

**Environmental Health & Safety**

# Request to Bring Live Animals to Campus for an Event

May 2009

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

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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

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Additional dates and times

## Contact Information

Department, organization, or other group

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Name of primary contact

Phone

E-mail

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## 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:

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Will the public be able to have contact with the animals listed above?     Yes     No

If yes, please explain what type of contact:

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**Environmental Health & Safety**

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).

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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 [www.utexas.edu/safety/ehs/animalmakesafe/live\\_exhibits.html](http://www.utexas.edu/safety/ehs/animalmakesafe/live_exhibits.html)

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?

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

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

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

If so, please state their experience:

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**Additional Comments**

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

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Printed Name

Signature

Date

**Environmental Health & Safety Approval**

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Signature (Animal Make Safe)

Date

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Environmental Health & Safety approval (Director/Associate Director/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.