Adding Personnel to an Approved PACUC Protocol and the Animal Exposure Occupational Health Program

For personnel Working on Approved PACUC Protocols:

The student or employee must complete an Animal Use Qualification Form (Q form) if they will be working unsupervised with animals on an approved protocol and submit it to the PACUC office. This web page has detailed instructions on this process: http://www.purdue.edu/research/research-compliance/regulatory/care-use-of-animals/qualification-training.php

Once a Q form has been received by PACUC, the person will be asked by the PACUC office to complete a Risk Assessment Form (RA Form). Once the RA Form is received, a Risk Summary (Summary) is completed by the PACUC office detailing the risks associated with working with animals. This Summary is sent back to the person along with a Participation/Declination Form. If a student wishes to participate in the occupational health program, information is provided to them on how to make their appointment with the Regional Occupational Care Center for an exam.

The person must be added to the PI’s approved protocol via an Amendment Form. This Amendment must be reviewed and approved by PACUC before the student may work with animals unsupervised. See the next page of this newsletter for the updated amendment process.

Please contact the PACUC office if more information is needed on this process.
pacuc@purdue.edu
NEW PROTOCOL AMENDMENT PROCESS

Effective July 1, PACUC will institute a new amendment process. Instead of uploading a separate Amendment Form in Coeus each time you wish to submit an Amendment, you will actually amend the portions of the Coeus protocol that are already approved. There will no longer be a separate amendment form. Please do not begin the new process below until July 1. Any amendment submitted the “old” way after July 1, will be Rejected in Coeus and you will be asked to resubmit using the new process. Please see the instructions below on the new process.

IACUC Protocol – New Amendment

Protocol Amendments may only be created on records that are in “Active” status.

Create New Amendment

- **NOTE:** The CoeusLite Launch Page may be found at: [https://coeus.itap.purdue.edu/coeus/userAuthAction.do](https://coeus.itap.purdue.edu/coeus/userAuthAction.do)

Log into CoeusLite
Click “My IACUC Protocols”
Click the “Create New Amendment” button in bottom section of IACUC Home page
Pop up window will open with all Active protocols listed; click the protocol that you wish to Amend.

Amendment Summary

- **NOTE:** Only sections that are checked at the bottom of the Summary page can be opened in Edit.

Text Field: Enter a brief summary of what you are changing in your protocol
Check Boxes: Check the boxes of ALL the areas you are going to modify
Click “Save”

Modify Data Fields, Attachments, & Questionnaires

Protocol Details: Go to each screen that was checked on the Amendment Summary screen and make the described modifications directly to the appropriate data fields
Questionnaires: Click on any Questionnaire that was checked on the Amendment Summary screen and click “Save & Proceed” until you reach the question you want to revise. Complete the revision and repeat for each additional question to amend
Attachments: If the Add/Modify Attachments checkbox was selected on the Amendment Summary screen, amend the existing protocol attachment and add any new attachments desired.

- **IMPORTANT:** If you are modifying an existing attachment, be sure to click “Amend” to the right of the attachment you are modifying. Be sure to highlight your changes in the document before completing the Browse/Upload process so that PACUC knows what you are adding to the document.

Click “Save” on each screen
Submit to IACUC

NOTE: Submission for both Academic Approvals and PACUC review will now be done electronically through the system. Only complete the “Submit to IACUC” function when the protocol is complete and ready for review.

Click “Submit to IACUC” in the left navigation
Click “Submit for Review”
Validation Checks will automatically run. “Errors” MUST be corrected prior to submission.
“Warnings” may be corrected if desired.
Click “Ok” and complete the following fields:
Type: select “Amendment”
Review Type: select “Pending IACUC Determination”
Type Qualifier: DO NOT USE
Click “Submit”
Click “OK” in confirmation window

PI Approval

NOTE: The PI will be the first electronic Approval required. This allows for a designate to complete the record entry while ensuring the PI is aware and authorizes the submission.

If PI completed record and has “Submitted to IACUC”:
Click “Return to IACUC Protocol”
Click “Approval Routing” in the left navigation
Click “Approve”
Enter Comments and/or Attachments if desired
Click “Approve” again to complete PI Approval

If Investigator Delegate completed record and has “Submitted to IACUC:
Open record from “My IACUC Protocols” or Email Notification
Click “Protocol Details” and review submission
Click “Approval Routing” in the left navigation
Click “Approve”
Enter Comments and/or Attachments if desired
Click “Approve” again to complete PI Approval
Compassion Fatigue and Compassion Satisfaction in the Workplace

Have you ever experienced anxiety, stress, sadness or fear about working with animals in biomedical research? One of the most silent, but significant stressors in the laboratory animal profession is the grief experienced during animal morbidity, mortality or in anticipation of one or both of these events.

