An important part of Purdue University’s program for the care and use of animals used in research, teaching, or testing, is the meaningful monitoring of procedures approved by PACUC and the monitoring of the health of the animals used under an approved protocol. In this regard, PACUC has approved a policy that a copy of approved protocols and amendments be available at or near the site where the animals are housed. This will ensure that inspection teams (PACUC, USDA, AAALAC-I) and laboratory animal veterinarians/veterinary technicians have easy and ready access should a question arise while they are visiting the facility where animals are being housed. This will also ensure that all animal care staff has sound knowledge of the procedures that are being performed on the animals so they may anticipate what health problems might occur as part of the study/course. This will allow them to distinguish such problems from naturally-occurring ones and to also alert investigator’s to any such problems when they occur.

Procedures for maintaining security of, and supplying a copy of, protocols and amendments:

1. At the time of the housing request (or animal order) from the Principal Investigator or supporting staff, the Animal Facility Supervisor should request a copy of the approved protocol. A Principal Investigator may also choose to give access to his/her protocol via the Coeus electronic system to animal facility personnel.

2. It is the responsibility of the Principal Investigator to supply a copy of the approved protocol(s) and amendment(s) to the Animal Facility Supervisor or to give access to their protocol(s) via the Coeus system.

3. If a Principal Investigator does not wish for a copy of their protocols and amendments to be available in the animal housing area or to provide access via the Coeus system, a request for exemption to this policy must be made to Lisa Snider, PACUC Administrator, in writing. The exemption request will be forwarded to the full membership of PACUC for review.

4. If provided a paper copy, all protocols and amendments must be kept in a secure, locked area. At no time are these documents to be left unsecured in the animal areas. These documents are confidential and are available only to animal care staff (not students), PACUC, and the LAP.

5. When disposing of paper copies of protocols and/or amendments when the project is completed, they must either be shredded or placed in a BLUE recycling container. These blue containers are locked and only opened by recycling personnel where the shredding will take place. These documents are not to be placed in the trashcan or in a regular recycling container.
For questions or concerns regarding this policy, please contact Lisa Snider at ldsnider@purdue.edu or 47206.