

Occupational Health Program Category A UNDERC Process

Notre Dame Faculty and Students

1. UNDERC principal investigator (PI) requires all ND faculty and students to complete the Category A Form.
 - a. Personnel shall not be permitted to work with live or dead whole animals (except those working exclusively with aquatic species), animal tissue or bio-hazardous agents in conjunction with animals until approval is obtained through the Category A process.
 - b. Form can be located on the RMS web site at:
http://riskmanagement.nd.edu/laboratory-safety/research_ohp/

2. ND Faculty and Students complete the Category A form and forward it to the Wellness Center for processing.
 - a. If the Form is incomplete, the Wellness Center shall contact the faculty to obtain missing information or contact the UNDERC student or faculty overseeing the student so they can inform the student. The faculty shall request that the student contact the Wellness Center for follow up.

3. The Wellness Center shall process the form.
 - a. If no additional exam is required, the Wellness Center shall approve the form and provide a list of approved faculty members and students to the UNDERC principal investigator (PI).
 - b. If medical treatment or an exam is required, the Wellness Center shall contact the faculty or UNDERC faculty overseeing the student. The UNDERC faculty shall request they contact the Wellness Center.
 - i. ND faculty and students that are eligible for services at the Wellness Center can receive treatment there. Students not edible for the Wellness Center should seek services at University Health Services (St. Liam's Hall). Faculty not edible for the Wellness Center must seek services from their primary care provider.
 - c. The student shall be seen at the Wellness Center at the University of Notre Dame. Note: The faculty or student may decline additional treatment. If this is chosen they shall complete a Declination Form that shall be forwarded to the Wellness Center. This form is available in the [Bloodborne Pathogen Control Plan](#).
 - i. If the faculty or student is at UNDERC, he/she can be seen at Marshfield Clinic. The Wellness Center shall provide Marshfield Clinic with the faculty's or student's information and the required medical treatment or exam requirement.

Marshfield Clinic contact information:

For workers comp and other treatment:

Minocqua Center
9601 Townline Road
Minocqua, WI 54548
715-358-1000

For immunizations and lab work:

715-479-0400
Eagle River Center
500 Commerce Loop
Eagle River, WI 54521

- ii. Once the treatment at Marshfield Clinic has concluded, Marshfield Clinic shall forward the medical records to the ND Wellness Center.

ND Wellness Center Contact information

Contact Name - Melanie Smith, RN
Email - Melanie.Smith@premisehealth.com
Phone - (574) 634-9355
Secure Fax - 574-631-3377
Mailing Address - 100 Wellness Center, Notre Dame, IN 46556

- iii. The ND Wellness Center shall approve the Category A form and add the person to the Category A UNDERC Approved List.

Non-ND Students and Researchers taking UND Course Work

This includes teaching assistants and research technicians.

These personnel are considered part of the University of Notre Dame.

1. UNDERC principal investigator (PI) requires all personnel to complete the Category A Form.
 - a. Personnel shall not be permitted to work with live or dead whole animals (except those working exclusively with aquatic species), animal tissue or bio-hazardous agents in conjunction with animals until approval is obtained through the Category A process.
 - b. Form can be located on the RMS web site at:
http://riskmanagement.nd.edu/laboratory-safety/research_ohp/
2. Personnel complete the Category A form and forward it to the Wellness Center for processing.
 - a. If the Form is incomplete the Wellness Center shall contact the student or UNDERC faculty. The faculty shall contact the student to inform them to contact the Wellness Center.

3. The Wellness Center shall process the form.
 - a. If no additional exam is required, the Wellness Center shall approve the Form and provide a list of approved faculty members and students to the UNDERC principal investigator (PI).
 - b. If medical treatment or an exam is required the Wellness Center shall contact the student or UNDERC faculty overseeing the student. The UNDERC faculty shall request the student contact the Wellness Center. Note: Personnel may decline additional treatment. If this is chosen they shall complete a Declination Form that shall be forwarded to the Wellness Center. This form is available in the [Bloodborne Pathogen Control Plan](#).
 - i. The student shall be seen at the Marshfield Clinic. The Wellness Center shall provide Marshfield Clinic with the student's information and the required medical treatment or exam requirement(s).
 - ii. Once the treatment at Marshfield Clinic has concluded, Marshfield Clinic shall forward the medical records to the ND Wellness Center.

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Email - Melanie.Smith@premisehealth.com

Phone - (574) 634-9355

Secure Fax - 574-631-3377

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- iii. The ND Wellness Center shall approve the Category A form and add the person to the Category A UNDERC Approved List.

