Due to the holidays, vendors have adjusted their ordering deadlines and delivery schedules.

Please note the following changes to the usual ordering deadlines:

For deliveries needed the week of 12/22/08-
We will follow the normal schedule

For deliveries needed the week of 12/29/08-
Orders must be in the PACUC office by Friday, 12/19/08
All signatures must be in place at that time.

For deliveries needed the week of 1/5/09
Orders must be in the PACUC office by Monday, 12/29/08

For the Updated Animal Ordering Guidelines for commonly used vendors, please see the PACUC website
www.purdue.edu/animals
Carol Dowell, LAP Training Coordinator will be offering the following training workshops with a maximum of 5 participants in each session.

These 2 – 2.5 hour hands-on workshops are designed to introduce the participant to the basic techniques in the laboratory rat and mouse.

Workshop dates are filled on a first-come, first-serve basis.
Location for the following workshops – To be announced

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: attached to the email that brought you this newsletter.

Basics of Rodent Handling, Restraint, Gavage and Injections.
- a. Wednesday 1/21/09   8:30 – 11:00am
- b. Tuesday 2/10/09   8:30 – 11:00am
- c. Thursday 2/26/09   8:30 – 11:00am
- d. Friday 3/6/09   8:30 – 11:00am

Basics of Blood Collection in the Rat and Mouse.
- a. Thursday 1/22/09   8:30 – 10:30am
- b. Wednesday 2/11/09   8:30 – 10:30am
- c. Tuesday 3/10/09   1:30 – 3:30pm

Basics of Suturing and Wound Closure.
- a. Thursday 2/12/09   8:30 – 10:30am
- b. Thursday 2/12/09   1:30 – 3:30pm
- c. Tuesday 3/10/09   8:30 – 10:30am

Aseptic Technique and Surgical Preparation.
- a. Friday 2/27/09   8:30 – 10:30am
- b. Friday 2/27/09   1:30 – 3:30pm
- c. Tuesday 3/3/09   8:30 – 10:30am
A new year is just around the corner and it is time to start thinking about organizing your record keeping! The beginning of the calendar year is a terrific time to organize, review, and update your records!

Keeping track of your technical training is just as important as keeping track of your formal education. Set a goal to update your training records at least twice annually!

The following is from the Purdue Animal Care and Use Committee Training Policy with regards to those who work with vertebrate animals at Purdue.

Five sources guide Purdue’s training programs:
- Animal Welfare Act
- Animal Welfare Regulations – including Policy 3: Veterinary Care (see link below)
- The Guide for the Care and Use of Laboratory Animals
- The Guide for the Care and Use of Agricultural Animals in Agricultural Research and Teaching
- 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 all

1. Complete the PACUC Orientation Program.
   If taking the orientation on-line, the individual must have a 100% passing grade. Online orientation session link: [http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/onlineorientation.shtml](http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/onlineorientation.shtml)
   To complete a live orientation sessions contact the PACUC office at 49-47206.

2. Examine Website Materials on Occupational Health and Safety Training
   The URL for the website is: [http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/occhealth.shtml](http://www.purdue.edu/research/vpr/rschadmin/rschoversight/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.

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

4. Examine materials related to the following topics, if applicable
   - Program of Veterinary Care – See the PACUC guidelines on the Provision of Veterinary Care - [http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/vetcare.shtml](http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/vetcare.shtml)
   - Keeping Health Records – See the PACUC Policy on Required Veterinary Medical Record Keeping for Research and Teaching Animals – [http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/docs/medicalrecordkeeping_0207.doc](http://www.purdue.edu/research/vpr/rschadmin/rschoversight/animals/docs/medicalrecordkeeping_0207.doc)
   - Handling of Expired Medical Materials – See Policy 3, Veterinary Care - [http://www.iacuc.ufl.edu/AnimalUseGuides/USDPolicy3VeterinaryCare.pdf](http://www.iacuc.ufl.edu/AnimalUseGuides/USDPolicy3VeterinaryCare.pdf)
   - Handling of Pharmaceutical-Grade Compounds in Research – See Policy 3, Veterinary Care - [http://www.iacuc.ufl.edu/AnimalUseGuides/USDPolicy3VeterinaryCare.pdf](http://www.iacuc.ufl.edu/AnimalUseGuides/USDPolicy3VeterinaryCare.pdf)

**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:

- Husbandry
- Handling/Restraint
- Breeding
- Nutrition
- 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/rschadmin/rschoversight/animals/occhealth.shtml](http://www.purdue.edu/research/vpr/rschadmin/rschoversight/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 – 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, and the like is available through LAP as needed.

See the form on page 5.
HANDS-ON TRAINING FORM

Trainee Name: ________________________________________________

PI/Supervisor’s Name: ____________________________________________

Species: _______________________________________________________

Activity/Procedure: ______________________________________________

I, certify that ___________________________________________

❑ has successfully completed the hands-on training for
  ___________________________________________________________________ and is able to work independently,    OR

❑ needs additional training before being able to work independently.

___________________________________ ______________
Trainer Signature  Date

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<th>Date</th>
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Trainee Initials and Date

Trainer/ Supervisor Initials and Date

I, certify that ___________________________________________

❑ has successfully completed the hands-on training for

_________________________________________________________________ and is able to work independently,    OR

❑ needs additional training before being able to work independently.

___________________________________
Trainer Signature

__________________________
Date
## Upcoming 2008 – 2009 PACUC Meetings

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Deadline for Protocol Submission</th>
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<tbody>
<tr>
<td>December 17</td>
<td>Nov. 26 @ 5:00 p</td>
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<td>January 14</td>
<td>Dec 24 @ 5:00 p</td>
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<tr>
<td>February 18</td>
<td>Jan 28 @ 5:00 p</td>
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<tr>
<td>March 11</td>
<td>Feb 18 @ 5:00 p</td>
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**HAPPY HOLIDAYS**

**FROM ALL OF US AT PACUC AND LAP**