibility for your project.**

**All pages must be submitted electronically in Word format to your AEC contact. For the last page – Section 7 Declarations – please insert a digitised signature or attach a signed PDF page.**

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| **AEC USE ONLY** | | | | |
| **Application Reference Number:** | | | **Date Assessed:** | |
| Assessment Category: | | | | |
| 🞏 Approved | | | | |
| 🞏 Approved with conditions | | | | |
| 🞏 Deferred subject to modification | | | | |
| 🞏 Not approved | | | | |
| Signature of Chair: | | | | |
| **Initials of Members:** | | | | |
| **Category A:** | **Category B:** | **Category C:** | | **Category D:** |
| **Monitoring concerns:** | | | | |

## APPLICATION SUMMARY INFORMATION

Have you and the main staff involved in the project successfully completed the ‘Using Animals in Science’ online course available through DPI? Applicants external to the department should contact the animal ethics unit to organise access to this course.

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| Name: | Completion Date: |
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### 1.1 Title of project

To be informative and concise.

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### 1.2 Registered entity details (Scientific Use Registration)

Complete **only** if the applicant is external to a government department.

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| **Name of registered entity:** |  |
| **Address:** |  |
| **Office contact details: phone and email** |  |
| **Scientific Use Registration number:** |  |

### 1.3 Applicant details.

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| **Name:** |  | | | | | |
| **Address:** |  | | | | | |
| **Relationship to Registered entity** (e.g. employee)**:** | | | |  | | |
| **Phone:** |  | **Mobile:** |  | | **E-Mail:** |  |

### 1.4 Description of animals used in project.

Put total for project here with detail in 3.3 for individual trials if required, fill out as appropriate for the species to be used. If rows are insufficient, just insert more rows in the table.

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| **Animal Type**  (e.g. Cattle, Poultry, Fish, Koalas) | Scientific and common name | Class\* | Sex | Number\*\* |
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| \* **Use either:** Prenatal, Newborn, Juvenile / Weaner / Pouch animal, Adults, Genetically Modified Organisms, others (describe)  **\*\* Total number of animals to be used for the duration of this project** (inc. control and replacement animals) | | | | |

### 1.5 Project:

Give the proposed start and end dates, of the project.

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| --- | --- | --- | --- |
| **Start date:** |  | **End date:**  (4 years max duration) |  |

### 1.6 Special Consideration

1.6.1. Does the project involve any recombinant DNA technology, infectious, toxic, radioactive, or carcinogenic agents that may be harmful to other animals or to people? If so, you must advise all personnel involved. Provide details below of such agents and their possible impact as well as appropriate licences/permits/authorities. Please note the AEC recommends all staff who are required to handle bats have been adequately vaccinated against the zoonotic Lyssa virus.

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1.6.2 Is this project a cooperative or a joint project with another institution or party? If so, name parties and explain their roles.

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1.6.3 Is AEC approval also being sought through another AEC? If so, name the other AEC and give reasons for proposal for joint approvals.

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## 2. JUSTIFICATION FOR ANIMAL USE (justification)

### 2.1 Big Picture Background

It is essential that those without technical and scientific knowledge easily understand this section. In plain, clear, and concise English (use lay language, avoid jargon and acronyms, and use a glossary if necessary) put the project into context (the big picture). In particular, write this section so that AEC members without a veterinary or scientific background can understand what has led to the current situation (including reference to earlier work or this project being part of a larger body of work), the need that exists and how this project addresses that need. Describe and where possible quantify the economic, environmental, educational and welfare benefits resulting from the project. Include maps where applicable.

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| **Glossary:** {Include here an explanation of acronyms, technical terms and all abbreviations used in any section of this application} |
| **The Big Picture:** |

### 2.2 Objectives and purpose of proposed animal use and alternatives (replacement)

2.2.1 Detail the aims and purpose of animal use

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2.2.2 Will any animals be used for teaching activities within this project? Indicate: **YES / NO**

   (Delete inappropriate response)

**If ‘Yes’** please complete and attach Form AE 03(B) to the back of this application.

2.2.3. If all or some of this project is a **repeat** of work that has been done already, provide justification for this project.

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2.2.4. Explain why you need to use live animals to achieve all or some of your aims.

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2.2.5. List alternatives to live animals that **could** be used in this project and explain why such alternatives are unsuitable for this project or list those used in conjunction with this project.

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2.2.6. Provide particular justification for the use of animals if the activities involve severe compromise to the animal’s wellbeing, and for which replacement, reduction and refinement cannot be fully applied. This justification should apply to activities where unrelieved pain and distress, including where the planned endpoints will allow severe adverse effects to occur including:

• death as the endpoint

• reuse and repeated use of animals

• prolonged restraint or confinement

• use of non-human primates

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## 3. EXPERIMENTAL DESIGN OF PROJECT (reduction/refinement)

### 3.1 Reuse of animals and/or tissues

3.1.1 Will individual animals be used more than once for a procedure, activity, or project? If yes, please justify this reuse and document recovery periods allocated between use, any pain or distress caused by subsequent activities, any potential long-term or cumulative effects and the total time over which an animal will be used. Also state if animals do, or do not, fully recover between activities.

