

**University of Pennsylvania-Radiology
Small Animal Imaging Facility Steering Committee
Standard Operating Procedure**

Title: Procedures for Animal Bites/Scratches Incidents

SOP Number: 2.02 Revision Number: 0

Effective Date: December 9, 2005 **Page 1 of 4**

Review Date: December 8, 2005

Approval: _____

Co-Director Co-Director

I. Purpose: The purpose of this policy is to describe steps which must be taken in the event of a bite or scratch inflicted by a laboratory animal, other than a non-human primate, being used on the Philadelphia Campus of the University of Pennsylvania and the Hospital of the University of Philadelphia.

II. Responsibilities and Scope: Principal Investigators are responsible for insuring that they and their staff personnel follow the steps required in this SOP. All **Radiology Department** personnel working in the SAIF, **working** with animals, are responsible for knowledge of the content of the SOP and for following the prescribed course of action should an incident occur. This SOP applies to all the Radiology animal facilities on the Philadelphia Campus of the University of Pennsylvania.

III. Definitions:

A. OEHS- Office of Environmental Health and Radiation Safety

B. ES-Emergency Services

C. HUP- Hospital of the University of Pennsylvania

D. OMHS- Occupational Medicine Health Services

E. SOM- School of Medicine

F. SOP-Standard Operating Procedures

G. ULAR-University Laboratory Animal Resources

H. VHUP- Veterinary Hospital of the University of Pennsylvania

IV. Procedures:

A. Awareness-Rabies in an animal may remain sub-clinical for up to a year. The stress of shipping or research may exacerbate a sub-clinical disease causing the animal to begin shedding the virus. Although research at the University uses only purpose bred laboratory animals with known vaccination and health histories, we cannot guarantee that they have not been exposed to rabid animals prior to arrival at University of Laboratory Animal Resources facilities.

B. Prophylactic Immunization-All personnel exposed to dogs or cats within the University are urged to be vaccinated for rabies. Contact Occupational Medicine and Health Services (OMHS) at HUP for more information.

C. If a person is bitten or scratched, the following steps **MUST** be taken:

1. Immediately flush the wound with soap and water, then contact OMHS for guidance and/or treatment. For incidents occurring at night or on weekends, the person should report to Emergency Services (ES). Apply first aid as directed.
2. Notify the facility supervisor or the school manager of the incident, as soon as possible. An incident report form must be completed and reviewed by the facility supervisor to determine if further action needs to be taken, i.e. proper handling training required or equipment repairs needed.

D. Procedure to follow if a person is bitten or scratched by a dog or cat:

1. Immediately flush the wound with soap and water, then contact OMHS for guidance and/or treatment. For incidents occurring at night or on weekends, the person should report to ES. Apply first aid as directed.
2. Notify the Attending Veterinarian, their designee, the facility supervisor, husbandry school manager, or Associate Director for Husbandry for guidance in handling the animal. **DO NOT EUTHANIZE THE DOG OR CAT.**
3. An incident report form must be completed and reviewed by the facility supervisor to determine if further action needs to be taken i.e. proper handling training required or equipment repairs needed.
4. The dog(s) or cat(s) must be quarantined by ULAR for a minimum of 12 days. If the dog or cat does not show clinical signs of rabies at that time, the exposed person(s) will be notified and the animal will be returned to the investigator. The Attending Veterinarian or designee is responsible for providing notification.
5. If the dog or cat becomes ill, it will be euthanized, or if it dies, it will be taken to the Laboratory of Pathology, at the Veterinary Hospital of the University of Pennsylvania (VHUP) for a diagnostic work-up as a rabies suspect. ULAR is responsible for quarantining the animal, performing the necessary paperwork, and, if necessary, transporting the animal to the necropsy area of VHUP. The Department of Pathology at VHUP is responsible for shipping the animal for diagnosis as per their policy.
6. The exposed person(s) will be notified when the dog or cat dies or shows signs. This notification will be given by the Attending Veterinarian or designee. Occupational Medicine and Health Services, the Office of Environmental and Health and Radiation Safety (OEHRs), the Dean of the School of Medicine (SOM) and Radiology Department Chairperson will also be notified.
7. The Office of EHRS will call a meeting of all who had any contact, direct or indirect, with the dog or cat, and/or its specimens, for an evaluation of exposure and a decision of whether or not to begin post-exposure treatments.

8. When the pathology report is received, the exposed individual(s), OMHS, the Dean of the SOM, the Radiology Department Chairperson, and Public Health authorities will be notified of the results by the Office of EHRS.

V. Directions:

VI. Safety Considerations:

VII. References: ULAR SOP 3.15: Procedures for Animal Bites and Scratches (non-NHP) (effective date May 7, 1999)

VIII. Attachments: ULAR Rabies Bite Policy Schema

X. Document History:

Version Number	Effective Date	Author	Reason
2	December 9, 2005	L.R. Cheatham & I. Lee, revised by E.A. Browning	Updated policy

Version Number	Effective Date	Author	Reason
1	December 9, 2005	LR Cheatham	New SOP