

Occupational Health Program

Animal Handling Medical Evaluation Process

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 after requesting personnel have completed the requirements for access to the animal facility including enrollment in the occupational health program
 - Provide information 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

- Notre Dame Wellness Center (NDWC) shall:
 - Evaluate Category A and B forms and provide personnel recommendations as necessary based on the Category A form information
 - Provide medical evaluation or treatment as directed by the Notre Dame Wellness Center provider 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 the appropriate forms in OnBase
- 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 completed requirements for access to the animal facility including enrollment in the occupational health plant, being listed on an approved animal protocol or a demonstrated need for access, and completed the facility orientation tour

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 NDWC shall review the Category A Form submitted through OnBase
- The NDWC shall notify the researcher following review of the Category A Form of any recommendations
 - If there are recommendations, the researcher either complies with recommendations or completes **Declination Form** (communicates that the researcher understands the recommendation but chooses not to adhere to them) through OnBase
 - If there are no recommendations NDWC approves the researcher in OnBase and completes the **Category A Medical and Occupational History Evaluation** form and sends it to the researcher through the U.S. Postal Service

Category A Process

- If the researcher responds and completes the required medical treatment or a Declination Form, OnBase will report that the individual is cleared to work under the Category A guidelines
- The FLSC shall grant the cleared individual access to the FLSC facility once all criteria for access have been met

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
- The Wellness Center shall review the Category B Form in OnBase
- The FLSC shall grant the cleared individual access to the FLSC facility once all criteria for access have been met

Category A Tracking, Vaccination and Testing Follow-up

- The OnBase system will monitor the status of the triennial Category A requirement and notify the researcher prior to its expiration
- 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 individual's name will be removed from the OnBase system
- The individual will not be in compliance with the IACUC requirements and their animal protocol may be suspended
- The FLSC personnel shall remove the individual's access to the FLSC

Category A Tracking, Vaccination and Testing Follow-up

- The Wellness Center shall monitor the status of vaccinations and tests. When vaccinations require updating or a researcher requires a medical test, the OnBase system will notify the researcher prior to its expiration
- If the researcher fails to respond by the expiration of their previous vaccination or required test date, the individual will be removed from the OnBase system
- The individual will not be in compliance with the IACUC requirements and their animal protocol may be suspended
- The FLSC personnel shall remove the individual's access to the FLSC