PURPOSE:
The federal Office of Laboratory Animal Welfare (OLAW) requires all institutions conducting animal research to provide occupational health and safety support for all of its animal researchers and staff. A key component of the program is to assess health hazards associated with animal research-related activities. Through the IACUC protocol review process, chemical hazards that pose a significant health risk to the animal care facility staff that may handle the cage or health check the animal are identified and a Safety Plan is developed. This Safety Plan is used to advise laboratory and Office of Animal Resources (OAR) staff on appropriate handling of the hazard. Declaration of all potentially hazardous chemicals in the IACUC Protocol Form is intrinsic to this requirement.

PROCEDURE:
1. Chemical hazard is identified in IACUC protocol review.
2. Occupational Health or Biosafety Personnel with assistance from the Principal Investigator (PI) develop a Safety Plan for the hazard and Entry Notification sign for the door in the animal care facility.
3. The Safety Plan is signed by PI and Occupational Health Personnel and emailed to Animal Care Facility Manager and OAR Operations Manager.
4. Animal Care Facility Manager trains OAR staff that will enter the room where the hazard is located and then signs the Safety Plan.
5. When the hazard is in use in the Animal Care Facility room, the PI or designee will post the Entry Notification sign and label individual animal cage cards with the hazard name. The Safety Plan can be on the door or placed in the room. When the hazard is not in use, the PI or designee will remove the sign from the door.