



WILLIAM
& MARY

CHARTERED 1693

ENVIRONMENTAL HEALTH & SAFETY

SOP Number	001	Effective Date:	10/1/25
Subject:	Wildlife Management/ Response	Revised Date:	10/1/25
Written by:	M. Beagle	Reviewed Date:	10/1/25

Standard Operating Procedure: Wildlife Management/ Response

Purpose: To establish a standardized procedure for responding to nuisance animal control requests, including the disposal of animal carcasses, to be carried out by Facilities Operations personnel and licensed contractors holding a Commercial Nuisance Animal Permit (CNAP).

Scope: This procedure applies to wildlife and does not extend to animals used in research activities.

Roles and Responsibilities:

Environmental Health & Safety (EH&S) is responsible for maintaining this procedure and providing guidance to ensure compliance with applicable federal, state, and local regulations.

Facilities Operations (FOps) is responsible for coordinating nuisance animal response activities, including managing CNAP-licensed contractors and providing them with access to affected areas. FOps personnel must ensure that repairs are initiated to prevent wildlife re-entry into the building immediately after wildlife removal, or as soon as legally permitted if Virginia wildlife laws delay such action. FOps is also responsible for communicating the status of wildlife removal and repair activities to building managers/stakeholders.

Grounds employees are responsible for disposing of small to medium-sized animal carcasses located on William & Mary property during normal working hours, provided the carcasses can be safely bagged and handled using proper personal protective equipment (PPE). Grounds is responsible for coordinating the removal of

large animal carcasses on W&M property with a contractor that will dispose of the carcass in a sanitary landfill authorized to receive carcasses. Grounds is also responsible for determining if a carcass is on W&M, VDOT or City maintained roads.

Work Control is responsible for contacting Facilities Operations to initiate the dispatch of a CNAP licensed contractor or wildlife rehabilitation organization during normal working hours. After hours, Work Control is responsible for contacting the duty supervisor to dispatch a CNAP licensed contractor and escort the CNAP licensed contractor. Work Control is responsible for reporting animal carcasses in the roadway to VDOT or the City of Williamsburg when needed.

Duty Supervisor: is responsible for handling complaints related to animal carcasses on William & Mary property after hours. The duty supervisor is responsible for dispatching a CNAP licensed contractor, escorting the CNAP licensed contractor and communicating the status of wildlife removal and repair activities to building managers/stakeholders for issues that arise after hours.

General Guidelines: All reports regarding the presence of wildlife, particularly within campus buildings, must be directed to Work Control. Work Control should collect a detailed description of the animal, including species (if known), its last known location, and any unusual behavior that may indicate illness (potential rabies).

Wildlife observed outdoors that is not sick, orphaned, injured, or creating a nuisance will not be addressed. In such cases, callers should be advised to avoid interaction with the animal, maintain a safe distance and allow the animal to remain undisturbed.

Sightings of bears, coyotes and bobcats must be reported to the Virginia Department of Wildlife Resources (DWR) at 804-829-6580 and WMPD at 757-221-4596.

If any wildlife is suspected to be rabid or presents an immediate threat to human safety immediately contact the William & Mary Police Department (WMPD) at 757-221-4596.

No attempts shall be made to harass, capture, or relocate protected or endangered species. Wildlife handling must comply with the Virginia Wildlife Laws and DWR permit regulations. Coordination with DWR is required when dealing with protected species such as bats, eagles, and migratory birds. Facilities Operations personnel must not attempt to handle live wildlife and should not directly handle deceased wildlife.

Wildlife may carry diseases that can be transmitted to humans. Direct contact with wildlife must be avoided. Employees shall follow universal precautions, treating all bodily fluids (from both living and deceased wildlife) as potentially infectious.

For the purpose of this SOP an exposure event will be defined as: any situation where saliva or central nervous system tissue of a confirmed or suspect animal enters an open, fresh wound or comes into contact with a mucus membrane by entering the eye, nose or mouth.

- Special consideration for bats: anyone who has had direct contact with a bat and cannot rule out a bite or has been in a room with a bat and is unable to tell whether an exposure took place (e.g. infant, cognitively impaired or sleeping adult) should be considered potentially exposed to rabies.

Honeybees are legally protected pollinators in Virginia and must not be exterminated. Bee removal must only be performed by a qualified beekeeper. Do not spray, disturb, or attempt to move bee swarms.

Procedures:

Nuisance wildlife is trapped within a building and it is alive.

1. Work control should be contacted. During normal work hours, the designated contractor coordinator in Maintenance Contracts shall be notified to dispatch a CNAP licensed contractor. If after hours, Work control to contact duty supervisor to contact and escort the wildlife services contractor.

Suggested CNAP licensed contractors are found in the [Wildlife Response Contact List](#) (located in Box).

