

April 12, 2013

To: Medical Sciences Campus Community

From: Dr. Rafael Rodríguez-Mercado
Rector

Subject: **Mandatory Enrollment in the MSC Animal Exposure Surveillance Program**

In order to comply with the requirements of the *Guide for the Care and Use of Laboratory Animals, 8th Edition*, the Medical Sciences Campus (MSC) Occupational Health Program must include all personnel exposed to animals. The MSC Institutional Animal Care and Use Committee (IACUC) has approved a new policy; **Policy on Health Surveillance for All Personnel Handling and Working Near Laboratory Animals** to address this issue. The Policy is available at <http://committees.rcm.upr.edu/iacuc.html>

The Policy requires that **all individuals must be enrolled in the Animal Exposure Surveillance Program (AESP) to participate in a baseline health screening procedure and to have an annual follow-up health screening.**

The deadline for the enrollment on the AESP is 11:59 PM on May 3rd, 2013. IACUC Office will monitor enrollment in the AESP with the OHC.

Individuals (including PIs) listed in active protocols who do not meet this deadline must suspend all animal activities until they are in compliance.

The enrollment in the AESP is initiated by completion of Medical Health Screening Questionnaire (MHS) by each protocol participant and submission of this form to the MSC Occupational Health Clinic (OHC) or the Student Medical Services (SMS). The MHS Questionnaire is available at <http://committees.rcm.upr.edu/iacuc.html>

The participant with the help of his/her supervisor/PI completes Part A. The participant will complete Part B of the questionnaire; Part B is confidential and the supervisor cannot have access to the information.

MSC employees must submit the forms in a sealed envelope, or by e-mail to the MCS Occupational Health Clinic at the following address:

Occupational Health Clinic
Office B-230
School of Medicine Building

Juanita Rivera, Occupational Health Nurse e-mail – juanita.rivera1@upr.edu

Students must submit the forms in a sealed envelope, fax to 787-766-0122 or by e-mail to the MCS Student Medical Services at the following address:

Students Medical Clinic
Office B-349
School of Medicine Building

Dr. Gladys Galdón, Office Director e-mail – gladys.galdon@upr.edu
Ms. Carmen Figueroa, Graduate Nurse e-mail - carmen.figueroa@upr.edu

The MHS Questionnaire will be reviewed by the OHC/SMC personnel. Follow up questions or requests for in-person visits to the OHC/SMC will be communicated directly to the participant from the OHC/SMC. Final recommendations, accommodations, and medical clearance information will be provided to the participant. The participant must provide a copy of the medical clearance information to the IACUC Office.

Completion of the MHS Questionnaire is required for each research participant listed on an IACUC protocol upon original inclusion in the Animal Study Proposal Form.

In addition, MHS Questionnaire completion may be required:

- Based on a frequency interval recommended by the OHC for specific participants.
- For each new IACUC protocol that includes a different species and participant combination not covered by previous medical clearance from SHC.
- Upon request of the participant or PI due to a change in health status (e.g. immune-compromised or under treatment)
- At the time a participant self-identifies as pregnant or attempting to become pregnant.
- As requested by OHC or the IACUC.

Initially the IACUC will suspend all animal activities to the individuals that do not meet the deadline of May 3, 2013.

Individuals identified on new protocol submissions after May 3, 2013 must comply with the Policy on Health Surveillance for All Personnel Handling and Working Near Laboratory Animals before IACUC approval is provided.