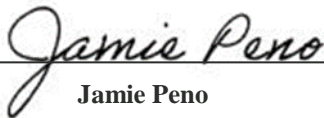
 <div style="display: inline-block; vertical-align: middle;"> <b>DIVISION OF RESEARCH &amp; INNOVATION</b>        Research Integrity &amp; Compliance     </div>		<b>Institutional Animal Care and Use Committee</b>  <b>Standard Operating Procedures</b>	
<b>Title: Animal Bite/Scratch Incident Reporting</b>			
<b>Effective Date:</b>	January 14, 2021	<b>Document Number:</b>	IACUC-SOP-02-29.00
<b>Approval/Date:</b>  <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   <hr style="width: 100%;"/> <b>Jamie Peno</b>        Director, Research Integrity and Compliance     </div> <div style="text-align: center;"> <hr style="width: 100%;"/>       01/14/2020  <b>Date</b> </div> </div>			
<b>REVISION HISTORY</b>			
<b>Date</b>	<b>Section</b>	<b>Author</b>	

## PURPOSE

In the event of an animal bite, scratch, or other animal related injury to personnel, appropriate response and reporting steps must be taken.

## SCOPE

It is the responsibility of the Principal Investigator ensure that all animal related injuries are appropriately addressed and reported in a prompt manner.

It is the responsibility of all laboratory staff to immediately report to Lab Management and supervisors any animal related injuries and to follow any required procedures or requests.

It is the responsibility of the Lab Management and Veterinary staff to follow procedures for reporting and documenting animal incidents.

## DEFINITIONS AND ABBREVIATIONS

UNT- University of North Texas, Denton

IACUC- Institutional Animal Care and Use Committee

SOP/SOP's- Standard Operating Procedure(s)

AUP- Animal Use Protocol

PI- Principal Investigator

AV- Attending Veterinarian

RMS- UNT Risk Management Services

LAF- Lab Animal Facility

## PROCEDURES

### I. Primary Response to Animal Bite or Scratch Incident

#### A. Administer first aid

1. stop any bleeding if necessary
2. immediately cleanse and irrigate the wound with antiseptic soap and running water
3. bandage as needed

#### B. It may be necessary for the injury to be examined by a medical health professional to determine if additional treatment is needed.

1. Incidents that may result in exposure to infectious materials, such as ABSL-2 animal bites and scratches, must be evaluated by a medical health professional. Contact RMS immediately for workers compensation and physician information.

### II. Reporting of Injury

#### A. Bite and scratch injuries must be promptly reported to supervisors, the LAF Facility Manager/ Veterinary Staff and Occupational Health Personnel in Risk Management Services.

1. Complete the Animal Bite or Scratch Incident Report Form (See IACUC Form 13- Animal Bite or Scratch Report Form)
  - a) Supervisors or Lab Managers should submit completed forms to the LAF Facility Manager for Veterinary Review and Assessment.
  - b) Once Veterinary review has been completed the form will be sent to the BSO in Risk Management services and retained.
2. All injuries resulting in lost time, medical expenses or resulting in a laboratory-acquired illness should also be reported through Risk Management Services immediately for workers compensation and physician information:
  - a) Incidents should be reported to Risk Management Services, Insurance & Claims at 940-565-2109 and using the Incident Report form:  
<https://riskmanagement.unt.edu/risk-finance-claims-administration/workers-compensation/filing-a-claim>
  - b) Call Police at 9-1-1 in the event of emergency.
  - c) In case of injury, illness, disease, or exposure to infectious material or disease, the person(s) involved or someone on his/her behalf, must report it to their respective department within 24 hours.
    - i. Each department is responsible for reporting all biosafety accidents to the BSO (BIOSAFETY@UNT.EDU) within 48 hours. To properly document the accident, additional reports may be required. The BSO may be contacted for clarification and assistance with this requirement.
      - (i) A Biohazard Incident report form can be obtained online:  
<https://riskmanagement.unt.edu/resources/forms>
    - ii. Personnel who have been potentially exposed on the job will be provided with post-exposure evaluation and follow-up at no cost to employees who experience “exposure incidents”. The post-exposure monitoring periods are dependent on the type of exposure and is related to the various incubation periods of the infectious agent.

### III. Animal Assessment

#### A. If an animal bite occurs, UNT Veterinary Staff will evaluate the need for animal quarantine and will establish and recommend procedures for such.

## REFERENCES

1. IACUC Form 13- Animal Bite and Scratch Report Form
2. Risk Management Services Forms and Procedures