AALAS will present the webinar Compassion Fatigue and Compassion Satisfaction in the Workplace: Is the Cost of Caring Affecting Me?

*** FREE WEBINAR ***
Tuesday, June 16, 2015 from 1:00 – 2:30 PM.
Lilly Hall room 3102

The human-animal bond is a rich and complex relationship that exists in many forms, as by nature, humans have a fundamental tendency to develop attachments towards animals. Given that we spend a significant portion of our day working with laboratory animals, it is not surprising when strong, emotional bonds develop or when anxiety or grief over the loss of animals under our care occurs. It is important to understand that all individuals associated with animal care programs, whether direct or indirect, intermittent or continuous, may experience these feelings which can impact work performance in various ways. This webinar will explore the complex emotional experience of working in the field of laboratory animal care and will assist individuals in navigating approaches to self-care and support.

This webinar aims to help everyone to:

♦ Understand the complexity of the human-animal bond and how it can impact those working with animals in biomedical research.
♦ Understand the concepts of compassion fatigue and compassion satisfaction and how these conditions can impact our response to loss.
♦ Learn how to recognize behavioral signs of anticipatory grief, disassociation and mourning.
♦ Learn strategies for self-care.
♦ Learn strategies for supporting individuals in need.
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; 765-494-2521 or dowellc@purdue.edu)

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 all other workshops; unless participant has had previous training and/or experience in this area. A minimum of 3 days notice is requested for cancellation.

Workshops are filled on a first-come, first-serve basis! Workshops are free to personnel tied to Purdue protocols, Purdue staff/faculty. You are encouraged to participate in workshops that are directly related to techniques in your protocol. It is most helpful if participants are familiar with project/protocol prior to attending class!

REGISTRATION:
- Location for the following workshops – Meet in AHF 1155.
Please visit, [http://www.purdue.edu/research/research-compliance/regulatory/care-use-of-animals/workshops-events.php](http://www.purdue.edu/research/research-compliance/regulatory/care-use-of-animals/workshops-events.php) and select areas of training required per your protocol and register through the "Sign Up" link. (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.)

1. **Basics of Rodent Handling, Restraint, and Normal Behavior. (Rat & Mouse)**
   - 5/18/15 – Monday 1:30 – 3:30pm
   - 5/20/15 – Wednesday 8:30 – 10:30am
   - 5/26/15 - Tuesday 8:30 – 10:30am
   - 6/2/15 – Tuesday 1:30 – 3:30pm
   - 6/22/15 – Monday 1:30 – 3:30pm

2. **Injections in the rat and mouse; ID, IM, SC, IP**
   - 5/22/15 – Friday 8:30 – 10:30am
   - 5/28/15 – Thursday 1:30 – 3:30pm
   - 6/23/15 - Tuesday 8:30 – 10:30am

3. **Blood Collection in the Rat and Mouse**
   - 5/29/15 – Friday 8:30 – 10:30am
   - 6/1/15 – Monday 1:30 – 3:30pm
   - 6/23/15 – Tuesday 1:30 – 3:30pm

4. **Tail Vein Injection in the Lab. Rat and Mouse**
   - 6/3/15 – Wednesday 8:30 – 10:30am
   - 7/14/15 – Tuesday 8:30 – 10:30am

5. **Rodent Oral Gavage.**
   - 6/8/15 – Monday 1:30 – 3:30pm
   - 6/30/15 - Tuesday 8:30 – 10:30am
6. Isoflurane Gas Anesthesia

5/27/15 – Wednesday 8:30 – 10:30am
7/1/15 – Wednesday 1:30 – 3:30pm

7. Wound closure and Suturing Basics

6/9/15 - Tuesday 8:30 – 10:00am
7/6/15 – Monday 1:30 – 3:30pm

8. Orbital Sinus Injection – (As an alternative to tail vein injection)

6/9/15 – Tuesday 10:30 -11:45am
7/8/15 - Wednesday 8:30 – 10:30am

9. Aseptic Technique / Surgical Preparation

6/8/15 – Monday 9:00 – 11am
7/9/15 – Thursday 8:30 – 10:30am

10. Euthanasia / Basic Necropsy / Organ Identification

5/29/15 – Friday 1:30 – 3:30pm
6/9/15 – Tuesday 1:30 – 3:30pm
7/10/15 – Friday 8:30 – 10:30am

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.

7/16/15 – Thursday 8:30 – 11:00am
PURDUE ANIMAL CARE AND USE COMMITTEE

Administrative staff

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

Lisa Snider, PACUC Administrator: ldsnider@purdue.edu
Melissa Panici, PACUC Secretary: mpanici@purdue.edu
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Carol Oteham, Occupational Health and Safety Specialist: coteham@purdue.edu
Amy Bartlett, abartlett@purdue.edu
Animal Exposure Occupational Health and Safety Secretary

2015 PACUC MEETINGS

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