PACUC Policies/Guidelines

**NEW**—New Process for Completing Annual Continuations

**It is very important that all PIs read this information**

As you know, each year around the anniversary date of your protocol being approved, the PACUC office sends you a reminder that it is time to complete your Annual Continuation Form. Completing an Annual Continuation Form is a requirement of the Animal Welfare Act, 9 CFR 2.31 (d) (5): The IACUC shall conduct continuing reviews of activities covered by this subchapter at appropriate intervals as determined by the IACUC, but not less than annually.

Below are newly implemented steps by the PACUC office to ensure that you complete your annual review in a timely manner and that Purdue is in compliance with the Animal Welfare Act:

1. Sixty (60) days prior to the expiration date of protocols, the PACUC secretary (or designee) will send out a notice to the PI that he/she must complete the Annual Continuation Form through CoeusLite in order to maintain an active protocol.
2. Thirty (30) days prior to expiration, the PACUC secretary (or designee) will send a reminder to the PI if their Annual Continuation Form has not been completed through CoeusLite.
3. Fifteen (15) days prior to expiration, the PACUC secretary (or designee) will send a final reminder to the PI if their Annual Continuation Form has not been completed through CoeusLite.
4. The Annual Continuation Form must be received in the PACUC office not less than 3 business days prior to expiration so that PACUC has time to review it prior to the protocol expiring.
5. If the Annual Continuation Form has not been received within 3 business days of expiration or by the protocol’s expiration date,* the protocol will be deactivated by PACUC office staff on the expiration date and the PI will be sent a notice informing them of this.
6. For Annual Continuation Forms that are received by PACUC office staff and the PI wishes to deactivate the protocol by indicating this on the form, the protocol will be deactivated only after it is verified that no animals are currently being used on the protocol. Verification may be done by direct contact with the PI or animal care staff. If no animals are connected with the protocol, it may be deactivated. If animals are connected with the protocol, the PI must either keep the protocol active by completing the Annual Continuation Form or by transferring the animals onto another active protocol.
7. **No protocol may continue past its annual approval date if an Annual Continuation Form has not been completed by the PI and the form reviewed and approved by PACUC.**
PACUC Policies/Guidelines, cont.

**Revised**—Expired/Suspended Protocol Policy

- PACUC has recently revised its Expired/Suspended Protocol Policy so that it accurately reflects the Animal Welfare Act and the Guide for the Care and Use of Laboratory Animals. PACUC strongly encourages you to review this policy at the following URL: [http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/policies.php](http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/policies.php)

  The most notable revision is in regard to the statement, “No experimental procedures, data collection, or teaching activities will be allowed.” Once a protocol has expired or been suspended, absolutely no experimental procedures, data collection, or teaching activities will be allowed to be performed on any animals currently under the expired protocol. Please review the policy for complete details.


- Vertebrate Animal Use: General
- Vertebrate Animal Use: Biosafety Level Criteria I and II

- Eating, drinking, smoking, and storing food are not permitted in animal rooms. Personnel will wash their hands after handling viable cultures and animals and before leaving the animal room.

- Please refer to REM website booklet for Purdue standard practices: [http://www.purdue.edu/rem/home/booklets/bioman.pdf](http://www.purdue.edu/rem/home/booklets/bioman.pdf)
FYI for Investigators

FYI advertisement for investigators...

New extended-release buprenorphine for mice, provides 2 – 3 days of continuous analgesia with a single dose!
http://www.animalgesiclabs.com/

REMINDEERS

REMINDER—If you are injured by animal bites and or scratches please make sure you are filling out a First Report of Injury Form. These forms are found on the REM website at:
http://www.purdue.edu/rem/injury/froi.htm

All occupational injuries must be reported to REM within 24 hours of occurrence.
If an employee is injured and DOES NOT SEEK MEDICAL ATTENTION at the time of injury, it still needs to be reported. Please report the injury to a supervisor, fill out an injury report and notify REM within 24 hours of the occurrence.

If an injury with animal bites and or scratches occurs and you are seeking medical treatment, you may use any urgent care facility in Lafayette or West Lafayette according to your individual health care policy.

If you are participating in the Animal Exposure Occupational Health Program the ROCC urgent care facility is located at:

Unity Immediate Care Center
1321 Unity Place Suite B
Lafayette, IN
Phone: 765-446-1007 (call first)

IU Health Arnett Occupational Health
2600 Greenbush St
Lafayette IN
Phone: 765/448-8708 (call first)
REMINDERS

Lab Safety Reminders: Globally Harmonized System (GHS) and other laboratory helpful hints
Amy’s Lab Safety Newsletter: REM website

ANIMAL USE QUALIFICATIONS

How to Get an Animal Qualification “Q” Number

If you are, or will be an animal user at Purdue University, you are required to obtain a Q number to work hands-on with animals. This is handled through the PACUC office.

There are a few steps to this process:
Document the training you have received in the animal qualification database. The link to the instructions and to the database is: http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/forms.php. This is not done in Coeus, this is a separate database just for animal qualifications. Add the species & techniques that you have been trained to work with. Once you complete your qualification form and Save your qualifications, the form will be routed electronically to your supervisor who will need to approve it prior to the form routing to the PACUC office. The form must be received in the PACUC office so that we are assured you have successfully completed any required training directly associated with animals.

When PACUC receives notice that you have completed your training record in the Q database, you will receive an email from us with instructions and links on the web-based CITI module training. There are different modules to complete for each species, and also some PACUC required modules.

