Using Hazardous Materials in LAMS

1. Introduction
Many IACUC protocols approve the use of hazardous agents that include chemical, biological, and radioactive materials. Most LAMS vivaria are equipped to handle hazardous agent administration and housing of animals harboring hazardous agents – however, researchers must complete mandatory LAMS hazard training prior to working with the agent in a LAMS hazard containment room or other approved LAMS rooms. Finally, researchers must submit a Husbandry Service Request to LAMS at least three (3) business days in advance of hazard use. This document will guide you through this process.

2. Determining if an IACUC-Approved Substance is a Hazard
Approved hazards for in vivo use are listed in your IACUC protocol; consult with your Principal Investigator (PI) or one of the following safety offices if you need help understanding hazards approved in your IACUC protocol, including agent hold time and required disinfectant:

- For biological materials: UC Biosafety Office, https://research.uc.edu/support/offices/biosafety
- For chemical materials: UC Environmental Health and Safety (EH&S) Office, https://ehs.uc.edu
- For radiological materials: UC Radiation Safety Office, https://research.uc.edu/support/offices/radsafety

3. Mandatory LAMS Hazard Training
Researchers must complete mandatory LAMS hazard training prior to working with the agent in a LAMS hazard containment room or other approved LAMS rooms. Untrained individuals are not permitted in LAMS hazard containment rooms, however temporary or passive the reason. To schedule hazard training, email LAMS@ucmail.uc.edu.

4. Required Information for this Service Request
Submitting a husbandry service request with incomplete or missing information may result in a delay in approval. To ensure your request is expediently processed, have the following information available:

1. Hazardous agent used in study
2. Study start date and end date*
3. Number of cages in study
4. Facility and room where animals will undergo study
5. Facility and room where animals will return after hazard study hold time (if applicable)
6. Personnel responsible for transporting animals into hazard room
7. Personnel responsible for returning animals to post-study housing room (if applicable)
8. Will animals be taken to a satellite lab area during hazard study? Provide location(s)/timeframe.
9. Emergency contacts**
10. Additional husbandry requests (e.g. PI Will Feed, Specific Enrichment, Single Housed)***

* Study end date should include the agent hold time
** Emergency contacts should be knowledgeable users (typically a Principal Investigator [PI], lab manager, or senior/experienced staff) who can answer a variety of questions about the animals/research in case of emergency.
*** If you have an existing service request for additional husbandry requests in your standard housing room, please mention this so LAMS can duplicate these husbandry requests for the room animals will be moved to for the hazard study.
5. **Submitting a Husbandry Service Request for Hazardous Agent Use**

Researchers must submit a Husbandry Service Request to LAMS at least three (3) business days in advance of beginning a hazard study. **LAMS must approve your service request in order to proceed with your hazard study; submitting a service request does not guarantee approval.**

1. Login to the Research Administration Portal (RAP) website: [https://rap.uc.edu/AOPS/](https://rap.uc.edu/AOPS/)
2. Select the **Animal Operations** tab, then select the **Create Service Request** button.
3. **Basic Request Information**: First page of the service request form. Complete Questions 1 through 3. For Question 4, select **Husbandry Services** and mark the **Other Service** checkbox to generate a textbox. Provide all required information detailed in Section 4: Required Information for this Service Request in the textbox. Press the **Continue** button to proceed.
4. **Cage Card Selection**: Use the filter to add cage card barcodes for animals moving to the hazard containment room. After adding your barcodes, press the **Continue** button to proceed.
   a. To **add barcodes individually**, type the barcode ID in the **Cage Card ID** field and press the **Add** button under Filter Actions.
   b. To **add barcodes by group**, select applicable search criteria in the **Cage Card Filter** fields and press the **Add** button under Filter Actions. **You cannot add multiple species at once; apply a filter to the Group/Species field before adding barcodes to avoid receiving an error message.**

![Cage Card Selection screenshot]

5. **Service Request Recurrence**: Select **No** for Question 2 and press the **Continue** button to proceed.

![Service Request Recurrence screenshot]
6. **Responsible Party**: select PI Staff for Question 1. For Question 2, select all individuals who will be working with the hazardous agent/animals in LAMS or entering the hazard containment room. LAMS will verify hazard training for all selected personnel before approving your service request.
   a. **Untrained individuals are not permitted in LAMS hazard containment rooms, however temporary or passive the reason.** See Section 3: Mandatory LAMS Hazard Training for details on training requirements and scheduling.

7. Press the **Finish** button to proceed to review and submit your service request on the main page.
8. Your service request status is now **Pre-Submission**, noted in the orange box on the top left side of your page. You can still edit the service request by using the **Edit Request** button to navigate the form. Press the **Submit** button on the left side of the screen to generate a final popup window.

9. Select **No** to Question 2 to assign your service request to the next available LAMS representative. Press **OK** to submit your service request for LAMS review. You will notice the status of your service request has changed to **Awaiting Veterinarian Assignment** on the main page.