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## Standard Operating Procedure

### **1. Purpose**

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Outline the requirements for an occupational health program within departments who employ individuals who have contact with or are exposed to live vertebrate animals used in research or teaching.

### **2. Scope**

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Departments at Central Oregon Community College which engage in the use of live, vertebrate animals for research or teaching must develop a departmental occupational health program.

### **3. Prerequisites**

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Review the Institutional Animal Care and Use Committee standard operation procedure (SOP) for Training Requirements for Personnel Working with Live, Vertebrate Animals Used in Research or Teaching (SOP# IACUC-03). Modify the Animal Care and Use Individual Training Record to include the occupational hazards that are identified for the species used and procedures performed in the department's research/teaching protocols.


### **4. Responsibilities**

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The Program Director or Department Chair must ensure that an occupational health program is provided for all individuals, within their program/department, who in the course of their employment have contact with or are exposed to live vertebrate animals used for research or teaching.

Supervisors, Principal Investigators, and Instructors must ensure that individuals, who in the course of their employment have contact with or are exposed to live vertebrate animals used in research or teaching, receive training through the program/department's occupational health program.

Supervisors, Principal Investigators, and Instructors must ensure that students are provided information about any health considerations relative to the species with which they will be exposed.

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## 5. Procedure


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The Program Director or Department Chair develops or identifies a qualified individual to develop a comprehensive program/departmental occupational health program for those individuals who in the course of their employment have contact or are exposed to live vertebrate animals used in research or teaching. The occupational health program:

- Must be consistent with federal, state, and local regulations and should focus on maintaining a safe and healthy workplace
- Will identify hazards and assess the risk associated with those hazards
- Manage the risk associated with the identified hazards through:
  - Appropriate design and operation of facilities
  - Provision of appropriate personal protective equipment (PPE) for employees
  - Training of personnel:
    - Hazards in work environment (zoonoses, chemical, biologic, and physical hazards)
    - Personal hygiene
    - Standard operating procedures (SOPs) for use of equipment, use of safety equipment, and use of PPE
    - Precautions to be taken during pregnancy, illness, or immunosuppression
  - SOP for recommended immunizations
- SOP for reporting all accidents, bites, scratches, and allergic reactions
- SOP for medical care for incidents
- SOP for training of personnel
- Documentation of training of personnel

Supervisors, Principal Investigators, and Instructors will ensure that individuals who in the course of their employment have contact with or are exposed to live vertebrate animals used in research or teaching, receive training through the program/department's occupational health program and will ensure documentation of training.

- Students who are also employees will be subject to the same training requirements as regular employees.
- Students who are not listed on a protocol but have exposure to animals while participating in a teaching exercise are not required to receive training through the program/department's occupational health program.

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Each Principal Investigator or Instructor will provide students enrolled in courses involving live vertebrate animals with the following information:

- Potential health and safety hazards associated with the course (zoonoses, chemical, physical, biologic, etc).
  - Link to: [Zoonosis Information by Species](http://safetyservices.ucdavis.edu/article/zoonosis-information-species)  
(<http://safetyservices.ucdavis.edu/article/zoonosis-information-species>)
- Universal precautions and personal hygiene.
- Advise students to contact their health care provider for consultation if they are pregnant, immunocompromised, diabetic, or have a history of allergies or other significant medical conditions.

The Principal Investigator is responsible for notifying the Program Director or Department Chair when there are changes in Animal Care and Use Protocols that require updating the risk assessment for individuals working with or caring for animals within the department.

## **6. *References***

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1. Institute of Laboratory Animal Resources: Guide for the Care and use of Laboratory Animals, National Academy Press, Eighth Edition  
([http://www.nap.edu/catalog.php?record\\_id=12910](http://www.nap.edu/catalog.php?record_id=12910)).
2. Animal Welfare Act and Animal Welfare Regulations. United States Department of Agriculture  
([https://www.aphis.usda.gov/animal\\_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf](https://www.aphis.usda.gov/animal_welfare/downloads/Animal%20Care%20Blue%20Book%20-%202013%20-%20FINAL.pdf)).
3. National Institutes of Health: Public Health Service Policy on Humane Care and Use of Laboratory Animals (<http://grants.nih.gov/grants/olaw/references/phspol.htm>).
4. OSHA Law & Regulations (<https://www.osha.gov/law-regs.html>).
5. Oregon OSHA Rules ([http://www.orosha.org/rules\\_laws.html](http://www.orosha.org/rules_laws.html)).
6. Animal Care and Use Individual Training Record
7. Training Requirements for Personnel Working with Live, Vertebrate Animals Used in Research or Teaching (SOP# IACUC-03)

## **7. *Definitions***

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1. SOP – Standard Operating Procedure – established or prescribed methods to be followed routinely for the performance of designated operations or in designated situations



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2. IACUC – Institutional Animal Care and Use Committee – responsible for assessment and oversight of the institution’s animal care program components and facilities
3. AUP – Animal Care and Use Protocol – protocol created by the principal investigator of the proposed research, testing, or educational study
4. PI – Principal Investigator – a Central Oregon Community College employee having the background and training in scientific and administrative oversight necessary to conduct and manage the proposed study
5. Protocol – Animal Care and Use Protocol

Revision	Author	Revisions Made	Effective Date	Approval
1	Cindy Elston	<ul style="list-style-type: none"> <li>• New SOP</li> </ul>		
		<ul style="list-style-type: none"> <li>•</li> </ul>		