**REQUEST TO USE ANIMALS**

 **HAZARDOUS MATERIALS AND GENETICALLY ENGINEERED ANIMALS**

**INSTRUCTIONS**

Complete the “Request to Use Animals - Hazardous Materials and Genetically Engineered Animals” form if you intend to administer potentially hazardous materials to living vertebrate animals OR produce genetically engineered vertebrates. Potentially hazardous materials include carcinogens, infectious agents, human tissue, radioactive isotopes, biological toxins (e.g., botulinum toxin), and toxic chemicals. Methods of production of genetically engineered vertebrate animals covered by this application include vector-mediated transgene introduction, pronuclear transgene microinjection, targeted transgene insertion via homologous recombination (knockout) and other artificial means of introducing nonnative DNA into a vertebrate, *as well as the breeding of genetically engineered animals to normal animals and the cross breeding of two lines of genetically engineered animals*.

Please answer all questions that apply in a manner comprehensible to the layperson. Enter all responses in the answer boxes provided.

Submit the completed document electronically as an email attachment with the “Request to Use Animals” or “Modification – Request to Use Animals” to the NEOMED Institutional Animal Care and Use Committee (IACUC) Coordinator. Only typed or word processed (minimum font size of 11 point) submissions will be accepted. Complete and submit a separate form for each hazardous material that will be used. One form can be used for the description of the production of multiple lines of genetically engineered animals.

The “Request to Use Animals – Hazardous Materials and Genetically Engineered Animals” will be routed to the appropriate safety committee (Institutional Biosafety Committee [IBC], Radiation Safety Committee [RSC], and/or Institutional Safety Committee [ISC]) by the IACUC Coordinator. The safety committees may have separate committee specific forms that must be completed and submitted to the respective committee according to their requirements. Please do not submit the “Request to Use Animals” (the animal use protocol or modification request) to the safety committees OR the safety committee specific application forms to the IACUC.

Feel free to contact the IACUC Coordinator, the IACUC Chairperson, or the Attending Veterinarian for advice in completing the form.

**REQUEST TO USE ANIMALS -**

**HAZARDOUS MATERIALS AND GENETICALLY ENGINEERED ANIMALS**

**1. Protocol Title:**

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**2. Hazard Classification:**

*Select the appropriate classification for the activity covered by this application. Note that a particular activity or material may fall into more than one classification. If a hazardous material is to be used, include common synonyms for it (if applicable), and select the appropriate category. Attach the Material Safety Data Sheet (MSDS) as applicable. Select “Recombinant nucleic acid” if genetically engineered animals are to be produced.*

Name and synonyms of hazardous material:

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Carcinogen [ ]  Infectious agent [ ]

Radioactive isotope [ ]  Recombinant nucleic acid [ ]

Toxin [ ]  Human tissue/cells [ ]

Other [ ]

**2. A. Infectious agent N/A:**

*If an infectious agent is used, then select the correct Centers for Disease Control biosafety level.*

Biosafety level 1 [ ]  Biosafety level 2 [ ]

Biosafety level 3 [ ]  Biosafety level 4 [ ]

**2. B. Human tissue:** **N/A:**

*If human tissue is used, then complete the following.*

1) Identify the source of the tissue:

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2) List the testing that has been done to determine the pathogen status of the tissue and provide the results:

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**3. Animal Use:**

*Indicate the species of animal (s) and the number of animals that will receive the hazardous material and/or the number of genetically engineered animals that will be produced.*

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| **Species** | **Number** |
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**4. Procedures:**

*Provide a detailed description of the use of the hazardous material in live animals and/or the production of genetically engineered animals (including breeding of genetically engineered animals to normal animals and the cross breeding of two lines of genetically engineered animals). The description provided in the “Request to Use Animals” can be excerpted here; however, all of the information listed in the comment box must be included in the response.*

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**5. Locations:**

1) Identify where the material will be stored:

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2) Identify where the material will be prepared:

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3) Identify where the material will be administered to animals:

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**6. Personnel:**

*Complete the following for all personnel who will work with the hazardous material:*

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| --- | --- | --- |
| **Name** | **Title** | **Qualifications** |
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**7. Assessment of Hazard:**

*Describe the human health risk and include potential exposure routes.*

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*Describe the potential for contamination/infection of other animals.*

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*Describe the potential for contamination of the environment.*

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**8. Monitoring:**

*Describe any monitoring practices commonly employed for the use of the hazardous material. E.g., radioactive materials.*

1) Personnel Monitoring: N/A:

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2) Environmental Monitoring: N/A:

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**9. Required Personal Protective Equipment and Health Measures:**

*List the personal protective equipment necessary to safely conduct the study and care for the animals (e.g., gloves, gown, goggles, or respirator). Indicate if there are any occupational health measures, such as vaccination, recommended for the use of the hazardous material. Include a list of any health conditions that would preclude someone from being exposed to the animals or working with them.*

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**10. Emergency Exposure Procedures:**

*Describe the procedures that will be used to protect personnel in the event of an unplanned or unsafe exposure to the hazardous material (e.g., inhalation, injection, absorption, spills).*

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**11. Decontamination Procedures for Environmental Surfaces:**

*Describe the decontamination procedures for counters, hoods, floors, walls, equipment, and procedures for containing/cleaning spills. Indicate who will perform the decontamination.*

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**12. Animal Care Requirements:**

*Describe any animal containment, cage and/or bedding decontamination, cage cleaning, or other practices necessary to safely care for the animals. Indicate who will perform cage or bedding decontamination, if other than Comparative Medicine Unit personnel.*

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**13. Disposal Procedures:**

*Describe disposal of animals, tissue, bedding, unused stock, containers, and waste material.*

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**INVESTIGATOR ASSURANCE**

I/We agree to:

1. Comply with the requirements of the Northeast Ohio Medical University (NEOMED) as determined by the appropriate safety committee and authorized safety personnel AND applicable federal, state, and local laws governing the use of the hazardous materials covered by this application.
2. Conduct the proposed work as described herein and as approved by the Institutional Animal Care and Use Committee (IACUC) and the appropriate safety committee.
3. Obtain the consent of the IACUC and the appropriate safety committee prior to implementing any changes to the approved work.
4. Report immediately to an appropriate NEOMED safety official any unsafe conditions, accidents, spills, or other potentially harmful circumstances related to the use of the hazardous materials covered by this application.

**Principal Investigator:**

Name:      Department:

Email Address:      Telephone Number:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other Personnel:**

*All personnel listed in Section 6 must complete and sign below.*

Name:       Department:

Email Address:       Telephone Number:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**APPROVAL**

Approval of hazardous material use is indicated by the signatures of the individuals listed below. The individuals signing confirm they have reviewed the “Request to Use Animals – Hazardous Materials and Genetically Engineered Animals” form and confirm that it has been reviewed to assure compliance with applicable safety guidelines and regulations according to standard committee review procedures.

**NEOMED Approval Signatures:**

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­Chairperson, Institutional Safety Committee Date

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Chairperson, Institutional Biosafety Committee Date

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Chairperson, Radiation Safety Committee Date

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Chairperson, Institutional Animal Care and Use Committee Date