New PACUC Policies

"USE OF THE PURDUE LABORATORY ANIMAL PROGRAM (LAP) ANIMAL HOLDING PROTOCOL"

The possibility exists that a protocol can become inactive (e.g., protocol approval expires due to lack of timely annual or triennial renewal or the protocol is suspended), but animals remain in an animal facility. In order to avoid euthanasia of such animals, and to remain in compliance with regulatory requirements, the Purdue Animal Care and Use Committee (PACUC) will allow transfer of such animals to the LAP Animal Holding Protocol for a maximum of 60 days. During this time, the investigator of the inactive protocol must take the necessary actions to gain re-approval of the animal use protocol. Failure to gain re-approval will result in permanent forfeiture of the animals.

When animals are assigned to the Animal Holding Protocol, the oversight of the animals will be the responsibility of the Attending Veterinarian or LAP veterinary staff designee. During the time animals are assigned to the Animal Holding Protocol, the animals will be provided routine care. Only procedures necessary to maintain the health and well-being of the animals will continue. Examples might include ongoing post-operative care, chronic catheter maintenance, administration of insulin, etc., that is performed by the research staff. No experimental or teaching procedures will be permitted. Such procedures include but are not limited to: data collection, sample collection, surgery, administering substances, training/performance of tasks, etc. Special diets will not be continued unless necessary for the well-being of the animals. Any animal housing related charges will continue to be the responsibility of the Principal Investigator.

PROCEDURES
The day a protocol approval expires or is suspended, notice from the PACUC office will be provided to the Principal
Investigator informing the individual that their protocol has expired/been suspended.

If there are still animals on that protocol, the location, species, and number of animals will be determined and the information provided to the Attending Veterinarian or LAP veterinary staff designee.

The animals will be transferred to the LAP Animal Holding Protocol by the PACUC using the Animal Transfer Form 9.

The PACUC Chairman or Administrator will notify the Principal Investigator, all personnel listed on the protocol, the Department Head and the Institutional Official (Purdue Vice President for Research) of the expiration or suspension, transfer of animals, and the fact that no procedures associated with the original protocol will be allowed. The Principal Investigator will be required to submit a new protocol and informed of the 60 day animal holding time limit.

The animals will continue to be provided routine husbandry and remain in their assigned animal housing room. The room door and caging where the animals are housed will be identified and posted stating no research or teaching associated activities are to be conducted. While assigned to the Animal Holding Protocol, medical treatment and/or euthanasia will be at the discretion of the Attending Veterinarian or LAP veterinary staff designee.

The expired protocol and transfer documentation will be presented to the PACUC at the next regularly scheduled meeting.

If the three-year approval period has expired and the teaching or research associated with the expired protocol has continued or if the protocol has been suspended, the PACUC is required to report this fact to the Office of Laboratory Animal Welfare (OLAW) and the USDA (if applicable).

Upon PACUC approval of the new protocol, the animals will be transferred back to the Principal Investigator's protocol and research or teaching activities may resume. If the protocol is not reinstated, the LAP veterinary staff and PACUC will make the decision as to the final disposition of the animals.

Please keep this new PACUC Policy in mind. Do not allow your approval period on your protocol application(s) to expire and perform your research and teaching procedures within the parameters that you were approved to maintain compliance.

For questions on this new policy, please contact Lisa Snider at ldsnider@purdue.edu or 47206.

"PACUC TRAINING POLICY"

GOVERNING FRAMEWORK

Five sources guide Purdue’s training programs:

(1) Animal Welfare Act
(2) Animal Welfare Regulations - including Policy 3: Veterinary Care (see link below)
(3) The Guide for the Care and Use of Laboratory Animals
(4) The Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching
(5) The PHS Policy on Humane Care and Use of Laboratory Animals

REQUIRED ELEMENTS FOR TRAINING:
The Principal Investigator or Supervisor is responsible for ensuring that everyone under his or her direction who works with animals is adequately trained and fulfills the following requirements. Those who must be properly trained include:
- Principal Investigators and Supervisors
- Research Staff
- Animal Care Staff
- Graduate students
- Undergraduate employees
- Students working with animals under the auspices of a course or research protocol with PACUC approval (including independent research courses)

Purdue personnel must
1. Complete the PACUC Orientation Program.
   If taking the orientation on-line, the individual must have a 100% passing grade. The online orientation session link is below. The password to enter the orientation is "pass" without the quotation marks. 
   http://www.purdue.edu/research/vpr/compliance/animals/onlineorientation.shtml. To complete a live orientation session, contact the PACUC office at ldnsider@purdue.edu.

