**Special Animal Safety Protocol (SASP) Process for Researchers**

**BEGIN**

**Researcher** with project utilizing laboratory animals

Does the scope of the project also involve biohazards?

- **YES**
  - **Researcher** initiates IBC approval process

- **NO**
  - **Researcher** initiates IACUC approval process

**EH&S COMPLIANCE REVIEW**

EH&S emails SASPS to PI and DLAR after committee(s) approval

**Researcher**, in consultation with DLAR, submits HAZARDOUS AGENT SERVICE REQUEST FORM and attaches SASPS.

- Researcher makes a printout of the finalized form and SASP(s) for each room where animals with the administered agent(s) referenced on SASP(s) are housed.
- When work begins, **Researcher** places a copy of the form and SASP(s) in the Service Book for each location where animals administered agent(s) referenced on SASP(s) are housed.
- **Researcher** places a completed orange Hazardous Agent Awareness Cage Card on each cage with animals administered agent(s) referenced on SASP(s)

**END**

When use of hazardous agent and period of potential health hazard has ended, **Researcher** removes orange Hazardous Agent Awareness Cage Card from animal cage and removes Service Request and SASP(s) from Service Book.

EH&S maintains repository of SASPs with associated PIs. DLAR management may access via Sharepoint.