Eastern Virginia Medical School  
Occupational Health and Safety Program for Animal Users  

Staff Roles and Responsibilities

IACUC Administrator
- Receives notice from the Occupational Health Department and/or Principal Investigators of new personnel expected to utilize or be potentially exposed to animals and/or animal products.
- Sends training and assessment e-mail notices (CITI, OHSP, OHSP-NHP, and a health evaluation with the Occupational Health Department), as applicable, for all new animal users.
- Notifies the Occupational Health Department and the Division of Comparative Medicine (CompMed), via e-mail, of personnel who have completed training or for whom training is pending.
- Tracks completion of applicable training courses and assessments (CITI, OHSP, OHSP-NHP, and a health evaluation with the Occupational Health Department), assigns training certification numbers, and monitors personnel for refresher training, if applicable.
- Maintains an inventory of Monkey Bite Kits located in the CompMed Animal Facility and in individual research laboratories.
- Coordinates the development and periodic review of OHSP training materials with CompMed, the Occupational Health Department, and the Associate Dean for Research.
- Produces and maintains a supplemental supply of OHSP booklets (blue and green) and Red Packets.
- Distributes training materials to personnel who may be potentially exposed to animals (i.e., Security, Maintenance, Housekeeping, and Environmental Health and Safety departments).
- Maintains and updates the IACUC Intranet training website.

Occupational Health Department
- Notifies the IACUC Administrator of new personnel expected to utilize or be potentially exposed to animals and/or potentially biohazardous material from animals.
- Performs pre-placement health evaluations (PPHE) and drug screenings for new hires.
- Reviews the Volunteer Occupational Health Screening and Fit for Duty forms for incoming volunteers.
- Reviews the Animal Contact Health Surveillance Questionnaire (completed during the PPHE).
- Performs lab animal/biohazard risk assessment and enrollment. Forwards completed forms to the IACUC Administrator, the Department of Environmental Health and Safety, and the personnel’s supervisor.
- Distributes copies of the OHSP booklets (blue and green) and Red Packets, following completion of the PPHE.  (NOTE: Badge cards are supplied by Human Resources.)
- Conducts medical surveillance and exams.
- Coordinates TB surveillance every six months for NHP users.
- In coordination with CompMed, conducts training for all new NHP users.
- In coordination with CompMed, conducts OHSP refresher training for animal users, as needed.
• Receives notice of exposures and injuries, and coordinates the medical response component to the emergency.
• Assists the IACUC Administrator with the development and update of training materials.
• Provides updates on medical SOPs to medical personnel and ER Staff.
• Maintains badge cards, and distributes them to Human Resources.
• Orders Dakin Solution for the *Monkey Bite Kits.*

**Division of Comparative Medicine (CompMed) Staff**

• Receives notice from the IACUC Administrator of new personnel expected to utilize or be potentially exposed to animals and/or animal products.
• Conducts orientation regarding facility policies on the use of non-human primates and other laboratory animals.
• Offers additional hands-on training to investigators, upon request, via approved IACUC training protocols.
• In coordination with the Occupational Health Department, conducts OHSP refresher training for animal users, as needed.
• Receives notice of macaque and other animal exposures, and collects animal samples, as required.
• Assists the IACUC Administrator with the development and update of training materials.
• Orders viral media for the *Monkey Bite Kits.*
• Provides the IACUC Administrator with a periodic update of the *Monkey Bite Kits* located in the CompMed Animal Facility and in individual research laboratories.

**Principal Investigators**

• Informs the IACUC Administrator, the Occupational Health Department, and CompMed of new personnel in the laboratory who will be utilizing or will be potentially exposed to animals and/or animal products.
• Ensures that all laboratory personnel have completed the mandatory training requirements and the Occupational Health evaluation and screening, before allowing them to work with animals. Ensures that close supervision is provided. Ensures that competency in procedures, such as appropriate handling, restraint, sedation, anesthesia, analgesia, surgery, treatment, and euthanasia, is established, before allowing personnel to work with live animals. No new investigators will be allowed to utilize animals until they have completed all applicable training.
• Notifies the IACUC Administrator of personnel to be added to and/or removed from IACUC protocols, and ensures that personnel are on an IACUC-approved protocol, before they begin working with live animals.
• Reports exposures (i.e. personal and/or personnel) to the Occupational Health Department and CompMed.
• Maintains copies of the IACUC-approved protocol, the OHSP booklets (blue and green), the *Red Packet,* and badge cards in the laboratory. Obtains additional materials, as needed.
Department of Environmental Health and Safety

- Implements and maintains the Radiation Safety Program, including dosimetry, use of radioactive materials, protocol development, and monitoring.
- Implements and maintains the Respiratory Protection Program, including training, fit testing, and recommendations for respiratory protection equipment.
- Implements and maintains the Hazard Communication Program, including training and Material Safety Data Sheet assistance.
- Implements and maintains the Chemical Hygiene Program, including training, laboratory evaluations, chemical safety, and hazardous waste management.
- Reviews Attachment D of the IACUC Initial Review Form.
- Monitors for the presence of anesthetic gases to assess potential personal exposure and effectiveness of the anesthetic gas scavenging systems.
- Monitors for excessive noise levels and sufficient illumination of the facility.

IACUC

- Provides oversight for the animal research program, including the CompMed Animal Facility and research-related procedures.
- Approves, tables (with a request for major modifications), or withholds approval of proposed animal protocols, per the guidelines listed in the Guide for the Care and Use of Laboratory Animals, the USDA Animal Welfare Act (CFR 9), and the OLAW PHS Policy on Humane Care and Use of Laboratory Animals.
- Approves or withholds approval of proposed significant changes to an IACUC-approved protocol, per the guidelines listed in the Guide for the Care and Use of Laboratory Animals, the USDA Animal Welfare Act (CFR 9), and the OLAW PHS Policy on Humane Care and Use of Laboratory Animals.
- Conducts continuing reviews of each IACUC-approved protocol, per the guidelines listed in the Guide for the Care and Use of Laboratory Animals, the USDA Animal Welfare Act (CFR 9), and the OLAW PHS Policy on Humane Care and Use of Laboratory Animals. Reviews are conducted annually. New protocol submissions are required every three years.
- Evaluates the Institution’s animal research program and procedures, using the evaluation criteria listed in the Guide for the Care and Use of Laboratory Animals and the guidelines established by the USDA Animal Welfare Act (CFR 9) and the OLAW PHS Policy on Humane Care and Use of Laboratory Animals. Semi-annual Program Reviews are conducted in April and October.
- Inspects the CompMed Animal Facility, the satellite facilities, and the surgical and/or manipulation laboratories, using the evaluation criteria listed in the Guide for the Care and Use of Laboratory Animals and the guidelines established by the USDA Animal Welfare Act (CFR 9) and the OLAW PHS Policy on Humane Care and Use of Laboratory Animals. Semi-annual facility and laboratory inspections are conducted in March and September.
- Investigates animal welfare concerns and incidents of non-compliance involving the care and use of animals. If necessary, takes corrective action and reports the incident to the applicable funding and/or regulatory agency(ies).
- Makes written recommendations to the Associate Dean for Research regarding any aspect of the Institution’s animal research program, facilities, and/or personnel training.