

Request to Bring Live Animals to Campus for an Event

January 2018

If you are planning to incorporate a live animal exhibit or display during an event, you must obtain approval from the office of Environmental Health and Safety.

To begin the approval process:

- Complete and submit this form at least ten working days before the event.
- Once approved, you will receive a confirmation e-mail — print and display it at the site during your event.

All fields are required

Event Information

Event name

Location

Date

Time

If you have an event that occurs multiple times within the same month, please enter the date and time of the first occurrence, then list additional days in the box below:

Month

Day

Year

Begin time

End time

Additional dates and times

Contact Information

Department, organization, or other group

Name of primary contact

Phone

E-mail

Animal Information

Please list what animals you wish to bring to the event. Include where the animals are from and the owner's names. Animals that are not listed will not be approved:

Will the public be able to have contact with the animals listed above? Yes No If yes, please explain the process for required hand-washing including 1) a narrative of what type of hand-washing station you are bringing 2) a sample of hand-washing signs required at every entrance and exit 3) a map of the petting zoo with hand-washing locations, and 4) NO FOOD ALLOWED FOR HUMAN CONSUMPTION.

If the public can have contact with the above animals, please explain what sort of hand washing facilities will be provided (portable sink, bottles of hand sanitizer).

Information about the importance of washing hands after any animal contact must be provided to each visitor. It is recommended to provide information in at least two formats, one being verbal. Please explain the other format in which information about hand washing will be provided (signs or posters, handouts or brochures). Examples of appropriate signs are available from <https://ehs.umass.edu/sites/default/files/Handwashing%20and%20animals.pdf>

All mammals are required be current on their rabies vaccinations if one exists for their species. In addition, a health certificate may be required for some animals. Will you be able to provide vaccination records or a health certificate for each animal if required? Yes No

Why do you wish to incorporate live animals as part of your display or exhibit?

Who will be in charge of the animals at the event?

Persons not listed will not be authorized to work the animal exhibit/display.

Do the people in charge of the animals at the event have experience with the above listed animals?

If so, please state their experience:

Additional Comments

By signing below, I certify that I have read and understand the Recommendations for Live Animal Exhibits on the University of Massachusetts Amherst campus and agree to operate accordingly. I understand that submitting this form does not guarantee approval for my request.

Printed Name	Signature	Date
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For Office Use Only:

Environmental Health & Safety Approval

Signature of Environmental Health & Safety Officer	Date
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Signature of Environmental Health & Safety approval (Assistant Director)	Date
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Date confirmation e-mail transmitted

Disclaimer

This approval applies only to the request for live animals and shall not be construed as approval for the event. It is the responsibility of the requestor to identify and obtain other required approvals.

Request to Bring Live Animals to Campus for an Event Checklist

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1. Completed application and documented proof that all animals have had their required shots including but not limited to vaccinations, such shots are up to date, and the animals are free of rabies.
2. Have evidence of liability insurance coverage with limits of at least \$1,000,000 per occurrence with an insurance company must be provided by the owner and/or provider of the animals. University of Massachusetts at Amherst, c/o EH&S, 117 Draper Hall, UMASS, Amherst, MA 01003 it's officers and employees must be named as additional insureds on the liability insurance policy. A Certificate of Insurance, evidencing the required coverage must be submitted or faxed, prior to the date of the event. Fax: 413-545-2600.
3. Set-up of animal areas:
 - a. Proper visitor flow through transition areas (see the diagram on page six of this document)
 - b. Educational information and hand-washing facilities (or an acceptable equivalent, such as antibacterial hand-wipes). Page five of this document has hand-washing recommendations
 - c. Fences, gates, or other types of barriers can restrict uncontrolled access to animals and animal contact areas and ensure that visitors enter and exit through transition areas.
 - d. Animal feed and water should not be accessible to the public.
 - e. When possible, animal areas should be set up in the grass to avoid waste runoff.
4. Food and beverages:
 - a. No food or beverages should be allowed in animal areas
 - b. Any and all food vendors shall be located at least 100 ft from animal areas.
 - c. Smoking, toys, and use of pacifiers, spill-proof cups ("sippy cups"), and baby bottles should not be permitted in animal areas.
5. Cleaning procedures
 - a. Manure and soiled animal bedding should be removed promptly.
 - b. Animal waste and specific tools for waste removal (e.g., shovels and pitchforks) should be confined to designated areas restricted from public access.
 - c. Manure and soiled bedding should not be transported or removed through non-animal areas or transition areas used by visitors.
6. Supervision of children
 - a. Children should be closely supervised during contact with animals to discourage contact with manure and soiled bedding. All children less than five years old require supervision.
 - b. Hand-to-mouth contact (e.g., thumb-sucking) should be discouraged
 - c. Appropriate hand washing should be required and supervised.
7. Staff
 - a. Trained staff should be present in areas where animal contact is permitted to encourage appropriate human-animal interactions, reduce risk for exposure (e.g., by promptly cleaning up wastes), and process reports of injuries and exposures.
8. Feeding animals
 - a. If feeding animals is permitted, only food provided by the vendor/owner for that purpose should be allowed.
 - b. Food provided for animal consumption should not be eaten by humans and should not be provided in containers that can be eaten by persons (e.g., ice cream cones). This policy will reduce the risk for animal bites and the probability of children eating food that has come into contact with animals.
9. Use of animal areas for public (non-animal) activities
 - a. Zoonotic pathogens can contaminate the environment for substantial periods. If animal areas need to be used for public events, these areas should be cleaned and disinfected, particularly if food and beverages are served.
 - b. Removing organic material such as bedding before using disinfectants is important.

