

## OCCUPATIONAL HEALTH PROCEDURES

### Condition of Approval

The Animal Care and Facilities Committee will not authorize the issuing of a Notice of Protocol Approval unless the principal investigator has a current Occupational Health Approval for working with animals. Encourage people who are listed, but did not receive approval from the Department of Occupational Health, to do so. Please remember that individuals are not authorized to work with animals until they receive approval from Occupational Health. This is a condition of all protocol approvals.

### Period of Approval

1. For most faculty, staff and graduate students the form “Medical History for Personnel Who will be in Contact with Animals” should be updated every 2 years.
2. For most undergraduate students, the medical clearance is good for up 5 years (projected graduation).
3. Faculty, staff or students (graduate and undergraduate) who work with **non-human primates**, medical clearance must be done annually.

### Adding/Removing Personnel to your Protocol

To remove or add someone to or from your protocol, contact Thao Williams at [williams@orsp.rutgers.edu](mailto:williams@orsp.rutgers.edu).

If you wish to **add** a person to your protocol, please list the following:

- a. protocol number
- b. person’s name
- c. university title (please distinguish between graduate and undergraduate students)
- d. provide projected year of graduation for undergraduate students
- e. list experience or training

This information will be for your protocol files.

If you **remove** a person from your protocol, please state:

1. Protocol number
2. Person’s name

### Forms

As in the past, the forms will be sent to the principal investigator for distribution. Even if a person is working for more than one investigator, they should only receive one form. Renewals will automatically be sent.

### Relationship Between the Department Occupational Health and the Office of Research and Sponsored Programs

Understanding the relationship between my office and the Occupational Health Department regarding this program will help you to know who to contact if you have concerns. The Office of Research and Sponsored Programs administers the Animal Care and Facilities Committee, and therefore maintains the data base of protocols and all personnel working on these projects. The occupational health forms are generated from the data base and sent every Friday. The confidential information is then returned by the individual working with animals in a sealed envelope to Occupational Health for medical clearance.

Clearance is sent by Occupational Health to the individual, and to my office so the data base can

be updated. Therefore, if you need a form for someone new being added to your protocol, or you are adding to deleting individuals from your protocol, my secretary, Thao Williams, will assist you - mail to: [williams@orsp.rutgers.edu](mailto:williams@orsp.rutgers.edu). Dr. Kate Gaioni, Director, Occupational Health Department, encourages anyone to contact her office if they have concerns relating to a medical question or clearance. Her contact number is 732-932-8254 x221.