

MICHAEL HINOJOSA, ED.D.
SUPERINTENDENT OF SCHOOLS



DATE: July 28, 2017

ACTION

TO: Principals
FROM: Christopher L. Gray, Executive Director Maintenance and Facility Services
SUBJECT: Disposal of Animal Carcass on School Property

A handwritten signature in blue ink, appearing to read "Gray", is written over the "FROM:" line of the header.

The Maintenance and Facility Services Department is responsible for providing an annual reminder of proper animal carcass disposal to employees most likely to encounter this scenario. Effective disposal of animal carcasses is a key component of a successful response to an animal health incident. The overall goal is two-fold: safely mitigate carcass scenarios, and minimize occupant exposure to animal health incident. It is paramount this effort be completed in a timely, safe, bio-secure, aesthetically and environmentally responsible manner.

Facility Lead Attendants and/or Lead Custodians are responsible for the removal and disposal of small animals (e.g. mice, cats, dogs and birds) that may be found on campus or complex grounds. Information Technology & Communication Services (formerly Work Order Tracking) should be contacted (972.925.2140) when carcasses larger than the previously mentioned are encountered. Environmental Health and Safety is responsible for disposal of larger animal carcasses.

REMOVAL PROCEDURES

Removal of an animal carcass should be performed using appropriate safety and handling procedures. At a minimum, workers should adhere to the following.

- Put on the appropriate personal protective equipment to protect clothes and skin (i.e., gloves, apron, etc.);
- Handle carcass with appropriate device to minimize direct contact;
- Double bag carcass for disposal to ensure absence of leaks;
- Place bag on curb for pick up by the City of Dallas Sanitation Department (small carcasses can be disposed in an on-site dumpster). If the City of Dallas is contacted prior to 2:30pm, the animal carcass will be removed the same day, if the City of Dallas is contacted;
- Contact the City sanitation at (214) 670-8226. The specific location of the bagged carcass should be provided to the operator. The caller will receive a confirmation service request number (SR#) from the operator;
- All utilized apparatus should be properly disinfected and restored. Otherwise discarded.

The safety and protection of staff and students is of paramount concern when encountering animal carcasses on school grounds. When discovered, it is important to act immediately, safely and appropriately to remove the carcass and minimize potential environmental effects or associated health concerns when discovered.