

<b>Institutional Animal Care and Use Committee</b>		<b>UNTHSC</b>
Title: Occupational Health Program		
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**A. BACKGROUND INFORMATION**

- a. The occupational health program is an important component of the institution’s animal care and use program. In order to maintain a high level of safety for all individuals involved in the care and use of research animals it is necessary to monitor use of hazardous materials in the lab.
- b. The IACUC adheres to all policies and regulations provided by NIH, USDA, CDC, UNTHSC, Safety Office, IBC, and DLAM that concern the health and safety of individuals involved in research. These policies are general in nature and will not provide for all safety needed by each individual laboratory.

**B. RESPONSIBILITIES**

- a. It is the Principal Investigator’s (PI) responsibility to assure that all personnel are trained properly in the use of equipment, chemicals, and other possible hazards.
- b. It is the responsibility of each individual, with direction from the PI, to complete and submit the Medical History Questionnaire (MHQ) to the Occupational Health Services, and receive clearance before initiating animal studies.
- c. It is the responsibility of each individual, with direction from the PI to renew their Occupational Health enrollment annually, by completing and submitting the MHQ to the Occupational Health Services.
- d. It is the responsibility of each individual to follow any instructions given to them from the Occupational Health Professional
- e. It is the responsibility of each individual to maintain their own records of Occupational Health Enrollment, including vaccination records for annual re-enrollment.
- f. It is the responsibility of the Occupational Health Services to review each MHQ record, and notify the individual of any follow up medical management.
- g. It is the responsibility of Occupational Health Services to communicate the enrollee’s clearance to the individual and the IACUC Office.
- h. It is the responsibility of the Occupational Health Services to maintain records of individuals enrolled in the Occupational Health Program, including Tetanus vaccine dates, MHQ renewal dates, and any recommendations provided by the Occupational Health Professional.
- i. It is the responsibility of the IACUC Office to maintain records of MHQ Clearance to ensure personnel’s compliance with the program.

**C. PROCEDURES**

For accessibility questions or issues please contact [iacuc@unthsc.edu](mailto:iacuc@unthsc.edu)

- a. The Occupational Health Program includes all personnel who have contact with animals, such as personnel listed on an animal use protocol, anyone having significant contact with animal use areas, or anyone having contact with animal tissues must be enrolled in the occupational health program. This includes veterinary staff, husbandry staff, researchers and their staff, students, facilities/utilities maintenance personnel, IACUC members and Campus Police.
- b. Enrollment includes completion of the MHQ outlining health history and any medical problems, consultation with a medical health professional (if necessary) and completion of any required immunizations.
- c. The initial MHQ must be completed and submitted to the Occupational Health Services. Each person must submit their own MHQ. The link to the MHQ Form may be found on the IACUC Website.
- d. Individuals who handle live animals or use unfixed animal tissue, must also submit a copy of their most recent tetanus vaccine record. Tetanus vaccines are required every 10 years, and will need to be updated as needed by the Occupational Health Services.
- e. MHQs must be completed and/or up-to-date before approval of an individual on a protocol, including amendments to add personnel to a protocol.
- f. Personnel will be notified annually for renewing their MHQ.

#### **D. REFERENCES & ATTACHMENTS**

- a. [The Guide for the Care and Use of Laboratory Animals \(2011\), National Academies Press, Washington, D.C.](#)
- b. [PHS Policy on Humane Care and Use of Laboratory Animals, Frequently Asked Questions; G. 2.](#)
- c. UNTHSC [Occupational Safety Website](#)