2. Work Control shall advise the caller (employees, students, and visitors) to:
 - a. Leave the room
 - b. Close to door to contain wildlife
 - c. Post a sign to restrict access to the room until the contractor arrives.
 - i. Students who would like a different room to use temporarily while the situation is being resolved, should contact Residence Life.
3. Work Control should inquire if the caller has an exposure event with the animal and if so, advise the students to contact the Student Health Center and advise employees to utilize the Panel Physician Form to seek medical treatment. Work Control to report all exposure events immediately to EH&S (757-221-1643) and the CNAP licensed contractor.
4. Facilities Operations personnel escorting the CNAP licensed contractor shall provide access to the contractor but should not be employed to assist the contractor in capturing the animal.
5. Once the animal has been removed, FOps personnel to make necessary repairs to prevent wildlife from re-entering the building as allowed by Virginia wildlife laws.

CNAP licensed contractors should advise FOps personnel on Virginia wildlife laws based on species of the nuisance animal.

Wildlife located outdoors is sick, injured or orphaned.

1. Work Control should contact the designated contract coordinator or duty supervisor (after-hours). They should report the sick, injured or orphaned animal to a local wildlife rehabilitation organization. Facilities Operations personnel should not handle wildlife that is living, sick, injured or orphaned. The organizations that serve the Williamsburg area are found in the [Wildlife Response Contact List](#) (located in Box).
2. In the event that an animal is injured and the CNAP or a licensed wildlife rehabilitation organization recommends euthanasia requiring the use of a firearm, authorization shall be obtained from the WMPD Chief of Police prior to any action. The use of a firearm shall be considered only as a last resort. Advance notice shall be provided to WMPD by contacting the department immediately once the CNAP or a licensed wildlife rehabilitation organization begins discussions regarding this option.

Deceased wildlife near a building in bushes or on dirt.

Small to medium sized animals:

1. Employees shall don safety glasses and two pairs of disposable nitrile gloves and utilize tools that can be disinfected such as tongs, shovels or other suitable tool to put the deceased animal into a dark heavy-duty garbage bag. Employees shall also be wearing long pants and protective footwear. The bag should be tied or taped to secure. Direct contact with the carcass should be avoided.
2. The deceased animal shall be double bagged in a second dark heavy-duty garbage bag.
3. Place the used outer pair of gloves into the second bag and tie or tape it securely.
4. Prior to placing the bagged carcass in the dumpster, the dumpster should be evaluated to ensure there are no holes, and it will not leak.
5. Dispose of the packaged carcass into an outdoor dumpster.
6. Tools shall be disinfected with an approved disinfectant such as Vital Oxide. Employees shall wear disposable nitrile gloves and safety glasses during the disinfection process.
 - a. Remove gross contamination such as fur, tissue, feathers, blood, feces or dirt from the tool.

- b. To disinfect if using Vital Oxide, liberally spray tool until thoroughly wet. Allow tools to remain visibly wet for at least 10 minutes to ensure disinfection. If solution begins to dry too quickly, reapply to maintain contact time. If using another approved disinfectant, ensure the appropriate contact time is observed.
- 7. Hands shall be washed immediately after final pair of disposable gloves are removed.

Deceased animals in the roadway:

- 1. If the carcass is in the roadway, the location should be evaluated by Grounds personnel to determine if VDOT or the City of Williamsburg is responsible for removal of the carcass. If it is a state-maintained road, Work Control to call VDOT at 800-367-7623. If it is a city-maintained road, Work Control to call the Public Works Department with the City of Williamsburg at 757-220-6140. See Appendix A for a map of state-maintained roads on campus.
- 2. If W&M is responsible for removal of a large carcass, the carcass must be bagged prior to placing the carcass in the dumpster. The carcass shall be placed in the dumpster located at SWEM, this dumpster is collected daily, Monday through Friday. Prior to placing the bagged carcass in a designated dumpster, the dumpster should be evaluated to ensure there are no holes, and it will not leak. Employees shall utilize tools or equipment to place the carcass in the bag to eliminate direct contact. Employees shall wear disposable gloves and safety glasses when utilizing tools to handle the carcass. Employees shall also wear long pants and protective footwear. Disposable coveralls are available in the Warehouse for large carcass removal or extensive disinfection tasks. If employees cannot place the carcass in a bag without directly handling the carcass, a contractor shall be utilized to remove the carcass.
- 3. Equipment and any tools utilized shall be disinfected using Vital Oxide. Employee shall wear disposable nitrile gloves and safety glasses during the disinfection process.
 - a. Remove gross contamination such as fur, tissue, feathers, blood, feces or dirt from the equipment.
 - b. To disinfect, liberally spray equipment with an approved disinfectant such as Vital Oxide until thoroughly wet. If using Vital Oxide, allow tools to remain visibly wet for at least 10 minutes to ensure disinfection. If solution begins to dry too quickly, reapply to maintain contact time.
- 4. Hands shall be washed immediately after disposable gloves are removed.

Deceased wildlife found on smooth floors or other impervious surfaces.

1. After step 3 of procedure for small to medium sized animals, clean and disinfect the surface using Vital Oxide and allow the surface to remain visibly wet for 10 minutes.
2. Place used outer gloves and any wipes used to clean the area into the second bag used for double-bagging.
3. Tie or tape the outer bag securely.
4. Dispose of the packaged carcass into an outdoor dumpster.
5. Alternately Maintenance Contracts can dispatch contractors to disinfect areas as needed.