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3.1.2 Have any of the animals proposed to be used, already been used in another project? If yes, give the name and approval number of this project (if known) and state how they were used. State why do you consider it beneficial to use these animals again rather than ‘new’ animals?

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3.1.3 Is there an opportunity to reduce any future use of animals by way of sharing animals/tissues/data with other investigators/teachers?  This may involve consultation.  What is proposed?

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### 3.2 Experimental design

3.2.1 If you propose that experimental design is not needed for the justification of this activity, (and therefore do not need to complete sections 3.2.2, 3.3 and 3.4) you must provide your reasoning here. If applicable, justify why the proposed number of animals is appropriate to achieve the aims. Activities such as wildlife surveys are required to be designed so scientifically valid information/results can be obtained. Details of your survey design are to be provided in this section.

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3.2.2 Where applicable provide details of treatments and group sizes and outline the trial design in this table. Please copy the table if more than one design is being used in the project.

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| Design type (eg Randomised, factorial, Latin square, BACI) |  |
| Number of treatments |  |
| List the treatments |  |
| Primary variable |  |
| What is the experimental unit (include the number of animals if the unit is not the individual)? |  |
| Number of replicates |  |

### 3.3 Justification for number of animals

Justify why the proposed number of animals is appropriate to achieve the aims. (Please note that the number of animals detailed in section 1.4 should equal the number of treatments x the number of animals per experimental unit x the number of replicates + any extra animals needed).

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## 3.4 Biometrician’s comments

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| BIOMETRICIAN USE ONLY | | |
| EXPERIMENTAL DESIGN CONFIRMATION | | |
| **Biometrician Name:** |  | |
| **Job Title:** |  | |
| **Organisation:** |  | |
| **Contact details:**  **Include mobile and email** |  | |
| **Please confirm this is an acceptable design. yes/no. Add any comments if required.** | | |
| **Signature:** | | **Date:** |

If you propose that input from a biometrician is not needed, you must provide your reasoning here.

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## 4. SEQUENCE OF PROCEDURES AND THEIR IMPACTS ON ANIMALS (refinement via design and monitoring)

### 4.1 Sequence of procedures

List the sequence of procedures in the project as an activity schedule or timeline, beginning when animals are allocated to the project and ending with their fate at the completion of the project. The schedule or timeline should clearly identify the timing and duration of every procedure, including the number and duration of any component phases and/or any repetitive activities.

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### 4.2 Details of procedures

In plain English give details of each procedure listed in 4.1. Use a heading for each explanation of procedure, which is the same as the procedures used in Table 4.1 Details provided should include, but need not be limited to, the following as appropriate to the application). Include images or links where applicable.

* All administered substances (name, toxicity, action, route, dose, frequency).
* All procedures carried out on animals (e.g. sampling method, frequency, amount, special housing, handling and restraint).
* How each procedure may impact negatively on the animals. If mortalities are possible, please document any possible mortality rates for each procedure.
* How any negative impacts on animals will be minimised. For wildlife studies, traps need to be monitored sufficiently to minimise adverse impacts on trapped animals.
* How the impact on animals will be monitored, assessed, and managed including method and frequency of monitoring (during and after procedures).

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4.2.1 Intervention points and humane endpoints. Please detail the criteria for intervention points and the resultant actions. If this is to include humane endpoints, please detail these here.

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4.2.2 Voucher specimens. If voucher specimens may possibly be collected, please include numbers and species (if known) and justify why any specimens may be taken. Include details of how the number of vouchers will be kept to a minimum and how the specimens will be lodged with a publicly accessible collection. Please note that animals euthanased as part of toxicological studies are not regarded as voucher specimens.

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**4.3 Management procedures differing from Code of Practice**

Will any routine husbandry or management procedures be done which are not compliant with any of the relevant Codes of Practice? If so, detail and justify.

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**4.4 Animal treatment/withdrawal and humane killing decision**

4.4.1 Detail the specific criteria, which will result in animals being treated or withdrawn from the project or humanely killed. Describe what will be done. Insert a decision tree for enacting treatment, withdrawal, or humane killing (specifying the method) in each case as applicable to this project. If humane killing involves the use of chemicals that require Health Department permits for use, please provide those permit details here.

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4.4.2 What arrangements are in place for contacting somebody who is competent and authorised to treat/withdraw animals (including humane killing) in an emergency?

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### 4.4.3 Emergency contact details. In the event of an emergency involving animal in this project, please provide after-hours contact numbers for the appropriate people.

