

How to enroll in the Occupational Health and Safety (OH&S) Program for Animal Users

Introduction:

All faculty, staff, and students (referred to as “participants” throughout this document) who work with vertebrate animals at BGSU must enroll in the OH&S Program for Animal Users. The type of enrollment depends on the species that the participant will be exposed to, as well as the type and frequency of the exposure.

Participants who will have >1hour/week of direct contact (handling or closely assisting with handling) with furred or feathered animals (mice, rats, and/or pigeons), and/or enter animal housing areas, must fill out a medical history survey and be seen in person by a medical professional prior to commencing work on the protocol.

Participants who will have:

- <1 hour of direct contact with furred or feathered animals (mice, rats, and /or pigeons), AND do not enter animal housing rooms; OR
- Indirect contact with furred or feathered animals furred or feathered animals (mice, rats, and/or pigeons) in a classroom setting – i.e., the professor runs a rat through a maze while the class observes; OR
- Field work that takes place outdoors and is mostly animal observation with no animal contact; OR
- Direct or Indirect contact with a low-risk species (reptiles and fish)

Do NOT have to fill out a medical history survey and do NOT have to be seen by a medical professional, unless the participant feels there is something in their personal health that should prohibit them from working with the animals. Participants in the above scenarios are required to fill out a Risk Assessment Form prior to commencing work on the protocol.

If you are unsure of which form to fill out, please contact the Office of Research Compliance (2-7716) for guidance.

Procedures:

1. Log into IRBNet (www.irbnet.org). This will take you to the main “My Projects” page.

USER PROFILE LOGOUT

IRBNet

Welcome to IRBNet
Jeni Baranski

Submission Manager
Agendas and Minutes
My Projects
Create New Project
My Reminders (145)

Other Tools
Track Training
Forms and Templates
Library Manager

My Projects

Your "My Projects" workspace shows projects that you have created and projects that have been shared with you by other users on the National Research Network. Use Reminders, Tags and Archiving to help organize your workspace and keep it running smoothly. (Learn More)

Search: Search By Tag:

Search Clear

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Create and Manage Tags | Show Archived Projects (0) | Project Status View

| IRBNet ID | Project Title | Principal Investigator | Submission Type | Board Action | Effective Date |
|-----------|---|------------------------|------------------------------------|----------------|----------------|
| 685976-3 | University Animal Facilities Holding and... | Baranski | Continuing Review/ Progress Report | Pending Review | |

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2. On the left side of the screen, select the grey "Forms and Templates" button. Select "Bowling Green State University Institutional Animal Care and Use Committee, Bowling Green, OH – Documents for Researchers" from the "Select a Library" drop-down menu.
 - In the "Select a Document" drop-down menu, you will find all of the IACUC forms. Select the form that applies to the participant's situation:
 - "UAF Forms – Animal Allergy Medical Surveillance Questionnaire" for the health history survey;
 - "UAF Forms – Risk Assessment for Low Risk Lab Animals" for those working with reptiles or fish, or doing field studies; or
 - "UAF Forms – Risk Assessment for Teaching Labs" for those who will only be exposed to animals in a classroom setting.

A PDF document will open.

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Forms and Template

These libraries have been made available to you by your Boards so that you can easily download blank forms, document templates and reference materials to assist you in your work.

Select a Library: Bowling Green State University Institutional Animal Care and Use Committee, Bowling Green, OH - Documents for Researchers

Documents in this Library:

| Document Description | Last Updated |
|--|---------------------|
| Directions - Submit a New Protocol | 11/24/2014 03:36 PM |
| Directions - Submit a Personnel Addition Form | 11/24/2014 03:39 PM |
| Directions - Submit an Addendum Request | 11/24/2014 03:37 PM |
| Directions - Submit an Annual Renewal Request | 11/24/2014 03:37 PM |
| Directions - Submit Revisions (response to modifications required) | 11/24/2014 03:38 PM |
| Directions from IRBNet - New Submission | 11/24/2014 01:12 PM |
| Directions from IRBNet - Post-Submission | 11/24/2014 01:12 PM |
| Forms - Addendum Request | 11/21/2014 03:17 PM |
| Forms - Animal Allergy Medical Surveillance Questionnaire | 07/22/2015 03:27 PM |
| Forms - Annual Renewal | 11/24/2014 01:03 PM |
| Forms - Personnel Addition | 11/24/2014 01:03 PM |
| Forms - Protocol Form | 11/24/2014 01:03 PM |

Animal Allergy Medical Surveillance Packet information:

- a. The Animal Allergy Medical Surveillance Questionnaire (AAMSQ) was designed by a team of physicians at the Falcon Health Center. These licensed medical professionals oversee the Occupational Health and Safety Program for people working with animals in research and teaching at Bowling Green State University.

