

Necropsy & Your Safety



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Alaska Veterinary Pathology Services
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What to bring and expectations

- Water
- Snacks
- Extra change of clothes
- Long hours
- An awesome time!



Field Necropsy

- Be prepared
- Weather (cold rain vs hot sun)
- Terrain (mud, rocks, etc)
- Tides
- Bears
- On-lookers



Safety

- What are the hazards?
- Biohazards
 - All contaminated scalpel blades, needles and sharps are disposed into **sharps container**
 - **Wear proper PPE**
- Physical injury
 - Blood and guts are slippery
 - Be aware of the surroundings and take care of yourself
 - Ergonomics issues



Personal Protective Equipment

- In the field boots, waterproof rain pants and jackets, and gloves are worn
- In Lab: shoe covers, aprons, gloves, masks



Zoonosis

- A zoonotic disease is one that can be transmitted from animal to humans
- open wounds, eyes and mouth
- Pathogens can be transported home to your pets when your clothing or hair becomes contaminated.



“Seal finger” or mycoplasma infection, can lead to septic infection if not properly treated.

Following proper safety procedures and proper use of PPE, lowers the chance of zoonotic disease transmission to you and your pets

Necropsy Time

“Clean” gloves vs “dirty” gloves

Always keep track of what you have touched and the status of your gloves. If you are a “clean” person and you contaminate your gloves... get new gloves before proceeding



Assigned roles

1. Sample collector- **“DIRTY PERSON”**
 - Dissect / handle tissues
 - DON'T TOUCH “clean” surfaces - outside of bags, vials or sterile tools, paperwork, CAMERA!
2. Runner- **INTERMEDIATE**
 - mostly “clean”, however likely to get dirty
 - Bagging
 - Maybe photos
 - Labeling, getting extra supplies, etc.
3. Data collector- **“CLEAN PERSON”**
 - Paperwork – necropsy form and check list
 - labeling and handling bags
 - Camera handler

Sample Collection: tools of the trade

- Labeling – Date, Animal #, tissue type
- Whirl packs in various sizes
- Zip lock bags in various sizes
- Cryovials
- Teflon plastic and foil
- Formalin (carcinogenic, don't inhale or make direct contact with skin)
- Various tubes

Proper bag handling

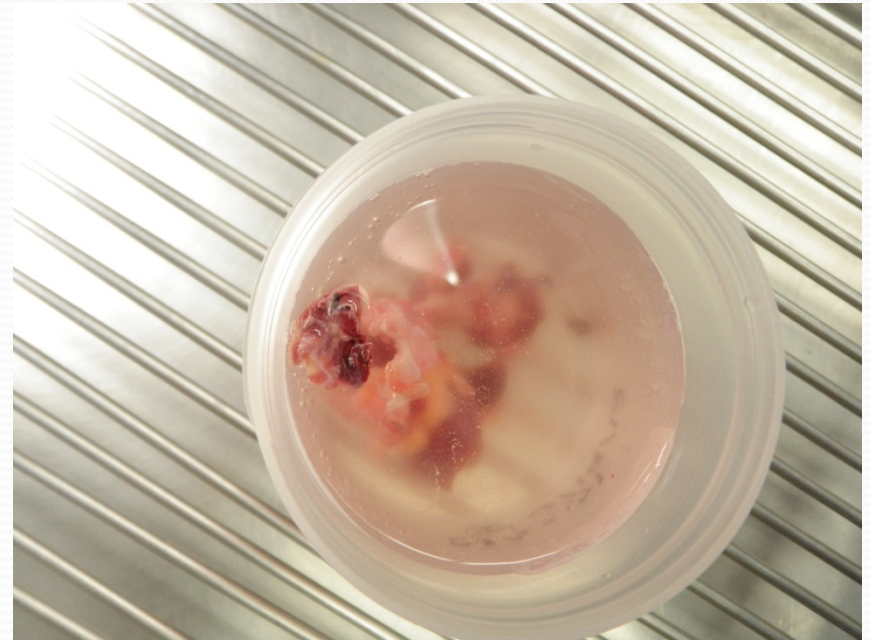


- Fold over edges of ziplock bag when placing tissue inside

Formalin

Cautions

- Irritant at low levels (burning of eyes, nose, skin)
 - Acutely toxic when ingested (nausea, convulsions, respiratory failure, coma, death)
 - Carcinogenic (nose, throat, and blood cancers)
 - **Be careful with formalin and keep the bucket covered to limit vapors**
- The volume of formalin should be 10 times the volume of tissue
 - **Tissue not thicker than 1 cm**



Sample in teflon



Whirl pak

- Hold open whirl pak by white tabs
- DO NOT TOUCH THE INSIDE!!!
- Squeeze out air, fold multiple times over white tabs
- Fold over yellow tabs



