1.0 Purpose
This SOP discusses the policies and procedures of the University’s Occupational Health and Safety Program (OHSP) for personnel that work with research animals.

2.0 Policy
The Guide for the Care and Use of Laboratory Animals (the Guide) states, “Each institution must establish and maintain an occupational health and safety program (OHSP) as an essential part of the overall Program of animal care and use.

The Public Health Service (PHS) Policy on Humane Care and Use of Laboratory Animals requires PHS-Assured institutions to provide training and a health program for personnel who work or have frequent contact with animals (IV.A.1.f). The University at Albany is an Assured institution and is required to follow all PHS policies and guidelines. PHS Policy requires institutions to use the Guide as a basis for developing and implementing an institutional program for activities involving animals.

In addition, University counsel has determined that “opting out” of the OHSP is not permissible, with the statement that “…neither SUNY nor the University at Albany permits a waiver of liability on behalf of the employee or the student wherein the individual purports to know of the risks, know of his/her own health conditions and accepts the risk of not using the protective gear. Waivers of this nature are typically not enforceable as a defense in a court of law or an administrative proceeding before a safety enforcement agency”.

3.0 Scope of Responsibility
All personnel listed on an active approved animal use protocol must participate in the OHSP.

4.0 Procedure
The OHSP consists of two parts, an online training module and a health risk assessment form.
4.1 Online training module

4.1.1 Go to [www.aalaslearninglibrary.org](http://www.aalaslearninglibrary.org)

4.1.2 Log on using your username and password, if you have taken courses previously.

4.1.3 Click on “Animal Care and Use Courses”

4.1.4 Select “University at Albany LAR Courses”.

4.1.5 Click on “University at Albany Health and Safety Course for Research Animal Users”.

4.1.6 If you do not have a username and password:

4.1.6.1 At the login screen, click on “enroll now”.

4.1.6.2 On the next screen, choose the first option, “Enroll as an individual in a group”, click continue.

4.1.6.3 Type in the access code: 31680universityatalb

4.1.6.4 Select a username and password.

4.1.6.5 Follow instructions from 4.13 as above.

4.1.7 You must open all the lessons and pass the final exam to earn “CEU credit” for the course.

4.2 Health History Form —for new and continuing program participants

4.2.1 Access this form from the LAR website or go to [https://wiki.albany.edu](http://https://wiki.albany.edu)

4.2.2 The link for the Health History Form is found on the LAR intranet site. The username is “ualar” the password is “rodentsrule”.
4.2.3 If using the Wiki site, scroll down the left hand side of the page until you see “LAR” and click on it.

4.2.4 Follow all instructions carefully when filling out the form (read instructions in blue box). If you do not have an “Albany.edu” e-mail address, fill out the form, scan it and send to sunnyhealth@communitycare.com. If you are concerned about sending confidential health information over the internet, fill out the form, print it and fax to 518.274.9487.

4.2.5 The Principal Investigator will be notified by e-mail if the applicant is medically qualified for the assignment proposed or if the applicant is required to schedule a physical exam with the health care provider at CCP.

4.2.6 After the physical exam, the CCP Health Care Provider will complete a Written Medical Opinion, stating whether the examinee has any limitations, including respirator use where applicable.

4.2.7 The Written Medical Opinion will be sent to the Examinee and the Principal Investigator via secure encrypted e-mail (“Zix-it”) or secure fax.

4.2.8 The LAR Director will maintain and update a list of cleared personnel weekly.

4.2.9 The Principal Investigator is responsible for the cost of an accommodation, such as a respirator, if needed.

4.2.10 The Principal Investigator will also be responsible for making sure the applicant complies with the recommendations of the Written Medical Opinion.

4.2.11 Health History Forms must be completed on an annual basis. Enrollees will be contacted by e-mail when they are due.
5.0 Contacts at Community Care Physicians

5.1 General Office Number  Peggy or Carol  274-9126

5.2 Scheduling  Linda Russell  274-9145 ext. 22  lrussell@communitycare.com

5.3 Program Issues  Mary Galuski  274-9145 ext. 10  mgaluski@communitycare.com

5.4 Clinical Issues  Julia Roske, C-RPA  274-9145 ext. 46  jroske@communitycare.com  
Ronald Musto, MD  274-9145 ext. 48  rmusto@communitycare.com

6.0 References


6.2 Public Health Service Policy on Humane Care and Use of Laboratory Animals (2002). Implementation by institutions, (IV.A.1.f- pg. 10). Bethesda, MD; Office of Laboratory Animal Welfare