**Environmental, Health, Safety, Risk and Emergency Management Request Form for Animals Used in Approved Events**

**Requestor:** Name:

Title:

Department:

Phone number:

Email:

Include the following if applicable:

|  |  |
| --- | --- |
| Date(s) of Event |  |
| Time(s) of event or time that animal(s) will be on campus  **(e.g. 10:00-12:00)** |  |
| Location |  |
| Type of animal(s) |  |
| Event Name |  |

1. **Type of Activity that animal (s) will be used for:** \_\_\_\_\_Teaching \_\_\_\_\_\_Clinical \_\_\_\_\_\_Other
2. **How many animals and animal handlers do you anticipate utilizing for your event?**
3. **Where will animals relieve themselves? How and where will any excrement be disposed of?**

Example: Human practitioners will make sure dogs have had a chance to relieve themselves off-campus before each visit to the university. If the dogs need to relieve themselves during a break, human practitioners will take them to a grassy area to the side of the Building and will clean up any fecal matter with a pet waste bag, and dispose of it in an outside trash receptacle. Since three or four hours is not a long time for a dog to go without relieving itself, and because these dogs are highly trained, no problems in this area are anticipated, but each human practitioner will be prepared.

1. **Provide your safety protocol for animals and handlers:**
2. **Provide any certifications that human practitioners or animals have completed:**

Example: Animal Control Officer

1. **Provide Animal Vaccination dates (if applicable) or Licenses by any regulatory agencies (e.g. Class C Exhibitor):**
2. **Will you be collaborating with an organization? If yes, please indicate name of organization.**
3. **Is this organization insured/bonded? If so, name of insurance company and provide a copy of insurance documents?**

|  |  |  |  |
| --- | --- | --- | --- |
| Complete if applicable | Department | Contact Person | Email |
|  | Safety Building Coordinator |  |  |

Send questions or completed form to Elsie Romano at [er20@txstate.edu](mailto:er20@txstate.edu).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Elsie Romano Date

Senior Environmental Health and Safety Specialist

Environmental, Health, Safety, Risk and Emergency Management

**Main Office:** (512) 245-3616    **Direct Line:** (512) 245-2058