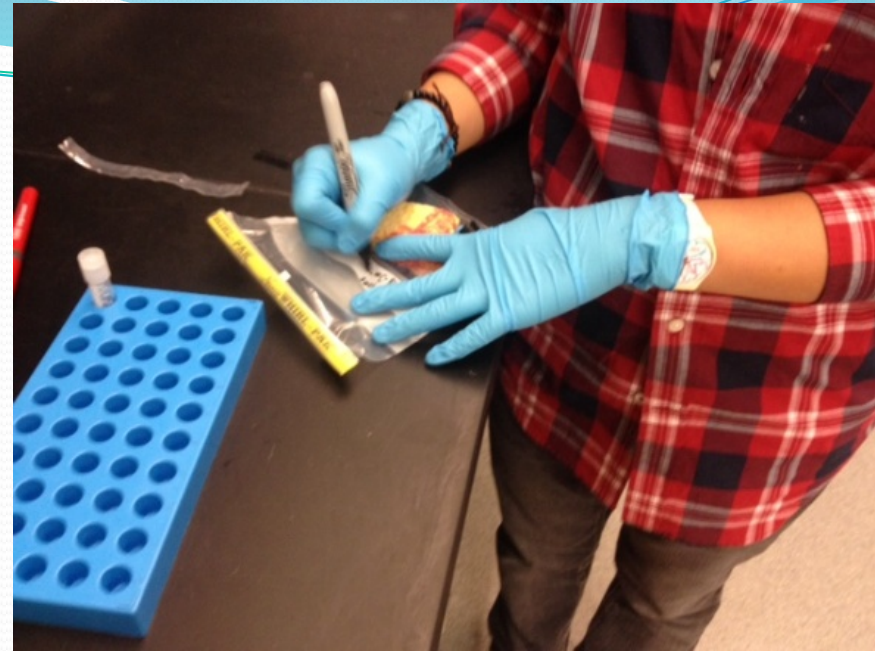
Samples into cryovial

- Samples such as viral and bacterial swabs and tissues go into a cryovial with transport media
- They are sterile. Open only when ready and place the cap UP
- Lower the swab into the cryovial
- Lift up slightly and snap the swab carefully before capping the cryovial



Label Everything!

- Use durable markers to make legible detailed labels
- Sharpies for bags
- Lab markers for cryovials





CLEAN

RINSE

DISINFECT

RINSE

AVPS/UAA Volunteer Paperwork

*Note ASLC has their own system

You MUST be signed up under one of us, can be a volunteer for both

- New Volunteer Checklist
- Smartwaiver liability waiver

<https://waiver.smartwaiver.com/w/5e505293d6093/web/>

- Match Form

• New Volunteer Checklist – only fill out the highlighted portions on Page 1



UNIVERSITY OF ALASKA VOLUNTEER QUALIFICATION CHECKLIST

The Volunteer Checklist is to be used with the “Guidelines for Departments Using Volunteer Services” Use of volunteers is affected by complex compliance issues including but not limited to Human Resources, INS, Risk, IRS, and Fair Labor Standards Act. Guidelines and checklists have been developed to help you avoid consequences to both your volunteer and your department, but “case by case” issues may require further consultation. Departments using volunteers are responsible for reading, understanding and implementing the guidelines. Departmental signature and approval of this checklist means the signers have correctly navigated the various issues and implemented the guidance in the guidelines document, which is found at: <http://www.alaska.edu/risksafety/download/Guidelines-for-Departments-Using-Volunteer-Services.pdf>

Department Information		Date:	
Your campus:	Anchorage	Your department:	College of Arts and Sciences
Department contact (your name):	Kathy Burek Huntington	Your title:	adjunct professor
Your phone:	907 242-2566	Your email:	avps.kbh@gmail.com

Volunteer Information		Name of volunteer:	
Address of volunteer: (Street, City, State)			
Name of UA employee(s) who will directly supervise volunteer: Kathy Burek Huntington		Job Title(s) of UA employee(s) Adjunct professor	
Location(s) of volunteer service Alaska / primarily Anchorage area		Dates and times of volunteer service: Will vary depending on strandings	
Specific tasks and duties to be assigned to volunteer: Assist with Necropsies			

Is Volunteer a university employee?	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	Current Position: _____	Current Dept: _____
If yes, HR approval is required.			Initial that: _____ Volunteer services will not be the same type of services as those performed as an employee Employee will not perform volunteer services during their normal working hours	

VOLUNTEER QUALIFICATIONS:		No	Yes
1	Is the person in pay status for time worked from an employer during the indicated dates and times of volunteer of service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	Is the person authorizing the volunteer services and/or supervising the volunteer a family member or co-habitant of the volunteer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	Is the person receiving course credit for their work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	Will the volunteer work under the direct supervision of, and be given the means and direction for the performance of work, by a paid UA employee?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5	Will the volunteer perform work where there is a legitimate need for services?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Is the work related to the business or operations of UA?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7	Does the volunteer have the skills necessary to perform the work?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	a. Is Volunteer a US citizen or eligible for unrestricted employment in the US?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	b. Is the volunteer performing a service that no one is paid to do?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
IF YOUR POTENTIAL VOLUNTEER MEETS THE MINIMUM QUALIFICATIONS ABOVE, PLEASE CONTINUE THIS CHECKLIST TO DETERMINE IF ADDITIONAL REVIEW AND/OR APPROVAL ARE NEEDED FROM YOUR CAMPUS RISK MANAGEMENT:			

• New Volunteer Checklist – Don't fill out anything on Page 2.