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10. Transition areas between animal and non-animal areas
 - a. Information needs to be provided for prevention of infection and injury
 - b. Location of hand-washing facilities and instructions for visitors to wash their hands upon exiting.
 - c. Guidelines:
 - i. Signs informing visitors that they are entering an animal area should be posted at the entrance transition areas. These signs should also instruct visitors not to eat, drink, or place their hands in their mouth while in the animal area.
 - ii. Exit transition areas should be marked with signs instructing the public to wash their hands.

11. Definitions:

- a. Dangerous Wild Animal: bobcat, baboon, bear, caracal, chimpanzee, cheetah, cougar, coyote, gorilla, hyena, jackal, jaguar, lion, leopard, lynx, ocelot, orangutan, serval, tiger, and any hybrid of an animal listed. In addition, elephants, wolves, and wolf-hybrids, badgers, wolverines, feral pigs, deer, moose, elk, and bison are banned from public exhibits or demonstrations. Rare exceptions may be made at the discretion of Environmental Health & Safety.

12. Animal care and management:

- a. Animal care. Animals should be monitored daily by their owners or caretakers for signs of illness, and they should receive appropriate veterinary care. Sick/ill animals and animals from herds with a recent history of abortion or diarrhea should not be exhibited. Animals should be exhibited to minimize stress and overcrowding, which can increase shedding of microorganisms.

13. Veterinary care. Animal owners should retain and use the services of a licensed

veterinarian. Vaccination, preventive care, and parasite control appropriate for the species should be provided. Health certificates from a licensed veterinarian should be up-to-date according to local or state requirements for animals in areas where public contact might occur.

c. Rabies. All animals should be housed to reduce potential exposures from wild animal rabies reservoirs. Mammals should also be up-to-date on their rabies vaccinations. These steps are particularly critical in areas where rabies is endemic and in venues where animal contact is encouraged (e.g., petting zoos). Because of the extended incubation period for rabies, unvaccinated mammals should be vaccinated at least 3 months before they have contact with the public. Mammals that are too young to be vaccinated at least 3 months before potential human contact should be used only if additional restrictive measures are available to reduce and manage risks. These measures can include using only animals that were born to vaccinated mothers and housed to avoid rabies exposure. Another measure that might be used is to maintain a record of visitors to facilitate locating persons or groups in situations where tracing contacts might be required (e.g., potential rabies exposures).

d. Animal births. If animal births occur, ensure that the public has no contact with animal birthing by-products. The environment should be thoroughly cleaned after each birth, and all waste products should be properly discarded. Holding such events outside is preferable, because if they are held inside, risks for organisms being spread through ventilation systems occur.

14. In the event that any animal brought onto campus escapes its enclosure or a person gets bitten, UMPD (413-545-2121; 911 from campus phone) should be called immediately.