

## Use of the Special Animal Safety Protocol (SASP)

It is the responsibility of the investigator to communicate the planned use of hazardous substances with the RRF to ensure the safety of research and RRF employees. *If you are using a chemical or biological agent that requires an SASP, please make sure that you and your entire laboratory staff understand the following processes:*

1. Like any material administered to a research or teaching animal, the use of the hazardous agent must be reviewed and approved by the IACUC **before** use. The IACUC Office will forward the *Proposal* to the appropriate safety unit if the material is appropriately identified one of the three pertinent sections in the iRIS application (Biological Agents; Chemical Agents; Radiation or Other Physical Hazards). It is the PI's responsibility to correctly identify hazards and secure approval by the appropriate safety unit or committee (Department of Environmental Health and Safety, Radiation Safety, and/or Biological Safety/Institutional Biosafety Committee). During their review, the appropriate safety personnel will determine the need for and assist you in developing an SASP.

**#1. Make sure agent use is approved.**

**#2. Keep final *signed* copy of the SASP.**

2. The SASP outlines all special handling precautions, including special equipment that may be needed for administration (fume hood, Biological Safety Cabinet, *etc.*), Personal Protective Equipment (PPE) needed by your and RRF staff, and disposition of animal carcasses, soiled bedding, and caging equipment. The RRF staff can only accept the final version of an SASP, *signified by the signature of the appropriate safety representative and date of issue. Do not use an unsigned SASP.*

3. Prior to using the hazardous agent, especially for the first time, you must warn the RRF. There is a blank on the Animal Order form for this notification. It would be especially useful if you notified appropriate facility husbandry supervisor directly: Mr. C. Eric Hawkins (RRC/CII/LSB), or Ms. Amanda Ryan (Baxter 1 & 2, CTRV, MDR, A-Tower, Dental School).

**#3. Notify the RRF.**

**#4. Post the SASP & Use special cards**

4. Immediately before hazardous agent administration, you or your staff must **post the approved SASP** on the door housing the animals to which the agent has been administered. The specific cages housing these animals must also be marked with a "**Hazard In Use**" card (which are red or orange; see below). These cards should be labeled with the name of the agent and the date of administration and any other information specified in the SASP.


*Note for A-Tower Animal Holding Rooms: SASP's should be mounted on the INSIDE of the room door.*

5. For many agents, the time period considered hazardous is only a few days. Often after the first cage-change the cage may be handled with regular practices. **At this point, the "Hazard In Use" card should be removed from the cage(s) and the SASP removed from the door.** If the hazardous agent will be used again in the relatively near future, the SASP may be flipped over and/or placed on the inside of the door for future use.


**#5. Remove SASP & cards when no longer needed.**

*Note for A-Tower Animal Holding Rooms:* when no longer needed, SASP's must be removed or flipped over.

**Summary:** Use of a hazardous agent requires posting of an SASP. Except in rare circumstances, an Animal Holding Room door should not contain an SASP without cages marked with "Hazard In Use" cards within the room, otherwise one has no idea which cages must be handled with special precautions and must presume *all* cages in the room are involved. Similarly, there should be no cages marked with "Hazard In Use" cards in a room without an approved (signed) SASP on the door, otherwise staff has no idea what precautions to take!


<b>Chemical Hazard In Use</b>
Contact Name
Phone #
IACUC #
Animal/Cage ID
Agent
Date of Administration

***Again, please make sure that all involved in your research program read and understand these important steps to ensure their and the RRF staff's safety.***


<b>Biohazard In Use</b>
Contact Name
Phone #
IACUC #
Animal/Cage ID
Agent
Date of Administration