IBC-SOP-003
Title: Animal Associated Risk Notification for Animal Handlers
Effective Date: 21 October 2015
Revision History:

Purpose

The purpose of this document is to describe how animal handlers are informed of the risks associated with research involving biohazardous materials including those molecules covered under the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules*.

Procedure

Information about the risks associated with molecules that fall under the *NIH Guidelines for Research Involving Recombinant or Synthetic Nucleic Acid Molecules* is covered by the following method:

A pre-study meeting is conducted shortly before the initial IBC-approved animal study is begun. The biosafety officer conducts the meeting with all animal care and research personnel in attendance. Topics include the correct use of documentation forms. Specific areas covered can be found in the attached “green sheet”.

Animal handlers are required to take the Occupational Health and Safety Program (OHSP) risk assessment and health evaluation before work with animals can begin.

Reviewed by:

_____

Biological Safety Officer Date

Approved:

_____

IBC Chair Date

Checklist for ABSL-2 Research

PI Name:_____
Dates of Study:_____
IBC No.:_____
IACUC No:_____

	✓	Initials
Date of inoculation[1]		
Is signage posted on door?		
Has LARAC been notified?[2]		
PPE Available (beyond standard requirements) - Respirator - Coverall - Other		
Is biosafety manual readily accessible? **Location:_____**		
Has biosafety manual been read/signed by all project personnel?		
Is an Unintended Death SOP in place?		
Recombinant/Synthetic Nucleic Acids		

[1] **Please give at least 24 hours notice to LARAC.**
[2] **Please email Mike Bassett and Dr. Lucy Senter when date of inoculation is known.**

Topics

1. **Description of Study**

2. **Hazard Identification**
    a. **Recombinant**
    b. **Aerosols**
    c. **Spills/splashes**
    d. **Sharps**
    e. **Environmental**

3. **Routes of Exposure**
    a. **Percutaneous**
    b. **Inhalation**
    c. **Ingestion**
    d. **Mucous membrane/eye**
    e. **Indirect**

4. **Risk Mitigation**
    a. **Engineering**
    b. **Work practices**
        i. **Workflow, BS manual, green sheet, husbandry, animal manipulations including inoculation, signage**
    c. **PPE**
        i. **Types**
        ii. **Donning/doffing**

5. **Decontamination**

6. **Waste Disposal**

7. **Transport**

8. **Unintended Death**

9. **Caging**

10. **Husbandry**

11. **Ventilation**

12. **Euthanasia & Necropsy**