2. Examine Website Materials on Occupational Health and Safety Training
   The URL for the website is: http://www.purdue.edu/research/vpr/compliance/animals/occhealth.shtml. Personnel may participate in the Occupational Health and Safety Program for Individuals with Laboratory Animal Exposure and they must fill out the Participation/Declination form regardless of whether or not they choose to participate in the program.

3. Satisfy REM's Requirements for the Handling of Controlled Substances, if applicable. See http://www.purdue.edu/rem/eh/DEA.htm

4. Be informed (where applicable) about the provision of veterinary care, keeping health records, handling of expired medical materials, or handling of pharmaceutical-grade compounds
   - Program of Veterinary Care - See the PACUC guidelines on the Provision of Veterinary Care - http://www.purdue.edu/research/vpr/compliance/animals/docs/vetcare2.pdf
   - Keeping Health Records - See the PACUC Policy on Required
Veterinary Medical Record Keeping for Research and Teaching Animals –
http://www.purdue.edu/research/vpr/compliance/animals/forms/policy2.pdf

• Handling of Expired Medical Materials - See Policy 3, Veterinary Care -

• Handling of Pharmaceutical-Grade Compounds in Research - See Policy 3, Veterinary Care -

Before working independently on procedures requiring further expertise, Purdue personnel must

5. Be Certified as Qualified on a PACUC Qualification Form

An individual must have species-specific expertise for the animal being handled. For protocols involving wild organisms, training can be done with the same species as listed in the protocol or with a closely related species. The individual must also be able to perform independently the procedures that are necessary to fulfill their role as outlined in the approved PACUC protocol.

Among the procedures that require the submission of a Qualification Form are:

- Blood collection
- Injections
- Oral gavage
- Surgery, including
  - Aseptic Technique
  - Anesthesia and Analgesia
  - Suture Techniques
- Pre- and Post-Procedural Care
- Euthanasia

Qualified individuals must either be trained or have antecedent expertise.

Training may be provided either by the LAP office, or by another individual who has a completed PACUC Qualification Form on file for that specific species and technique, or by an off-campus individual who has the necessary qualifications to provide the training.

If someone other than an LAP staff member trains the person, individual training documentation must be completed and filed with the employee's supervisor for each item submitted on the PACUC Qualification form.

Training should be hands-on with the relevant species as listed in the approved PACUC protocol.

Attached is an example of a Hands-On Training Form that may be used for training documentation. This form may be modified as needed by the PI/Supervisor to suit their individual training needs.
Antecedent expertise should be documented by an abbreviated CV that describes relevant professional degrees, licenses, certification, and experience in protocol related procedures. Publications may be listed if appropriate to the protocol related procedures.

Visiting Researchers and Research Staff who will be working on procedures for which Purdue normally requires a Qualification Form must submit a Training Exemption Request (attached) at least one week in advance of arrival. This request may be sent to the PACUC office by email pacuc@purdue.edu or fax (765) 496-2415.

Instructor Responsibilities
Instructors must notify all students attending courses in which they may be exposed to animals of all risks associated with that species. Some, though not all, information about such risks can be found on the Purdue Occupational Health link – http://www.purdue.edu/research/vpr/compliance/animals/occhealth.shtml

Training Programs
Training programs are available through LAP and may be used by anyone using or caring for animals used in research or teaching. These include:
- Brown Bag Seminars - monthly voluntary training with topics that are of interest to the animal care and research staff
- PACUC Newsletter - quarterly informational training provided to all personnel who use animals on campus.
- AALAS Training Courses - provided by Laboratory Animal Program on a rotating basis for all levels (i.e. ALAT, LAT, LATG, and CMAR)
- Hands-on sessions - These courses cover handling, restraint, behaviors, injection and blood collection techniques. These sessions will be documented using the Hands-On training form. Species covered may include mice, rats, rabbits, and other species depending on availability of transfer from another approved protocol

Specialized training in farm techniques, wildlife training, particular research procedures, etc. is available through LAP as needed.

For specific questions regarding this Training Policy, please contact Susan Cutter, Training Coordinator, at scutter@purdue.edu.

