



# SAFETY NOTICE

## New Category A & B Forms

RISK MANAGEMENT & SAFETY

**Date:** January 2017  
**Category:** Animal Handling  
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**Contact RMS:**

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### NEW ONBASE CATEGORY A & B FORMS

RMS is excited to announce that we will be transitioning our Category A & B forms to an electronic online submission called OnBase at the start of the 2016-17 Spring semester. Paper forms will no longer be accepted after January 17, 2017.

OnBase is an enterprise content management and process management software suite that integrates document management, business process automation and records management. We anticipate that this change will increase efficiency for our users, expedite the process for all parties involved, and improve recordkeeping.

Process changes in using these new online forms will include the following:

- Freimann Life Science Center (FLSC) will send a link to appropriate laboratory personnel to complete the forms in OnBase. Category A forms are to be completed once every three years and Category B forms only once.
- Forms are then directed to the Notre Dame Wellness Center (NDWC) for review.
- NDWC will notify laboratory personnel of any additional medical recommendations that are to be completed.
- Laboratory personnel will receive system notifications as forms are due to expire.

All NON ND Affiliates and Indiana University employees are expected to continue filling out paper Category A & B forms and route them to Wipperman Occupational Health (Fax #: 574-277-7690 or Phone #: 574-277-7600) when completed. For copies of paper forms, contact RMS at 1-5037.

Links to Category A and Category B forms can be found on the Risk Management and Safety [website](#).

We thank you for your support during this exciting transition for Risk Management & Safety!

If you have questions related to these new forms, please contact Erin Hafner at [ehafner@nd.edu](mailto:ehafner@nd.edu) or 1-5037.

All safety communications can be found at <http://riskmanagement.nd.edu/safety-alerts/>.

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