

PROCEDURE FOR OBTAINING QSAEC APPROVAL

Updated July 2014

The use of egg hatching programs in schools is now a pre-approved activity for which the QSAEC has developed a standard operating procedure. This means that the application process has been made quick and easy for you, and your application should be processed as soon as it is received.

Before booking a Henny Penny Hatching unit, please read and follow the application procedure outlined below to ensure that your application is processed and approved in plenty of time for you to run your classroom hatching program. Once you have received your approval number, it will remain current for three years, or until a new Standard Operating Procedure is brought into use.

APPLICATION PROCEDURE

1. Read the **QSAEC Standard Operating Procedures for Egg Hatching**. You can access this by clicking on the link which has been provided for you under the *Information for Queensland Teachers* section of our website.
2. Check whether or not your school already has a Scientific User Registration number. If not, you will need to apply for one by downloading and completing a copy of the appropriate form by clicking on the link provided for you in the *Information for Queensland Teachers* section of our website. This form needs to be returned, by mail, to the Animal Welfare Unit of the Department of Agriculture, Fisheries and Forestry. An address is provided on the form.
3. Complete the Activity Notification form on page 12 of the **QSAEC Standard Operating Procedures for Egg Hatching** and return it to the QSAEC using the details provided on the form.