- b. The purpose of the AAMSQ is to enroll each person working with animals at BGSU in the Occupational Health and Safety Program, which includes monitoring for animal allergy symptoms in those people who work with animals in research and teaching. **Any person on an IACUC protocol who will have prolonged (>1hr/week) contact with furred animals, and/or enter animal housing areas, must be enrolled in the Occupational Health and Safety program via this method.** People on protocols who will have little-to-no contact with animals, or enter animal housing areas, are exempt from this survey, but must fill out a Risk Assessment Form and submit it to the UAF Director prior to being added to the protocol. Participants will be required to complete a survey if their duties on the protocol change to ones that involve prolonged animal contact or work in animal housing rooms. ALL participants have the option to fill out an AAMSQ if they feel they should be examined by a medical professional, regardless of the species, frequency, or type of animal contact.
- c. When the AAMSQ is filled out and submitted in accordance with these instructions, the personal health information contained within will only be seen by a licensed physician, and will be handled in full compliance with all HIPAA regulations.

1. Instructions for submission of the AAMSQ:

A. The Animal Allergy Medical Surveillance Questionnaire (AAMSQ)

- 1. The AAMSQ needs to be printed out on paper and filled out in ink by the person who the health information pertains to (referred to herein as “the participant”).
- 2. The packet is 4 pages long:
 - a. Page 1 is the Request for Services Form. The health exam cannot be performed without this. The participant should fill out the date, name, and date of birth. The “bill to” and “description of services” sections are pre-populated. The signature of the authorized BGSU representative should be that of the PI (or the PI’s designee). The UAF Director or the Research Compliance Officer can also sign this page in the event that the PI (or PI’s designee) is not available.
 - b. Page 2 is the “Allergy Medical Surveillance Registration”. The information contained on this page will be used to create the participant’s patient file at the Falcon Health Center.
 - c. Pages 3-4 pertain to the participant’s actual time spent working with animals, including questions regarding species, duration and frequency of contact, and any existing medical conditions that may be present.

B. The Physical Examination

- 1. The participant must schedule an appointment to be seen by a nurse by calling the Falcon Health Center at 419-372-2271. The participant should indicate that the visit is to review the Animal Allergy Medical Surveillance Questionnaire. **Appointments are available on Tuesday and Thursday mornings.**
- 2. The participant must bring their completed questionnaire to the appointment for review with the nurse. The nurse will sign off on the paperwork if he/she deems that there is no health concern for the participant working with animals. There is a \$10 charge for this visit. The participant SHOULD NOT be billed this charge up front. The Falcon Health Center will bill BGSU directly (see “Billing” section below).

a. If the nurse has a concern about the participant working with animals, he/she will refer the participant to the medical director at the Falcon Health Center for further examination. There is an additional \$30 charge for this secondary visit. The participant SHOULD NOT be billed this charge up front. The Falcon Health Center will bill BGSU directly (see “Billing” section below).

C. Clearance to Work With Animals

1. After the participant is seen at the Falcon Health Center, the medical professional will sign off on the last page of the Animal Allergy Medical Surveillance Questionnaire. This signed page ONLY should be brought (by the participant) to the UAF at 102 Life Sciences, or scanned and emailed to jbarans@bgsu.edu, so that they signature verification can be saved in the system. The entire packet should be kept by the participant for their records. The UAF is not responsible for lost signature pages.

2. The scanned page will be uploaded into IRBNet for each person added to the protocol. The forms can be found under “Board Documents” in the personnel addition packet of the protocol.

The participant is fully responsible for notifying the Falcon Health Center or UAF Director if the participant has a change in health status after receiving clearance to work with animals (i.e., allergy symptoms upon contact with animals, etc.).

2. Billing and Payment

The Falcon Health Center charges \$10 per survey submitted, and \$30 for each follow-up exam, if requested by the nurse. The Falcon Health Center will directly bill the UAF; the bills will then be submitted to the budget administrator for that PI’s department. Arrangement for on-time payment of the bills (grant monies, department funds, each individual pays, etc) is up to the PI.

3. Risk Assessment Forms – Procedure

a. If the AAMSQ is not necessary (see qualifying circumstances in the Introduction portion of this document), then the participant must fill out the applicable Risk Assessment Form.

1. “Forms – Risk Assessment for Low Risk Lab Animals” for those performing field research or working with reptiles or fish

2. “Forms – Risk Assessment for Teaching Labs” for those who will only be exposed to animals in a classroom setting.

b. The participant must fill out the form and the PI must sign the form.

c. Bring completed forms the UAF Director. The document will be scanned, and the scanned page will be uploaded into IRBNet for each person added to the protocol. The forms can be found under “Board Documents” in the personnel addition packet of the protocol.

d. Any participant wishing to be seen by a medical professional should follow the above steps for the AAMSQ. All forms and clearances must be submitted to the UAF Director PRIOR to commencing contact with animals.

e. There is no cost to fill out a Risk Assessment Form. If physician follow-up/AAMSQ is necessary, then billing will be as outlined in item 2 above.

Remember: Regardless of the type of form required, it must be filled out and submitted PRIOR TO working on the protocol. No personnel addition will be approved without the necessary form.