Once confirmation is received that you have successfully completed the CITI modules, you, and your supervisor, will be emailed your Q number.

If you have any questions on this process, please contact the PACUC office at lap@purdue.edu, or (765) 494-9163.
Spring 2014 Rodent Workshops!

I will be offering the following training workshops with a maximum of 5 participants in each session. (If you have any questions or special requests, please do not hesitate to contact me; 494-2521)

These hands-on workshops are designed to introduce the participant to the basic techniques in the laboratory rat and mouse. The Handling/Restraint workshop is a prerequisite for participation in injection, oral gavage, and blood collection, workshops; unless participant has had previous training and/or experience in this area. A minimum of 3 days notice is requested for cancellation.

Location for the following workshops – Meet in AHF 1155.

If you are interested in participating in a workshop, please complete the enrollment form indicating which date you would like to attend, or contact Carol Dowell at dowellc@purdue.edu or 494-2521. (If the following times do not fit your schedule or training needs, I would be happy to set up training for most any species on an individual basis.)

Registration form: L:\DOWELL\Training\Workshop\RAT Mouse\Spring 14 workshop registration.doc

1. Basics of Rodent Handling, Restraint, and Normal Behavior (Rat & Mouse)
   - 1/16/14 – Thursday 8:30 – 10:30am
   - 1/22/14 – Wednesday 8:30 – 10:30am
   - 1/24/14 – Friday 1:30 – 3:30pm
   - 1/27/14 – Monday 1:30 – 3:30pm
   - 2/4/14 – Tuesday 8:30 – 10:30pm *Mouse only
   - 2/4/14 – Tuesday 1:30 – 3:30pm *Rat only
   - 2/19/14 – Wednesday 1:30 – 3:30pm
   - 2/28/14 – Friday 8:30 – 10:30pm

2. Injections in the rat and mouse; ID, IM, SC, IP
   - 1/23/14 – Thursday 8:30 – 10:30am
   - 1/28/14 – Tuesday 1:30 – 3:30pm
   - 2/7/14 – Friday 8:30 – 10:30am
   - 2/12/14 – Wednesday 1:30 – 3:30pm
   - 2/24/14 – Monday 1:30 – 3:30pm
   - 3/12/14 – Wednesday 8:30 – 10:30am

3. Blood Collection in the Rat and Mouse
   - 1/24/14 – Friday 8:30 – 10:30am
   - 1/29/14 – Wednesday 1:30 – 3:30pm
   - 2/10/14 – Monday 1:30 – 3:30pm
   - 2/18/14 – Tuesday 8:30 – 10:30am
   - 3/13/14 – Thursday 8:30 – 10:30am
4. **Tail Vein Injection in the Lab. Rat and Mouse**
   - 1/30/14 – Thursday 8:30 – 10:30am
   - 2/11/14 – Tuesday 8:30 – 10:30am
   - 3/3/14 – Monday 1:30 – 3:30am

5. **Rodent Oral Gavage.**
   - 1/31/14 – Friday 8:30 – 10:00am
   - 1  2/28/14 – Friday 1:30 – 3:00pm
   - 2  3/13/14 – Thursday 1:30 – 3:00pm

6. **Isoflurane Gas Anesthesia**
   - 1  2/5/14 – Wednesday 8:30 – 10:30am
   - 2  2/13/14 – Thursday 8:30 – 10:30am
   - 3  2/21/14 – Friday 1:30 – 3:30pm
   - 4  3/11/14 – Tuesday 8:30 – 10:30am
   - 5

7. **Wound closure and Suturing Basics**
   - 1  1/30/14 – Thursday 1:30 – 3:30pm
   - 2  2/14/14 – Friday 8:30 – 10:30am
   - 3  3/5/14 – Wednesday 8:30 – 10:30am
   - 4

8. **Aseptic Technique / Surgical Preparation**
   - 1/29/14 – Wednesday 8:30 – 10:30am
   - 2/13/14 – Thursday 1:30 – 3:30pm
   - 3/10/14 – Monday 1:30 – 3:30pm

9. **Euthanasia / Basic Necropsy / Organ Identification**
   - 1/23/14 – Thursday 1:30 – 3:30pm
   - 2/6/14 – Thursday 8:30 – 10:30am
   - 2/17/14 – Monday 1:30 – 3:30pm
   - 3/5/14 – Wednesday 8:30 – 10:30am

10. **Orbital Sinus injection (as an alternative to tail vein injection in rats and mice).**
    - 2/25/14 – Tuesday 8:30 – 10:30am
    - 3/13/14 – Thursday 1:30 – 3:30pm

11. **Combined Techniques * (Prior experience/training in majority of courses is required)**
    This workshop is designed to incorporate all that you have learned regarding rodent handling, injections, blood collection, anesthesia, surgical prep, wound closure and euthanasia. **You should come prepared to practice specific techniques that you will be using in your research.**
    - 4/2/14 – Wednesday 8:30 – 11:30am
    - 4/3/14 – Thursday 8:30 – 11:30am
## PURDUE ANIMAL CARE AND USE COMMITTEE

Phone: 765/494-9163  
Fax: 765/496-2415

Lisa Snider, PACUC Administrator: ldsnider@purdue.edu  
Melissa Panici, PACUC Secretary: mpanici@purdue.edu  
Lori Bugher, PACUC Admin Assistant: lbugher@purdue.edu  
Carol Oteham, Occupational Health and Safety Specialist: coteham@purdue.edu

www.purdue.edu/animals

### 2014 PACUC MEETINGS

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