



SOP Title	Animal Bite-Scratch Incidents and Reporting				
Date Last Revised	09/14/2018	Date Created	05/02/2018	Revision #	
SOP Number	10	Required by:	<input type="checkbox"/> OHRP <input type="checkbox"/> Funding Agency <input type="checkbox"/> OLAW		
Applicability	<input type="checkbox"/> RGC Internal		<input checked="" type="checkbox"/> Researcher		<input checked="" type="checkbox"/> Institutional
Subgroup	<input type="checkbox"/> NKU Compliance	<input type="checkbox"/> IRB	<input checked="" type="checkbox"/> IACUC	<input type="checkbox"/> IBC	

1.0 PURPOSE

The purpose of this SOP is to describe the process for reporting incidents involving animal bites or scratches that occur with personnel on IACUC approved protocols.

2.0 GENERAL INFORMATION AND SCOPE

An animal bite or exposure is defined as having one’s skin pierced or abraded by an animal’s teeth or claws, or by animal saliva or tissue coming in contact with abraded skin, eyes, or mucus membranes. Bites and scratches are not merely a concern of physical injury, but there is also the potential for contracting zoonotic disease or allergic reactions.

Bites or scratches received by personnel should immediately be washed with soap and water. The supervisor/lab director needs to be informed as soon as possible after cleansing the wound. The supervisor/lab director/Principal Investigator (PI) should:

- Assist the person in obtaining medical attention if necessary.
- Assure that the appropriate procedures listed below are followed.
- Strongly recommend the person to obtain medical care if the animal has been injected with microbes, viruses, drugs, or chemicals that may be harmful to humans.

A first-aid kit must be located in an obvious, readily available location in all work areas.

A. BITE AND SCRATCH PREVENTION

All personnel should be trained in species-specific animal handling techniques by the PI or trained staff, as well as through participation in CITI training modules. If possible, direct handling of wild animals or any animals suspected of being infected should be avoided by using tongs, bite gloves, squeeze cages, shields, or other protective equipment. Larger animals known to be aggressive should always be handled by a minimum of two people.

B. BITES RECEIVED FROM RATS AND MICE

Rats naturally carry bacteria in their mouth and can transmit them through bite wounds causing infection. A common rat oral bacteria in North America, *Streptobacillus moniliformis*, causes Haverhill Fever approximately 2-10 days after exposure. If untreated, the disease can be fatal due to malignant endocarditis, meningoenephalitis or septic shock.

Symptoms of infection after exposure:

- inflammation around the bite wound
- high prostrating fevers
- rigors
- headache
- polyarthralgia (pain in multiple joints)

First aid for bites received from rats and mice may include the following:

- Let the wound slightly bleed under running water and gently scrub with a surgical sponge and antiseptic soap. Wash the wound until visible dirt and debris are gone.
- Apply gauze and firm pressure to control bleeding. Apply a band aid if the wound is superficial and not bleeding.
- Thoroughly rinse exposed mucous membranes under running water or by using the eye wash station.

Any symptoms appearing after exposure should be taken seriously and immediately reported to a physician for medical management.

3.0 PROCEDURES

All incidents must be reported to the Principal Investigator immediately. The person who received the bite/scratch should decide whether or not to obtain medical for the incident. If the Principal Investigator recommends medical attention but the person refuses, the PI should document this via email to the Manager of Research Compliance and carbon copy the person who received the injury.

A. PROCEDURE FOR INCIDENTS INVOLVING NON-RABID ANIMALS

If the person decides to obtain medical care for the incident any time following the incident, the following procedures should be followed:

1. If not already involved, the Principal Investigator should be notified immediately.
2. The Department Chair should be notified.
3. PI and others involved must complete the NKU Department of Safety and Emergency Management Incident Form.
4. The NKU Department of Safety and Emergency Management will notify the IACUC Chair and the Manager of Research Compliance upon receiving the incident report form.
5. The Manager of Research Compliance will log the incident in the IACUC Incident Report Log.
6. The PI and the IACUC Chair together complete the Animal Bite-Scratch Incident Report Form.
7. Copies of the incident report will be provided to NKU Vice President for Legal Affairs & General Counsel, the Director of Research, Grants, and Contracts, Manager of Research Compliance, and the Chair of the appropriate department.
8. The report will be provided to the IACUC for review either via email or at an in-person meeting.
9. Procedures required to rectify the issue should be completed and documented.
10. Additional Reporting Requirements
 - a. If a faculty or staff are injured, NKU Human Resources must be notified 859-572-6063 or the 24-hour access line at 1-800-440-6285
 - b. If a student is injured, the Student Office of Student Conduct, Rights and Advocacy must be notified 859-572-5147

- c. If a visitor, contractor or volunteer is injured, Procurement services must be notified 859-572-5265.

B. PROCEDURES FOR INCIDENTS INVOLVING POTENTIALLY RABID ANIMALS

If personnel are potentially exposed to rabies, the Northern Kentucky Health Department must be contacted immediately who will provide information that will initiate the procedure to have the animal tested for rabies. If possible, research personnel should isolate the animal. If the animal is euthanized prior to isolation, careful steps must be taken to preserve the brain. The animal should be refrigerated as soon as possible.

If the person is bitten by an animal who could potentially have rabies, the following procedures should be followed:

1. If not already involved, the Principal Investigator should be notified immediately.
2. The Northern Kentucky Health Department must be notified immediately.
3. The NKU Animal Care and Use Committee Veterinarian or back up Veterinarian must be notified immediately.
4. The Department Chair should be notified.
5. PI and others involved must complete the NKU Department of Safety and Emergency Management Incident Form.
6. The NKU Department of Safety and Emergency Management will notify the IACUC Chair and the Manager of Research Compliance upon receiving the incident report form.
7. The Manager of Research Compliance will log the incident in the IACUC Incident Report Log.
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 - b. If a student is injured, the Student Office of Student Conduct, Rights and Advocacy must be notified 859-572-5147
 - c. If a visitor, contractor or volunteer is injured, Procurement services must be notified 859-572-5265.

4.0 REFERENCES

5.0 FORMS OR ATTACHMENTS

NKU IACUC Animal Bite-Scratch Incident Report Form

[NKU Department of Safety and Emergency Management Incident Reporting](#)

[NIH Incident Reporting FAQs](#)

[NIH Incident Reporting](#)

6.0 DEFINITIONS

Approvals

Title	Approved	Date Approved	Not Applicable
Manager of Research Compliance	<input checked="" type="checkbox"/>	03/04/2019	<input type="checkbox"/>
IACUC Chair	<input checked="" type="checkbox"/>	03/04/2019	<input type="checkbox"/>

Revisions

Title	Approved	Date Approved	N/A	Summary
Manager of Research Compliance	<input type="checkbox"/>		<input type="checkbox"/>	
IACUC Chair	<input type="checkbox"/>		<input type="checkbox"/>	
Institutional Official	<input type="checkbox"/>		<input type="checkbox"/>	