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Fall 2005 PACUC Activities

"PACUC Meeting Dates"

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Deadline Date for Protocol Submission</th>
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<tbody>
<tr>
<td>September 14</td>
<td>August 24 @ 5:00 p</td>
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<tr>
<td>October 19</td>
<td>Sept. 28 @ 5:00 p</td>
</tr>
<tr>
<td>November 16</td>
<td>Oct. 26 @ 5:00 p</td>
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<tr>
<td>December 21</td>
<td>Nov. 23 @ 5:00 p</td>
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“PACUC Orientation Programs for Vertebrate Animal Users”

The orientation program for new faculty, staff, and students, who will be using vertebrate animals in research, teaching, and/or testing, will be held on the following dates during the fall semester:

Tuesday, September 6, 1:30-3:00 p.m. in STEW 218A.
Tuesday, October 4, 1:30-3:00 p.m. in STEW 218A.
Tuesday, November 1, 1:30-3:00 p.m. in STEW 218A.
Tuesday, December 6, 1:30-3:00 p.m. in STEW 218A.

Attendance at one of these sessions is mandatory for personnel (faculty, staff, students) who wish to initiate work with vertebrate animals at Purdue University. Personnel will not be approved to work with animals until such time that they have attended one of these meetings or completed the program on-line. The on-line program may be accessed by going to the following URL:


The password to enter is "pass" (without the quotation marks).

This program presented by staff of the Purdue Animal Care and Use Committee and the Laboratory Animal Program is designed to introduce you to the Purdue system for maintaining regulatory compliance with federal and University guidelines and ensuring humane care and use of animals.

Registration is required to attend one of the “live” sessions and may be done via e-mail to Lisa Snider at ldsnider@purdue.edu.

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Animal Order Approval

When ordering animals for approved protocols, ARIBA is the preferred method. Occasionally, however, animal orders are not able to be placed through ARIBA (i.e., the vendor may not be in the ARIBA system). In order to obtain approval for these orders, the individual requesting animals must contact LAP via e-mail at lap@purdue.edu. Please do not send an email directly to an LAP staff member. The e-mail must include:

1. “Animal Order” as subject
2. Requesters name, phone number, and valid email address
3. Valid, current, approved PACUC number
4. PI’s name, if different from requester
5. Number of animals being requested
6. Species and strain/breed of animals
7. Where animals will be purchased from
8. Date requested by

If animals are being purchased from the Biology Breeding Colony, a valid account number is also required, and Signe Hobaugh (signe@purdue.edu) or Polly Burkhardt (burkharp@purdue.edu) must give approval prior to contacting LAP.
When the order is submitted to LAP, Signe or Polly must be cc’d, indicating to LAP that Biology has these mice in house available for purchase. The order is not completely approved until BOTH Biology (approves numbers are available for purchase) and LAP (approves numbers on protocol are sufficient) have given approval. If you have any questions for LAP regarding ordering, feel free to contact Mandy Riley or Summer Boyd at 62886. Questions regarding the Biology Breeding Colony can be directed to Signe or Polly at 48209.

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**TRAINING TRENCHES**

“Brown Bag Sessions”

Brown Bags will be on Tuesdays starting at 11:30 a.m. Information on upcoming Brown Bag Sessions can be found on our website, [www.purdue.edu/animals](http://www.purdue.edu/animals), under the Training link.

Sept. 13th - Susan Cutter and Stephanie Griswold – Packing and Shipping of Rodents - LYNN 1191

Oct. 18th - Dan Larson – Violence in the Workplace - Purdue Police Building

Nov. 15th - Bob Golden - Purdue University's Controlled Substance Program - BRNG B255

“AALAS Courses”

The Laboratory Animal Technologist (LATG) preparation course for summer 2005 has ended. There were ~5 people who completed the course. Within the next month, Susan Cutter, Training Coordinator, will compose additional questions so that practice exams can continue to be taken with new questions that randomly are generated for each exam.

A Certified Manager of Animal Resources (CMAR) course is being developed for fall 2005. This course is open to personnel who would like to study for the CMAR exam but will be open for any other interested individuals if space is available. The course will begin approximately the middle of September through November. Because of the problem-based delivery of the course, please register by contacting Susan at scutter@purdue.edu or 42521. Specific information will be forthcoming on the Training section of our website.

