

ANIMAL BITE / SCRATCH INCIDENT REPORT FORM

Must be completed for ALL animal bites and/or scratches (even if no injury occurred)

Send Completed form to: *Office of Environmental Health and Safety (deitchb@tcnj.edu)*

I. Person Bitten (completed by the person bitten/scratched):		
Last Name:	First Name:	TCNJ ID#:
Role: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student Worker <input type="checkbox"/> Student Researcher		
Principal Investigator's Name:		
Date bite/scratch occurred:	Injury: <input type="checkbox"/> Bite <input type="checkbox"/> Scratch	
Date reported & to whom:		
Did the animal appear ill? (Describe) <i>(attach additional sheets if necessary)</i>	Describe the Bite/Scratch (include location on body): <i>(attach additional sheets if necessary)</i>	
Explain the circumstances under which the bite/scratch occurred (include campus location): <i>(attach additional sheets if necessary)</i>		
II. The Animal (if known, completed by the person bitten/scratched):		
Species:	Breed/Type:	ID # of animal:
Sex:	Color:	Age:
Vaccinated for rabies? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Not applicable		Vaccination Date:
<input type="checkbox"/> Laboratory-bred animal <input type="checkbox"/> Wild or feral animal		
Animal's health status:	Current location of animal:	

Signature of person bitten/scratched: _____ **Date:** _____

Signature of Principal Investigator: _____ **Date:** _____

Instructions

- **Emergencies**, or outside of normal business hours
 - Contact Campus Police at 609-771-2345 using a cell phone or 9-1-1 from a campus phone.
- **Non-Emergencies**
 - TCNJ Students (including Student Researchers): Report the incident to the Principal Investigator. For medical evaluation/treatment, call Student Health Services at 609-771-2889 to schedule an appointment. Bring this form to your appointment.
 - TCNJ Employees (Faculty, Staff, Student Workers) must report all injuries/illnesses (including bites/scratches) to Human Resources (609-771-2282) and to their supervisor/PI. HR will provide information for care options.

Principal Investigator must:

1. Ensure that someone bitten/scratched is offered appropriate care
2. Submit this report to EHS as soon as possible, and not more than 48-hours after the bite/scratch
3. Update the bite/scratch log for that facility

The Office of Environmental Health and Safety maintains a log of the Incident Report Forms, and provides to the TCNJ IACUC Chair, as part of the Institutional Animal Care and Use Committee's Occupational Health & Safety Program.