Animal Hazard Control Form Instructions

This form is completed during a meeting of the PI, facility management and safety officers. Procedures and usage of the hazardous agent will be discussed so all are familiar with the safety protocols.

- Facility manager will complete the final version of this form and forward to the safety officers for signature.
- Safety officers send the approved form to the PI and the facility manager.
- Facility manager posts the sign on the animal room door.
- PI forwards a copy of the form to the IACUC.

Meeting Instructions

Schedule a meeting with all of the following people present:

- ULAR Facility Manager
- Occupational Health Officer
- Biosafety and/or Chemical Hygiene Officer

Bring to the meeting:

- Brief project summary
- Information on the hazardous agent including usage
- Staff members who will be listed as authorized personnel on the room form.

Use this worksheet to prepare for your meeting to complete the form.

Directions For Completing This Form

1. AUF: Animal Use Form Number: enter as 00/00-000-00
2. Contact Information for all personnel who are trained on the project, listed on the Animal Use Form and Authorized by the PI to enter the room without the PI present. List Name, email and phone numbers.
3. Hazardous Agent: list by the common name
4. Species: list the animal by its common name
5. BSL: Biosafety Level of the pathogen (1-3) and include “zoonotic” if agent is hazardous to humans. For non-biohazards, such as chemicals, the biosafety level is BSL-1.
6. Route of Excretion: how the hazardous agent leaves the animal such as saliva, urine, blood, etc.
7. Personal Protective Equipment is the gear to be worn in the room such as gloves, coveralls, face masks, etc. Training in usage of any equipment is reviewed in the meeting to prepare this form. Note: Additional signage will be provided to indicate the challenged/non-challenged status of the room.
8. Precautions, Disposal and Decontamination are determined at the time of the meeting and are based upon the procedures involved.

Reminder: Review MSU’s occupational health and safety policies and procedures and seek medical treatment for injury or possible exposure. Report all incidents to supervisor and facility manager.