

**UAEC POLICY No: UP3**

**SUBJECT: Non-Return of DPI&F (Qld.) Annual Reports**

**POLICY:** Each year the DPI&F (Qld.) require that persons using animals for scientific purposes provide annual reports to them as part of the requirement under *The Animal Care and Protection Act (2001)*. The reports for work undertaken at the University of Queensland are collated and forwarded by the Animal Welfare unit. This policy outlines the procedures that should be followed if persons using animals for scientific purposes at The University of Queensland fail to provide details for inclusion in the University's report to the DPI &F.

**CONDITIONS: -**

- **Requests for information (usually initial, plus 2 follow ups but not limited to that) should be sent to users of animals for scientific purposes, as per established requirements determined by the Animal Welfare Unit for a given reporting period.**
- **If no response is provided by the end of the determined period, by a person using animals for scientific purposes,**
  - i) The Chair of the UAEC should be briefed on the situation**
  - ii) The Head of School, Director of Centre or other appropriate person should be notified of the failure of a staff/ student to comply with this request.**
- **The above notification should include all relevant details, a reminder of the consequences of non-compliance and a request for the Head of School, Director of Centre or other appropriate person to obtain the information on behalf of the Animal Welfare Unit for collation and forwarding to DPI &F.**
- **Should requested reports remain outstanding beyond the deadline for submission to DPI&F the AWUC will brief the University regarding this matter detailing the serious implications that non-compliance can have.**

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DATE

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CHAIR OF UAEC