

**ANIMAL INVOLVEMENT FORM – LABORATORY ANIMAL RESOURCE CENTER**  
 THIS FORM MUST BE POSTED IN ANIMAL HOUSING AND ANIMAL PROCEDURE ROOMS.

**Instructions:**

1. Consult Marsha Potolo, LARC Assistant Manager of Husbandry, at 502-1242 or email [marsha.potolo@ucsf.edu](mailto:marsha.potolo@ucsf.edu) before completing this form.
2. All fields on this form must be completed and submitted with the BUA or RUA.
3. All animal housing and procedure rooms listed on this form must be the appropriate ABSL level for the work described.
4. If the areas listed are not currently designated to the appropriate ABSL level, contact Marsha Potolo or your Departmental Safety Advisor (DSA).

**Study Contacts:**

Principal Investigator (Last, First, MI) \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

Alternate Contact (Last, First, MI) \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

**Project Title:**

IACUC Approval Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Approved Species: \_\_\_\_\_  
 Projected Dates: Start \_\_\_\_\_ Finish \_\_\_\_\_  
 Maximum number of animals to be housed at any given time: \_\_\_\_\_

**NARRATIVE:**

Provide a concise narrative describing how animals will be used in this study. This narrative should be written in language easily understandable to the lay person, as this statement may be used for training and review by LARC staff. Make sure the narrative includes: Information specific to the risks to personnel posed by the agent(s) themselves, risks of working with the agent (i.e. sharps, splashes, ingestion), and the risk once the agents have been introduced into the animal(s), the risk associated with animal excretions and waste (bedding). Include information on how to handle accidental exposures (e.g. animal bite, contact with urine or feces) and how to handle soiled cages and bedding. For isotope use, provide diagram of space indicating monitoring & wipe test locations. Also, complete Appendix A.

**HAZARDOUS MATERIALS**

Biological (UA# _____) organism / toxin & risk group	Radioactive (UA# _____) isotope & activity	Chemical name & quantity

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SPECIFIC HUSBANDRY INSTRUCTIONS / PRECAUTIONS

LARC PROCEDURE ROOM\*:

Building: \_\_\_\_\_ Room(s): \_\_\_\_\_

LARC ANIMAL HOUSING ROOM\*:

Building: \_\_\_\_\_ Room(s): \_\_\_\_\_

\*Verify that room(s) has received the appropriate ABSL designation, and that space is available for your project. Contact Marsha Potolo at 502-1242 or email [marsha.potolo@ucsf.edu](mailto:marsha.potolo@ucsf.edu)

Check  all that apply

TASK	RESPONSIBLE PARTY			
	LARC		PI	
	Yes	No	Yes	No
Post door(s) with appropriate warning signs (Radioactive, ABSL2/3)				
Post Animal Involvement Form in LARC rooms				
Label animal cages or cage cards*				
Protective clothing to be worn:				
Uniforms, lab coat, disposable outers				
Head cover, face mask, safety glasses				
Shoe covers, boots				
Rubber or disposable gloves				
Other:				
Provide food & water to animal**				
Special diet required				
Clean cage during study				
RAM only, area and cage monitoring and wipe test	n/a	n/a		

\*Radioactive, biological and or carcinogen warning signs. For Vectors: Agent, Date of Administration, and Date of viral clearance

\*\* If lab is responsible, must be approved by IACUC.

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Appendix A

STUDY/AGENT SUMMARY: Check all applicable

1. Route through which agent(s) will be administered to animals. (Must be contained in IACUC approval)
- Injection Site: \_\_\_\_\_
  - Inhalation
  - Topical Site: \_\_\_\_\_
  - Other Specify \_\_\_\_\_
  - None

What is the appropriate response to employee exposure?

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2. Are there specific precautions to handling the animal(s) after the agents have been administered?
- Yes                       No
- Describe:

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3. What is the excretion route of hazardous materials?
- Urine
  - Feces
  - Respiratory
  - Other, specify \_\_\_\_\_
  - None

How long, post administration, will the agent(s) be excreted by the animal(s)?

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4. Is the cage contaminated with hazardous materials?  Yes  No
- If yes, who will decontaminate?  LARC  Lab

Describe decontamination procedures (*For RAM, lab MUST be responsible*)

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*Inform husbandry area supervisor when cage and accessories are decontaminated and can be returned to general use.*

5. Shall animal waste (excreta, bedding, tissue, etc.) be disposed as hazardous waste?
- Yes  No
- Bio = red bag; RAM = yellow bag; chemical = clear bag*

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For ABSL3, all animal waste MUST be autoclaved prior to disposal as bio waste.

6. Does this animal cause human related zoonotic disease?  Yes  No  
If yes, explain.

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7. Is medical surveillance through CDP required for LARC staff?  Yes  No  
If yes, explain.

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PI Signature (Print, Sign & Date)

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LARC Approval (Print, Sign & Date)

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**FOR EH&S USE ONLY**

1. Safety Considerations Training required prior to start of work & completed?  Yes  No  
2. LARC staff medical surveillance completed?  Yes  No

EH&S Approval (Print, Sign & Date)

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