Q: I need to add study personnel to my existing protocol. How do I do that?

A: At this time, new personnel are added by an amendment form. You will need the Form 1A from the PACUC website (amendment form). Complete the form with the personnel name, Q number, and their exact duties (handling, injection, blood collection, etc.). Include which species they will be working with if you use more than one. Save this Amendment Form as a Word document. Find the protocol you want to amend in Coeus, create a new amendment in Coeus, and simply attach the form. You do not need to make any changes to the “study personnel” section. The PACUC office will do that once the amendment is approved. For speed of approval, please be sure to check the Animal Qualification database (http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/forms.php) to make sure that person is qualified to perform the assigned duties. Amendments to add personnel will NOT be approved if personnel are not qualified to perform the listed duties! Please remember to Submit and Approve the amendment in Coeus so that it will route to the PACUC office for review. For instructions on how to create an Amendment in Coeus, please refer to the following link: http://www.purdue.edu/business/coeus/IACUC_Protocols/

Q: I am having trouble adding an attachment in Coeus. Can you help?

A: All new protocols, triennial renewals, and amendments require an attachment. There are two reasons why adding an attachment may not work. First, you can only submit one attachment at a time to a protocol record. If you already have an amendment or triennial in progress (not approved), you cannot add another attachment to the same protocol record. Second, in order to add an attachment, the Add/Modify Attachment box must be checked at the bottom of the Summary page. If it is not checked, you will not be able to add an attachment.

Please contact coeushelp@purdue.edu if you need assistance with the electronic system.
NEW INFORMATION AND FORMS for Animal Exposure Occupational Health Program

The Purdue Animal Care and Use Committee (PACUC) website has updated the Occupational Health page and has current contact information and instruction for the Animal Exposure Occupational Health Program (AEOHP). The REM web page has been discontinued and all information on the program is now available by going to the PACUC web page at: http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/occhealth.php

You will find the description of the program, Risk Assessment Form and information on Zoonotic diseases associated with handling animals on campus and the farms. The AEOHP is free of charge to all full and part time employees, students and graduate students who handle animals, unfixed animal tissues, or are exposed to animal dander or body fluids on a continuing basis.

Please feel free to contact Carol Oteham by email coteham@purdue.edu, or phone 765-496-1334 if you have any questions or need more information concerning participation in the AEOHP.

REMINDER:
Check the PACUC website frequently for information/updates that may be helpful to you. The website may be found at: www.purdue.edu/animals.

You can also find back copies of this newsletter, any forms, PACUC policies and procedures, etc. at the website.

Visit often!
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 here: 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.
AAALAC-I to Visit Purdue

The Association for the Assessment and Accreditation of Laboratory Animal Care, International, or AAALAC, will be conducting its triennial program evaluation and research facility inspections at Purdue this fall (Sept-Oct-Nov 2013). AAALAC is an independent organization that reviews and accredits laboratory animal care and use programs using the standards derived from the *Guide for the Care and Use of Laboratory Animals*, the *Guide for the Care and Use of Agricultural Animals* and other published standards and regulations. Through voluntary AAALAC accreditation, participating institutions are able to assure they meet the standards for animal care required by the agencies such as the USDA, the Public Health Service and the National Institutes of Health. AAALAC accreditation is the gold standard for the humane care and use of animals in research and teaching. Purdue became fully accredited in 2006 and the continuation of this important recognition validates investigator and institutional commitment to a quality animal care and use program.

During the one-week long visit, AAALAC site visitors will visit and evaluate areas where animals are housed and used including individual investigator laboratories where animals might be taken for a procedure, euthanasia, etc.

In preparation for a possible visit to your laboratory or your contact with a member of the site visit team in the animal facility, it is prudent to be aware of the following:

Are all members of your laboratory (faculty, staff, and student)
- Familiar with the approved PACUC protocol (e.g., have read/know where a copy is located and the procedures that have been approved by the PACUC)?
- Familiar with the point at which an animal on protocol should be euthanized?
- Aware of how to report animal welfare concerns?
- Aware of how to seek veterinary care for animals?
- Aware of the Animal Exposure Occupational Health Program for individuals with animal contact & completed a Risk Assessment?
- Aware of the PACUC policy on training? Are records maintained as needed to comply with this policy?
- Aware of the PACUC policy regarding transport of animals?
- Aware of PACUC animal policies in general as posted on the PACUC website?
  - [http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/policies.php](http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/policies.php)

Things to do to prepare:
- Keep your laboratory neat and organized – this says a great deal about the lab. Spruce up but don’t shut down.

Continued on next page...
AAALAC-I to Visit Purdue

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- Have all drugs / substances being used with animals been checked for expiration date and discarded if expired (or physically segregated from non-expired drugs if a controlled substance)?

- If applicable and if active animal research is ongoing, are the anesthetic and analgesic agents listed in the protocol readily available?

- Recall that surgical records are required for all species, including rodents. These records are to include information on the administration of anesthetics, fluids and any drugs; type of procedure; intra-operative monitoring, post-operative recovery observations and treatment, including administration of analgesics and antibiotics; daily monitoring of the animal and incision healing; and the initials of the individual performing these tasks. All medications, including the name, dose, route, and time of administration should also be recorded.

The PACUC policy and sample Post-Operative Monitoring Records that you and your laboratory staff need to be familiar with are available at the PACUC website.

If you need assistance with or have questions concerning any of the above areas, please do not hesitate to contact the PACUC/LAP office at 4-9163.

Once the dates for the site visit are determined (September-October- November 2013), PACUC/LAP will plan to disseminate this information widely. Knowledgeable research personnel are encouraged to be available during the AAALAC visit to discuss the scientific objectives of their animal use projects.

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**Purdue Animal Care and Use Committee**

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**Administrative Staff:**

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**REMINDER:**

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**PACUC MEETINGS FOR 2013**

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