

Loyola University Chicago
Comparative Medicine Facility

Standard Operating Procedure

SOP Number: 02-18-5100

Service: Research

Operating Section: Administration

Unit: Comparative Medicine Facility (CMF)

Title: Occupational Health and Safety Program Overview



Purpose:

To summarize the Occupational Health Program (OHP) for staff having direct contact with animals and those who have limited exposure. Personnel responsible for monitoring the program include the CMF Assistant Director, Employee/Student Health, and the Wellness Center.

Procedure:

- 1) The Occupational Health Program (OHP) is managed by Employee/Student Health Service (ESH), LUMC and the Wellness Center, LUC. It is designed to protect both the personnel and the laboratory animals. Personnel included in the program are those involved in the direct care of animals and their living quarters (CMF staff) as well as those individuals who have direct contact with animals (live or dead), their viable tissues, body fluids, or wastes (research staff). The program also includes individuals who have limited exposure to research animals (Facilities staff, Contractors, Vendors, and IACUC members who inspect animal areas).
- 2) Additional training is available in the CMF Technician Training Program, including zoonoses and other health hazards associated with individual species.
- 3) Individuals who have direct contact with animals are required to complete the on-line Animal Exposure Assessment form annually. It can be found on the Loyola Wired Information Portal. Once the individual completes the form Employee/Student Health (faculty and staff) or the Wellness Center (students) are notified electronically. They will contact each individual with further information about scheduling an appointment, if necessary. Automated e-mails are sent to the individual, their supervisor and CMF administration when an individual has received a release to work with a specific animal species. Alerts are also sent out when the individual is within 60 days of completing the annual review and revocation of security access if the form was not completed.
- 4) Individuals who have limited exposure to animals must sign a document that delineates the potential risks and prevention available. These documents are sent to Employee and Student Health quarterly.
- 5) The physical for individuals with animal contact includes a medical examination, review of immune history and booster of any required immunizations, respirator fit test and annual tuberculosis screening for those working with nonhuman primates.

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Responsible Official Signature			Date	3/5/2024
QA Signature			Date	03/18/2024
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