The University of Kansas (KU)
Animal Care and Use Program

Standard Operating Procedure
Hazard Identification and Risk Mitigation for Laboratory Animal Personnel

1.0 Scope and Application

In accordance with the *Guide for the Care and Use of Laboratory Animals*[1], the institutional Occupational Health and Safety Program should identify potential hazards in the work environment and determine appropriate strategies to minimize risks. Moreover, personnel at risk should be provided with clearly defined procedures and equipment to safely conduct their duties, understand the hazards involved, and be proficient in implementing the required safeguards. To ensure conformance with *Guide* recommendations, effective hazard control and prevention strategies are required.

2.0 Summary of Method

- Each Animal Use Statement received by the KU Institutional Animal Care and Use Committee (IACUC) will be reviewed by KU Environmental Health and Safety (EHS) personnel prior to IACUC review. EHS personnel will identify if chemical, biological, radiological, or other potential hazards are associated with the proposed work. If hazards are identified, EHS personnel will perform hazard/risk assessment and determine appropriate hazard/risk mitigation practices.

- As a condition of use, all personnel handling animals must enroll in the Occupational Health Program.

- Protocols with identified hazards, as determined by EHS personnel, will require generation of an Animal Hazard Control Form (AHCF). The AHCF will identify the hazard and outline specific risk mitigation practices for personnel. The AHCF will be completed by the principal investigator in consultation with EHS personnel and an Animal Care Unit (ACU) veterinarian. The AHCF will require approval of the EHS director and ACU director. The ACU husbandry supervisor will prominently display the AHCF at the entrance of the secondary enclosure housing animals with identified hazards.

- Training specific to the hazardous agent involved, including discussion of potential exposure routes and risk mitigation strategies, will be required for all personnel at risk prior to initial procurement or transfer of animals to protocols involving hazardous agents. The husbandry supervisor will be responsible for notifying, in writing, the ACU director that a request to procure or transfer animals to protocols involving hazardous agents has been initiated. The ACU director or his designee will be responsible for scheduling the required training. Training will occur cage-side and include an ACU veterinarian, the ACU husbandry supervisor, ACU husbandry personnel, laboratory personnel, the principal investigator, and when available, EHS personnel. The ACU veterinarian will notify the IACUC, in writing, of protocol personnel who fail to complete the required hazardous agent specific training.

- IACUC staff will notify the ACU director of all requests to add personnel to protocols with identified hazards. Addition of personnel to approved protocols involving hazards will require hazardous agent specific training, as described above, prior to IACUC approval.

- At least 24 hours before hazard use, the principal investigator must notify the ACU husbandry supervisor of planned hazard material introduction. At the time of hazard introduction, the principal investigator will be responsible for labeling each primary enclosure with a safety sticker appropriately identifying the hazard in use (i.e. chemical, biological, or radiological). The safety sticker must be attached to a clear acetate and placed in front of the ACU generated cage card. The ACU generated cage card must be notated with the hazard name as it appears on the AHCF, the date of hazard administration, and the initials of the individual that administered the hazard.

- At the time of exposure, cages must also be moved to a predetermined area approved by the ACU director that is physically separate from other unexposed animals. If additional space is required for housing animals exposed to hazardous material, the principal investigator will be responsible for notifying the ACU facility manager. Responsibility for identification of the secondary enclosure housing animals with hazards will be shared between the ACU husbandry supervisor and protocol personnel. Before moving exposed animals back to an area with non-exposed animals, the principal investigator is responsible for contacting an ACU veterinarian to ensure that movement can occur.

3.0 Reference

1. Institute for Laboratory Animal Research. 2011. Guide for the care and use of laboratory animals. Washington (DC): National Academies Press.

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