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| **Name** | **Phone** | **Role** | **Comments** |
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### 4.5 Fate of the animals at the end of the project:

If sold give details of expected fate; if humanely killed, detail methods to be used; if to be transferred to another project, give details.

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### 4.6 Death as an End Point

If your project requires animals to die as a deliberate measure for evaluating biological or chemical processes, responses, or effects (as opposed to being humanely killed) justify this here.

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### 4.7 Animal monitoring and assessment

How will the animals be routinely monitored and assessed throughout the project, other than during specific experimental or teaching procedures? Specify the frequency and details of this monitoring and assessment and how this will be communicated to those responsible.

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### 4.8 Animal monitoring and assessment issues

If problems are identified during routine monitoring and assessment, please provide the criteria for intervention points and humane endpoints.

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## 5. ANIMAL OWNERSHIP, LOCATION, HOUSING AND MANAGEMENT (refinement via management)

## 5.1 Sources of animals

5.1.1 Name the source(s) of the animals and list any permits necessary to acquire, transport or use these animals. Please ensure you obtain all other necessary permits, licences, and approvals for these activities.

If any animals to be used in this project belong to another organisation that has its own AEC, this is to be noted here and the AEC of the other organisation needs to be notified of the intended use of the animals.

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5.1.2 If you are using wildlife for any educational (teaching/training) purposes, please respond to the questions below.

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| Yes | No | (Please click in the appropriate box – or click again to remove the cross). |
|  |  | Does the proposed activity involve the use of authorised animals on an exhibition licence or interstate exhibitors permit granted under the *Exhibited Animals Act 2015*? *If yes, please complete the next question.* |
|  |  | Are you authorised under the *Exhibited Animals Act 2015* to conduct the proposed activity?  If you are not authorised to conduct the proposed activity you will need to amend your exhibition licence or interstate exhibitors permit prior to AEC approval being granted. |

5.1.3 For privately owned animals. Please answer yes or no to each question.

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| Do you assure the AEC that all people involved in the care and use of such animals are aware of and  accept their responsibilities relating to the animals? |  |
| Do you assure the AEC that people responsible for the daily management of the animals during the project are familiar with and understand the Code, and are competent? |  |
| Have you/will you provide the owner of the animal with a document clearly stating the details and duration of the owner’s responsibilities? |  |
| Will you ensure the owner acknowledges their acceptance of these responsibilities in writing and will you provide a copy of this signed document with this application or when applicable? |  |

5.1.4 Describe transport arrangements for animals acquired for this project. (It’s your responsibility to ensure that animals being transported specifically for this project are transported in a manner that is cognisant of the species special needs and will minimise the chance of stress or injury at all stages of the transport operation. Where possible, this should involve following SCARM codes for the transport of animals).

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5.1.5 Please confirm you have no actual or potential interest, including any financial interest or other relationship or affiliation, that may affect judgements and decisions regarding the wellbeing of the animals involved in this work. If you have a possible interest in the animals which may affect your decisions regarding the animals, please detail these interests.

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## 5.2 Location of Project

Where applicable, give the name and location of sites with a contact phone. The location of the site or sites could be supplied in a map if applicable. State who will own the animals whilst they are in the project.

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### 5.3 Detail and description of Housing Facilities and/or Wildlife Management Equipment

5.3.1 Name the type of facilities (e.g. animal house, paddock, experimental pens, yards, ponds, tanks, cages, traps & nets) where the animals will be kept/held routinely and where any specific procedures will be carried out. Name any special features of the facilities or management, which could impact on the animals’ welfare (such as confinement of individuals in metabolism crates, ponds, tanks, traps, nets, etc; abnormal group size; stocking rate; biosecurity/hygiene measures used, and exposure).

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5.3.2 Give a description of each facility/piece of equipment listed in 5.3.1 (e.g. dimensions, materials, feed and water supply, environmental control, or protection shelter, bedding, hiding areas, environmental enrichment). List the relevant Codes of Practice or other approved standards that are applicable **(include actual information from the code on minimum standard).**

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5.3.3 Give details of group size and composition and stocking rate/space allocation. (Include information from Codes of Practice or other applicable standards as a comparison where applicable)

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5.3.4 If the animal facilities/equipment do not comply with the relevant Codes of Practice or other agreed standards then describe and justify.

