Occupational Health Program
Purpose and Scope

• This describes the occupational medical evaluation program for the pre-placement / baseline evaluation of personnel who handle, maintain, or use animals for teaching or research and the procedure for periodic re-evaluation.

• It applies to all personnel working for or at the University of Notre Dame who:
  – Work with live or dead whole animals or who work with animal non-fixed tissues or fluids harvested from animals
  – Require access to the Freimann Life Science Center with or without animal contact
Responsibilities

• FLSC
  – Provide personnel key card access to the FLSC only if the requesting personnel have completed the requirements of working with Category A or B animal or species
  – Provide training on occupational health issues including universal precautions, animal allergies, procedures to follow in event of an injury, etc., to all personnel who have been granted access to the FLSC
Responsibilities

• IACUC Committee – Approve IACUC protocols only if personnel listed in the application have completed the requirements in this procedure

• Risk Management and Safety
  – Maintain this procedure to regulatory and national consensus standards.
  – Conduct audits to verify compliance to this procedure
Responsibilities

• Principal Investigator / manager / supervisor shall:
  – Require personnel working under the IACUC protocol to adhere to the requirements in this procedure
  – Not permit personnel that have not met the requirements of this procedure to perform activities as defined as Category A or B
  – Provide funding for charges associated with this program
Responsibilities

• Wellness Center shall:
  – Evaluate Category A and B forms and provide personnel recommendations as necessary based on the Category A form information
  – Track Category A and B form submissions and provide a monthly report to FLSC and RMS of personnel meeting the requirements of the Category A and B process and the personnel that have not met the requirements
  – Provide medical evaluation or treatment as directed by the Wellness Center physician for personnel completing the Category A form
Key Definitions

• Category A – Those working with live or dead whole animals (except those working exclusively with aquatic species), animal tissue, fluids, and materials from potentially biohazardous animals. ND Medical and Occupational History form shall be completed.

• Category B – Those working with only aquatic species, freshly harvested animal tissues/fluids from non-biohazardous animals (animals not infected with a biological agent), or requiring non-animal contact access to an animal facility. Category B Certification form shall be completed.
Requirements

• All personnel working in situations as defined as a Category A or Category B shall complete and submit to the appropriate forms to the Notre Dame Wellness Center

• Access to the Freimann Life Science Center (FLSC) in the Galvin Life Science building and Raclin-Carmichael Hall shall not be granted until personnel have an approved Category A or B Form
Category A Process

- Category A Forms are required to be completed at least once every three years. Access to the FLSC will be denied or the IACUC Protocol approval may be withdrawn.
- The PI or researcher shall not permit any individual to commence work without the completion of the Category A Process.
Category A Process

• The Wellness Center shall review the Category A Form
  – If the Form is missing contact information the Wellness Center shall hold the Form for 30 days waiting for the researcher to contact the Wellness Center.
  – If there is no contact by the researcher to the Wellness Center, the Wellness Center shall maintain the form for record keeping purposes in a pending file. They are not required to take any additional action.
Category A Process

- If the Form is incomplete but contains contact information the Wellness Center shall contact the researcher (twice) and request missing data.
- If the data is not supplied the Wellness Center shall maintain the form for record keeping purposes in a pending file. They are not required to take any additional action.

• The Wellness Center shall notify the researcher following review of the Category A Form. The Wellness Center shall complete the **Category A Medical and Occupational History Evaluation** form and send it to the researcher named on the form through the U.S. Postal Service.
Category A Process

• The researcher is required to respond to the Wellness Center by:
  – Completing a **Declination Form** and sending it to the Wellness Center. The Declination Form communicates that the researcher understands the recommendation but chooses not to adhere to them. OR
  – Adhering to the Wellness Center recommendations.

• If the researcher does not respond the Wellness Center is not required to take any additional action.
Category A Process

- If the researcher responds and completes the required medical treatment or a Declination Form, the Wellness Center shall report to the FLSC and to RMS that the individual is cleared to work under the Category A guidelines.
- The FLSC shall grant the cleared individual access to the FLSC facility.
Category B Process

- Individual Category B Forms are required to be completed only once
- The PI or researcher shall not permit any individual to have access to FLSC without the completion of the Category B Process
Category B Process

• The Wellness Center shall review the Category B Form
  – If the Form is missing contact information the Wellness Center shall hold the Form for 30 days waiting for the researcher to contact the Wellness Center. If there is no contact by the researcher to the Wellness Center, the Wellness Center shall maintain the form for record keeping purposes in a pending file. They are not required to take any additional action.
  – If the Form is incomplete but contains contact information the Wellness Center shall contact the researcher (twice) and request missing data. If the data is not supplied the Wellness Center shall maintain the form for record keeping purposes in a pending file. They are not required to take any additional action.
Category B Process

• The Wellness Center shall report to the FLSC and to RMS that the individual is cleared to work under the Category B guidelines within 2 weeks of receiving the Category B form.
Category A Tracking, Vaccination and Testing
Follow-up

• The Wellness Center shall monitor the status of the triennially Category A requirement and notify the researcher twice, once approximately 30 days prior to its expiration and then again when it is expired.

• The researcher is required to provide an updated Category A form. If the researcher fails to provide an updated Category A form by the expiration date of their previous Category A approval date, the Wellness Center shall remove the individual’s name from the approval list.

• The report shall be sent to the FLSC and RMS. The FLSC personnel shall remove the individual’s access to the FLSC.
The Wellness Center shall monitor the status of vaccinations and tests. When vaccinations require updating or a researcher requires a medical test, the Wellness Center shall inform the researcher twice, once approximately 30 days prior to its expiration and then again when it is expired.

If the researcher fails to respond by the expiration of their previous vaccination or required test date, the Wellness Center shall remove the individual from the approved list.

The report shall be sent to the FLSC and RMS. The FLSC personnel shall remove the individual’s access to the FLSC.