1. **Adverse events to be reported**

1.1. Adverse events are events that have/had negative impacts on the wellbeing of animals and are not expected in the approved animal use protocols or animal caring practices. Such events include, but not limited to:

1.1.1. the observation of pain or distress greater than expected in an approved protocol;

1.1.2. death of an animal or a group of animals unexpectedly;

1.1.3. a larger number of animals than expected from the approved protocol, suffering from pain and distress;

1.1.4. power failure, outage of HVAC support, water supply, other life support systems, or consequence from the failure of other external factors that risk the wellbeing of the animals.

2. **Reporting Procedures**

2.1. Before reporting an adverse event, one must evaluate any acute risk remaining on the existing animals. Attempts should be made to eliminate the existing risk as soon as possible. If required, the attending veterinarian will be consulted.

2.2. An *Adverse Events Report Form* is filled by a person designated by the director of APCF, Principle Investigator (PI) or animal users delegated by the PI whoever appropriate.

2.3. The *Adverse Events Report Form* is submitted to D/APCF and SOs/APCF. Anyone of the members with direct conflict of interest will be exempted from the review process.
2.4. When the apparent risk on the animals is eliminated, an investigation may be conducted to propose the likely cause of the adverse event and the corresponding solution.

2.5. If required, the concerned personnel will be invited to provide further clarification, conduct further investigation, and/or to discuss on establishing improvement strategy.