Ruminant Handling and Q Fever Prevention

(Standard Operating Procedures)

[http://www.purdue.edu/rem/eh/anmluse.htm#q](http://www.purdue.edu/rem/eh/anmluse.htm#q)

**What is Q Fever?**

Ruminants such as sheep, goats, and cattle can present a significant risk to animal handlers for exposure to a highly transmittable disease causing organism known as *Coxiella burnetii*. In pregnant ruminants, *Coxiella burnetii* builds up to enormous numbers in certain tissues and fluids, i.e., the uterus or womb, the
placenta, the mammary glands or udders, birth fluids, and milk. This rickettsial organism is extremely resistant to drying and can survive many months in the environment. As few as ten *Coxiella burnetii* microbes can cause an acute infection called Q Fever. Individuals acquire this infection by inhaling aerosols and contaminated dusts generated by animals or animal products. Animal handlers, farm workers, students, and visitors must be made aware of the potential disease development that could result from exposure to the placenta, amniotic fluids, milk, and feces from birthing ruminants.

What are the signs and symptoms of Q Fever?

Individuals can be infected with Q Fever unknowingly, or mistake their symptoms for the flu. Often, it is impossible to diagnose without laboratory tests. Q Fever strikes as a sudden illness, affecting a large number of people in the same workplace. Common signs and symptoms include:

- sudden onset of high fever
- headache
- malaise and fatigue
- nausea and/or vomiting
- chills and sweating
- general feeling of sickness and loss of appetite

More serious complications can affect the immune-compromised, individuals with heart abnormalities, and pregnant human females, i.e., endocarditis and miscarriage or premature birth. Person to person transmission occurs rarely, but contaminated clothing can transmit the organism. Individuals should notify their physician or their occupational health provider if signs and symptoms of Q Fever arise.

How can Q Fever be prevented?

Personal Protective Equipment such as OB Sleeved gloves, nitrile gloves, N-95 dust mask, and protective outerwear should be available for individuals exposed to ruminants, especially during birthing procedures. Hands should always be washed with a disinfectant soap immediately after contact with the animals, tissues, or wastes.

Surfaces contaminated by ruminant birthing fluids and tissues can be decontaminated with a 1 to 10 bleach and water solution. Contaminated bedding can be composted and tissues can be incinerated or buried. Take care not to produce dust when cleaning and/or decontaminating. If dust production is unavoidable, the use of a properly fitting N-95 dust mask is suggested.

Be aware of the sources of Q Fever, especially fluids and tissues from pregnant ruminants. Only allow authorized individuals who have been made aware of the potential biohazards to enter the ruminant housing and birthing area.

Animal Exposure Occupational Health Program

Both research and non-research animals have the potential to cause injury, transmit zoonotic disease like Q Fever,
and/or cause allergic reaction to those who have contact. This can be either direct contact from handling an animal or just from being in close proximity, i.e., working or passing through an animal housing room. In many cases, a preventative annual physical examination is necessary for animal handling personnel. To accomplish this Purdue University has the Animal Exposure Occupational Health Program.

**Ruminant Standard Operation Procedure**

- In the laboratory setting, handlers of female ruminants should work under BSL2 conditions.

- Q Fever awareness training for staff, students, and visitors who have contact with ruminants, especially potentially pregnant human females and individuals with heart conditions.
  
  - *Coxiella burnetii* (Material Safety Data Sheet)
  
  - CDC Q Fever
  
  - LAP Zoonotic Disease Information

- Personal Protective Equipment should be available for individuals exposed to ruminants, especially during birthing procedures, i.e., OB Sleeved gloves, nitrile gloves, protective outerwear.

- Hands should always be washed with disinfectant soap immediately after contact with the animals, tissues, or wastes.

- Dust reduction methods for cleaning should be utilized.

- Surfaces that come in contact with amniotic fluids can be decontaminated with a 1 to 10 ratio of household bleach with water.

- Placental tissue and contaminated bedding should be appropriately disposed so that it does not present a hazard or release *Coxiella* organisms into the environment, i.e., incineration, burying, or composting.

- Only authorized individuals should be allowed in the animal housing and birthing area.

- Individuals should notify their physician or their occupational health provider if signs and symptoms of Q Fever arise.

- Animal handling staff should participate in the Animal Exposure Occupational Health Program (Contact REM).

If there are any questions concerning this SOP, please contact Robert Golden at email rwgolden@purdue.edu or call 41496.