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1. **PEOPLE & PROCEDURES INVOLVED IN PROJECT**

### 6.1 People and procedures

Provide details for each person who will be involved in the project and who will be responsible for the wellbeing of the animals during the procedures. Please note that any future change to the list of people involved in the project and/or their details requires AEC approval of the amendment. Additional rows can be added by using the “Tab” key or a separate pro forma for this purpose is availableon the Animal Ethics Ournet site or from the AEC Coordinator**.**

Any people listed in this table who are from another organisation that has its own AEC are to be reminded that they must notify their AEC of their involvement in this project.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Person’s name, location, and organisation** | **Role in Project** | **List each procedure the person may perform in the project**  (may enter ‘all in 4.1’ if appropriate) | **Relevant qualifications and experience** | **Do you assure the AEC that this person is competent to perform each listed procedure or will be supervised by a competent person?**  **(Y/N)** | **Legal basis for this person’s use of animals \***  (e.g. enter ‘2’ for staff acting in the course of their retainer) | **Name of registered person to whom this person is responsible:**  (enter name shown on Scientific User Registration Certificate) | **Registration Number and expiry date:**  (enter number shown on Scientific User Registration Certificate) |
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|  |  |  |  |  |  |  | **{Hit “Tab” key to add more rows}** |

\* Use the following numeric code to describe the legal basis on which the person is authorised to use animals for scientific purposes under the *Animal Care and Protection Act 2001* (Section 51):

1 A registered person;

2 An individual retained (i.e. employed or engaged whether or not for remuneration) by a registered person acting in the course of their retainer;

3 A student at a college, institute, school, university, or other institution that is registered and acting in the course of their studies with the institution.

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### 6.2 Routine monitoring and humane killing (including the holding of wildlife)

These are the people who will be responsible for the wellbeing of the animals by provide monitoring and care during weekdays and at weekends and holidays or while animals are held (in the case of wildlife/fish). Please ensure those indicated as authorised to treat animals comply with the Veterinary Surgeons Act 1936. If rows are insufficient, copy table to new page or a separate pro forma for this purpose is availablefrom the AEC staff. Humane killing is to be done following ANZCCART recommended or acceptable guidelines or as approved by the AEC**.**

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| --- | --- | --- | --- | --- | --- |
| **Person’s name, location and organisation.** | **Person’s contact details.** | **Indicate the procedure the person may perform**  **(Y/N)** | | **Relevant Qualifications and experience** (this section is to document the competency of the animal caring and monitoring staff) | **Do you assure the AEC that this person is competent to perform each listed procedure or will be supervised by a competent person?**  **(Y/N)** |
|  |  | Undertake routine animal monitoring |  |  |  |
| Recognise sick, injured, or moribund animals |  |
| Treat animals |  |
| Humanely kill animals |  |
|  |  | Undertake routine animal monitoring |  |  |  |
| Recognise sick, injured, or moribund animals |  |
| Treat animals |  |
| Humanely kill animals |  |
|  |  | Undertake routine animal monitoring |  |  |  |
| Recognise sick, injured, or moribund animals |  |
| Treat animals |  |
| Humanely kill animals |  |
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| Recognise sick, injured, or moribund animals |  |
| Treat animals |  |
| Humanely kill animals |  |
|  |  | Undertake routine animal monitoring |  |  |  |
| Recognise sick, injured, or moribund animals |  |
| Treat animals |  |
| Humanely kill animals |  |
|  |  | Undertake routine animal monitoring |  |  |  |
| Recognise sick, injured, or moribund animals |  |
| Treat animals |  |
| Humanely kill animals |  |

## 7. DECLARATIONS

### Title of project

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### Applicant

I, being the applicant or its duly authorised agent, assure the AEC that:

* Adequate resources will be available to undertake the project.
* I and all others involved in the project are familiar with and will comply with the requirements of the *Animal Care and Protection Act 2001*, the Australian code for the care and use of animals for scientific purposes and all other relevant Commonwealth and State legislation.
* I and all others involved in the project will adhere to all requirements of the AEC including the provision of reports, notices and advices.
* I and all others involved in the project have read, understood, and will follow, all guidelines and protocols nominated in this application.
* Neither I, nor any others involved in the project have any actual or potential interest, including any financial interest or other relationship or affiliation, that may affect judgements and decisions regarding the wellbeing of the animals involved.

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| **Name:** | **Position:** |
| **Signature:** | **Date:** |

## Person-in-Charge of Animals and/or Facilities at Departmental Site

## (complete only if the project will be conducted on a Queensland Government managed research site)

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| **Site:** |

I assure the AEC that:

* The nominated locations/facilities for the animals on this site will be available as detailed in the application.
* Staff directly responsible to me will be available to undertake the nominated tasks as detailed in the application*.*

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| **Name:** | **Position:** |
| **Signature:** | **Date:** |

**Applicant’s supervising manager** (complete only if the applicant is a Queensland Government Departmental officer)

I assure the AEC that:

* This project meets government priorities, agency objectives and is aligned to program benefits.
* Adequate resources will be available to undertake this project.
* I will notify the AEC immediately if the applicant ceases involvement with this project and will apply to amend this AEC application.

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| **Name:** | **Position:** |
| **Signature:** | **Date:** |