CHECK "NO" OR "YES" BELOW. If there are "YES" responses, you must forward this checklist to Campus Risk Management for review and approval prior to committing the individual to volunteer service.

1.	Is Volunteer under the age of 18?	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	➔ Written permission must be received from Campus Risk Management and from a parent or legal guardian. Contact Campus Risk Management to obtain this form.
2.	Will Volunteers drive a vehicle for university business? If yes, contact Campus Risk Management. Volunteers may not transport groups, students, minors, or non-UA affiliated persons on UA business or UA sponsored events and activities. Exceptions may be granted by Risk Management. Attach request and explanation.			
3.	Is volunteer service taking place outside the state of Alaska?	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	➔ Contact Campus Risk Management with details to include current residence of potential volunteer.
4.	Will Volunteer receive any compensation?	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	➔ Contact Campus Risk Management. Compensation requires HR approval, signed volunteer agreement, necessary withholding forms, and SSN. Written Volunteer Agreements may be used ONLY under direction and approval of Human Resources and Campus Risk Management.
				Description:
				Amount:
				Expenses (itemize):
				Benefits (describe):
				Nominal Fee (describe):
				TOTAL
				What would UA otherwise pay to hire someone to provide the same services?
				Position title: _____ Hourly rate: _____
				Attach a copy of any written agreement or contract with the Volunteer.
5.	Will Volunteer be in contact with minors (e.g. coaches, recreational assistant, student services, etc.)?	No <input checked="" type="checkbox"/>	Yes <input type="checkbox"/>	➔ May be subject to a criminal background check. Contact Campus Risk Management with details.
6.	Will Volunteer be in contact with animals	No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/>	➔ Contact Campus Risk Management

Department Review & Approval

- ▶ For helpful information on volunteering for UA, refer your qualified volunteers to the **"INFORMATION FOR VOLUNTEERS"** document.
- ▶ I have read the **"Guidelines For Departments Using Volunteer Services"** and approve the volunteer services described above.
- ▶ **RECORD RETENTION:** We will keep a copy of this form in our department for one year AFTER volunteer service has been completed.

Dean / Director Signature

Print Name

Date

Campus Risk Management and/or Human Resources Review & Approval, if required

Campus Risk Management Director/ Designee Signature

Print Name

Date

Campus Human Resource Director / Designee Signature

Print Name

Date

● Match Form

Print, fill, scan or photo and return
via email to:
avps.natalierouse@gmail.com

You can also send me your info and
rate and I will send you a form via
DocuSign

UNIVERSITY OF ALASKA ANCHORAGE

Third Party Cost Sharing Contributions

For Completion by Individuals or Organizations Participating in UAA Grant Programs.

Thank you, for participating in the following grant program at the University of Alaska Anchorage. Federal and University policy requires that we request the following information in order to report monetary amounts for third party cost participation to our sponsors. Contributions, to be considered allowable for reporting purposes must be incurred during the grant period (listed below) and must be consistent with the grant sponsor guidelines. Questions regarding allowable costs should be addressed to the Grant Technician listed below. Completion examples for this form are included.

For Individuals: Contributions may include personal time at appropriate rates for the type of services rendered, communication and transportation costs and miscellaneous expenses incurred in direct relationship to the grant for which you were not reimbursed. **Base rate is \$19.97 for inexperienced volunteers FY2021 (2020-2021).**

For Organizations: Contributions include actual costs for staff time and fringe benefits, services, supplies or other allowable (indirect or administrative costs may be included if you have a federally approved rate) organization costs which were not reimbursed by the grant.

Grant Sponsor NOAA/NMFS

Grant Award Number: NA20NMF4390115

Continued Strengthening of AK's Marine Mammal Stranding Program through Statewide Stranding Coordinator for level A - C Response with Improved Data and Sample Management

Grant Technician: UAA Post Award

Grant Period: 10/01/2020 – 09/30/2021

Contributions:

Individual:

Personal time: (8) hours () days () months, Number _____, Value/unit \$ 19.97 \$ 159.76
Other expenses: list type of expense _____ \$ _____

Total \$ 159.76

Organizations:

Staff time and benefits \$ _____
Services, supplies, travel, equipment, other etc. \$ _____
Indirect or Facilities and Administrative costs \$ _____

Total \$ 159.76

Individual name or Organization name (printed) _____

** Signature: _____ Printed name _____
Date _____

** For organizations an administrative officer should sign.

RETURN FORM TO: Natalie Rouse, avps.natalie.rouse@gmail.com

Or
Grants and Contracts
University of Alaska Anchorage
PO Box 141628
Anchorage, AK 99514-1628

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Chad Carper

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