

Instructions for Completing the Hazard Agent Form

Welcome to the Hazard Agent Form, designed to initiate the consultation process with both DLAM and the Safety Office. It is crucial to understand that this form is dynamic and subject to change based on feedback. Please carefully review each section and provide accurate information based on your research into the hazards you will be dealing with.

1. **Purpose:** The purpose of this form is to facilitate communication between DLAM, the Safety Office, and laboratory personnel regarding hazardous agents used in animal studies.
2. **Completing the Form:**
 - Take your time to fill out each section thoughtfully. Please do not rush through the form; carefully consider each section. Rushing through the form and having to complete multiple edits will only further delay the process.
 - Provide as much detail as possible to ensure clarity and safety.
 - Be prepared to adapt your responses based on feedback and evolving knowledge.
3. **Displaying the Form:**
 - Once approved, the DLAM Facility Manager will take the form to the animal housing room and display it on the back of the door where the animals will be housed.
 - This serves as a guide for DLAM and lab staff on handling the hazard and maintaining safety protocols within the vivarium.
4. **Bedding and Waste Disposal:**
 - When indicating bedding and waste disposal methods, do not simply check extra items to cover all possibilities.
 - Consider the specific hazard you are working with:
 - For chemical hazards, note that autoclaving will not eliminate the hazard.
 - Autoclaving is effective against biological hazards but not chemical ones.
 - Prioritize appropriate disposal methods based on the nature of the hazard.
5. **Precautions:**
 - Even if the risk to employees seems minimal, it is essential to take precautions.
 - Safety is paramount, and all necessary steps must be taken to protect personnel from potential harm.
6. **Review SOP 037:**
 - Before completing the form, the Principal Investigator (PI) should review [SOP 037: Using Hazardous Materials in Animals](#) and their respective Institutional Biosafety Committee (IBC) protocol.
 - This will provide a better understanding of the process and ensure compliance with established procedures.

Thank you for your attention to detail and commitment to safety. Your cooperation ensures a secure working environment for all involved.