How to enroll in the Occupational Health and Safety program for those working with vertebrate animals at BGSU

All BGSU faculty, staff and students who will have contact with vertebrate animals or animal housing areas must actively enroll in the Occupational Health and Safety program. The enrollment process involves two steps: 1) completion of an Animal Allergy Medical Surveillance Questionnaire; and 2) physical examination of the participant by a licensed healthcare professional at the Falcon Health Center.

A. The Animal Allergy Medical Surveillance Questionnaire

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

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 “Forms – Animal Allergy Medical Surveillance Questionnaire”. A PDF document will open.
3. 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 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 contact with animals, or enter animal housing areas, must be enrolled in the Occupational Health and Safety program.** People on protocols who will not have any contact with animals, or enter animal housing areas, are exempt from the survey, but will be required to complete a survey if their duties on the protocol change to ones that involve animal contact or work in animal housing rooms.
   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.

4. Instructions for completion of the AAMSQ:
   a. 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”).
   b. The packet is 3 pages long:
      i. Page 1 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.
      ii. Pages 2-3 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.
   c. The packet needs to be filled out in its entirety by the participant.
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.
   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.
3. The Falcon Health Center will send invoices for the exams to the UAF, and from there the bills will be distributed to the appropriate department budget administrator. Arrangement for on-time payment of the bills (grant monies, department funds, each individual pays, etc) is up to the PI.

C. Clearance to Work With Animals

After the participant is seen at the Falcon Health Center, the medical professional will then fill out a form titled “Animal Contact Occupational Medical Surveillance”, and e-mail it to the University Animal Facilities (UAF) Director. The form will not contain any personal health information. The form will only state:
   a. The name of the person who will be working with animals
   b. One of four clearances to work with animals:
      i. **Cleared** – the participant is cleared for contact with the designated animals.
      ii. **Cleared, pending further information** – the participant must make a follow-up appointment with the Falcon Health Center’s medical director. The participant may have contact with the designated animals during the evaluation period.
      iii. **Not Cleared, pending further information** - the participant must make a follow-up appointment with the Falcon Health Center’s medical director. The participant may not have contact with the designated animals during the evaluation period.
      iv. **Not Cleared** – the participant is not cleared for contact with the designated animals.

3. The UAF Director will contact the PI by e-mail to notify them of the physician’s determination. In the case of Cleared and Cleared/Pending, the Personnel Addition form can then be submitted by the PI in IRBNet (see “Directions - Submit a Personnel Addition Form” under Forms and Templates for information). Not Cleared/Pending will require the participant to follow-up at the Falcon Health Center for further evaluation prior to the submission of a Personnel Addition. Participants with a “Not Cleared” determination will not be able to be added to the IACUC protocol for working with the animals.
4. The physician’s response form will be uploaded into IRBNet for each person added to the protocol. The forms can be found under “Board Documents”.
5. 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.).