Honeybees:

1. If a honeybee swarm or nest is observed on campus, Tidewater Beekeepers Association, 757-214-6868, should be contacted to dispatch a beekeeper to remove the swarm or hive.

Hornets, wasps, stinging insects are taken care of by Dodson. If a lift is needed to access the pest, coordination must occur to provide a contractor that can assist by operating a lift for Dodson.

References:

<https://dwr.virginia.gov/>

<https://dwr.virginia.gov/wildlife/nuisance/trappers/>

<https://dwr.virginia.gov/wildlife/nuisance/>

<https://www.williamsburgva.gov/509/Animal-Services>

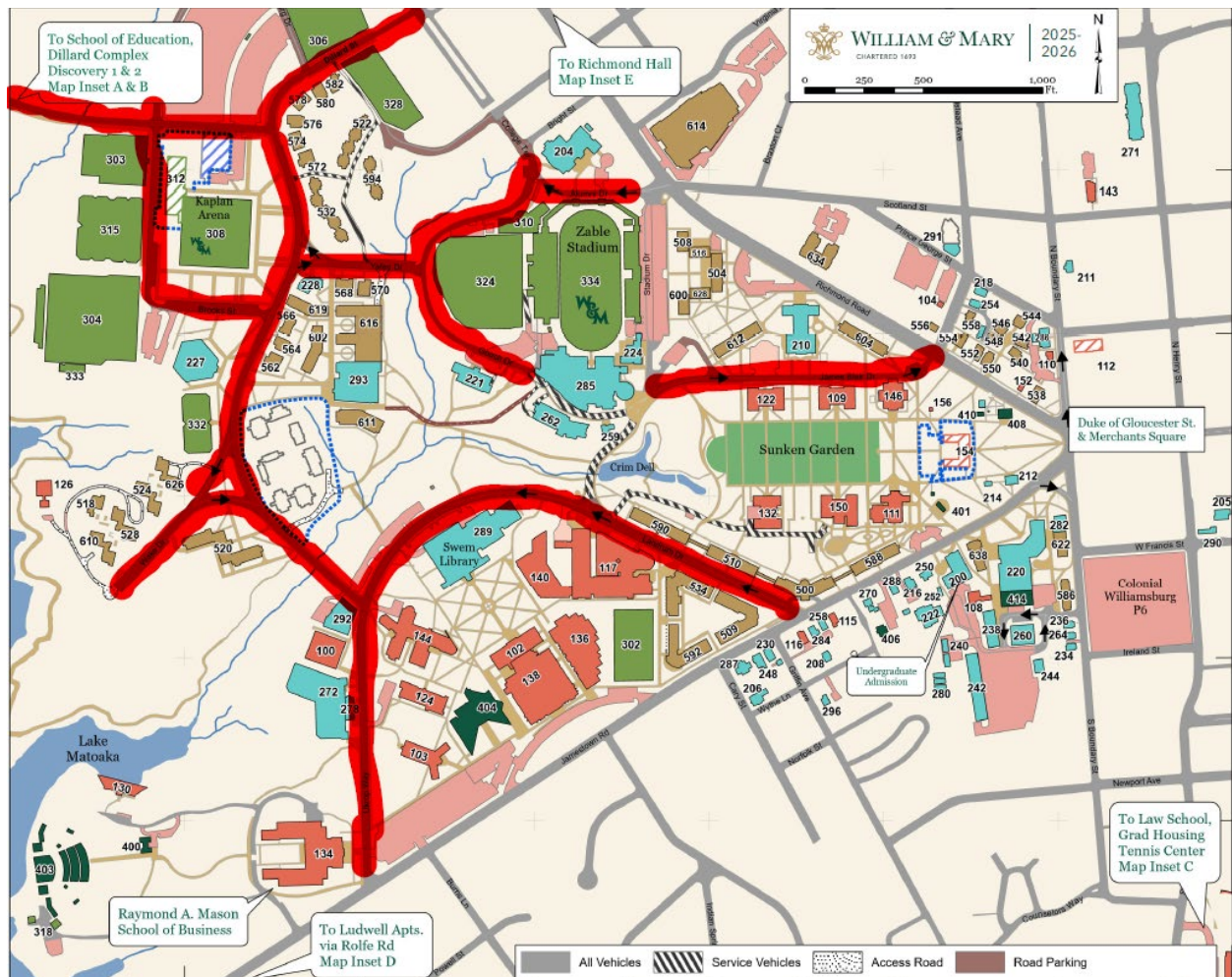
<https://www.vdh.virginia.gov/animal-contact-human-health/rabies-control/>

<https://www.deq.virginia.gov/our-programs/land-waste/solid-hazardous-waste/specialty-waste/animal-waste>

<https://my.vdot.virginia.gov/>

<https://chemmanagement.ehs.com/9/055e23b0-e3c0-4fb5-aac1-ef313f1c72f0/ebinder>
(SDS Electronic Library)

Appendix A: VDOT Maintained Roads



VDOT maintained roads on main campus are highlighted in red.