Teaching Assistants (TA) for ND

1. UNDERC principal investigator (PI) requires all ND employees to complete the Category A Form.
 - a. Personnel shall not be permitted to work with live or dead whole animals (except those working exclusively with aquatic species), animal tissue or bio-hazardous agents in conjunction with animals until approval is obtained through the Category A process.
 - b. Form can be located on the RMS web site at:
http://riskmanagement.nd.edu/laboratory-safety/research_ohp/
2. Personnel complete the Category A form and forward it to the Wellness Center for processing.
 - a. If the Form is incomplete the Wellness Center shall contact the teaching assistant or UNDERC faculty. The faculty shall request the employee contact the Wellness Center.

3. The Wellness Center shall process the form.
 - a. If no additional exam is required, the Wellness Center shall approve the form provide a list of approved faculty members and students to the UNDERC principal investigator (PI).
 - b. If medical treatment or an exam is required the Wellness Center shall contact the TA or UNDERC faculty overseeing the TA. The UNDERC faculty shall request they contact the Wellness Center.
 - c. The TA shall be seen at the Wellness Center at the University of Notre Dame. Note: Personnel may decline additional treatment. If this is chosen they shall complete a Declination Form that shall be forwarded to the Wellness Center. This form is available in the [Bloodborne Pathogen Control Plan](#).
 - i. If the TA is at UNDERC, he/she can be seen at Marshfield Clinic. The Wellness Center shall provide Marshfield Clinic with the TA's information and the required medical treatment or exam requirement.

Marshfield Clinic contact information:

For workers comp and other treatment:

Minocqua Center
9601 Townline Road
Minocqua, WI 54548
715-358-1000

For immunizations and lab work:

715-479-0400
Eagle River Center
500 Commerce Loop
Eagle River, WI 54521

- ii. Once the treatment at Marshfield Clinic has concluded, Marshfield Clinic shall forward the medical records to the ND Wellness Center.

ND Wellness Center Contact information

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Email - Melanie.Smith@premisehealth.com
Phone - (574) 634-9355
Secure Fax - 574-631-3377
Mailing Address - 100 Wellness Center, Notre Dame, IN 46556

- iii. The ND Wellness Center shall approve the Category A form and add the person to the Category A UNDERC Approved List.

Graduates, Undergraduates, Faculty of other Universities and Others not taking UND Course Work

1. These personnel shall follow their respective College or University Occupational Health Procedures as set forth in the Research Application and Renewal process.
2. Documentation shall be obtained by the UND PI prior to their arrival at UNDERC.
 - a. Documentation includes a signed letter for each individual from the College or University stating the student or faculty complied with their occupational health procedures and that these procedures contained a risk assessment.
3. The University of Notre Dame IACUC shall review the signed letter.

UNDERC Maintenance Personnel

1. The UNDERC maintenance supervisor shall require all personnel to complete the Category A Form.
 - a. Personnel shall not be permitted to work with live or dead whole animals (except those working exclusively with aquatic species), animal tissue or bio-hazardous agents in conjunction with animals until approval is obtained through the Category A process.
 - b. Form can be located on the RMS web site at:
http://riskmanagement.nd.edu/laboratory-safety/research_ohp/
2. Personnel complete the Category A form and forward it to the Wellness Center for processing.
 - a. If the Form is incomplete the Wellness Center shall contact the maintenance person or UNDERC maintenance supervisor. The supervisor shall request the employee contact the Wellness Center.
3. The Wellness Center shall process the form:
 - a. If no additional exam is required, the Wellness Center shall approve the form and add the name to the Category A UNDERC Approved List.
 - b. If medical treatment or an exam is required the Wellness Center shall contact the maintenance person or supervisor. The supervisor shall request that the employee contact the Wellness Center.
 - c. The employee shall be seen at the Marshfield Clinic. The Wellness Center shall provide Marshfield Clinic with the employee's information and the required medical treatment or exam requirement(s).

Marshfield Clinic contact information:

For workers comp and other treatment:

Minocqua Center
9601 Townline Road
Minocqua, WI 54548
Phone: 715-358-1000

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- i. Once the treatment at Marshfield Clinic has concluded, Marshfield Clinic shall forward the medical records to the ND Wellness Center.

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Email - Melanie.Smith@premisehealth.com
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- ii. The ND Wellness Center shall approve the Category A form and add the person to the Category A UNDERC Approved List.

Billing Information

Invoices for the review of the Category A form should be forwarded to:

Risk Management and Safety
Attention: Mary Carol Nagle
Email - Mary.C.Nagle.1@nd.edu
636 Grace Hall
Notre Dame, IN 46556-5612
Phone: 574-631-5037

Risk Management and Safety shall forward the invoices as follows:

- The UNDERC principal investigator shall receive invoices for UND or Non-UND students taking course work.
- The UND principal investigator responsible for the lab at UNDERC shall receive the invoices for their personnel.

Payment for vaccinations is the responsibility of the individual receiving the vaccination. Marshfield Clinic shall bill them directly.