

# **Occupational Health and Safety Program For Laboratory Animal Resources *Overview of the Enrollment Process***

## **Required Components:**

1. **Educational Training sessions** which cover a variety of required topics pertaining to the safe use and care of live vertebrate animals. There are two options for initial training before you begin your work with animals at Binghamton University.
  - A. **A seminar-based in-house training session provided by LAR** - These sessions last approximately 90 minutes (including the short video presentation, and completion of the Occupational Health Screening forms).
  - B. **A Web-based training session ([www.citiprogram.org](http://www.citiprogram.org)) consisting of one or more courses**, each taking approximately one hour to complete. Courses are separate from one another, can be taken at any time on-line and include a quiz at the completion of each module. You must complete the quiz and receive a passing grade to receive your certificate of completion for each course you are required to take.
    - **INSTRUCTIONS:** To proceed go to the website above then:
      1. Next to “**New Users**” click “**Register Here**”.
      2. From the drop down menu pick “**SUNY – University at Binghamton**” as the “**Participating Institution**”. Click “**Submit**”.
      3. **Enter your email address as your user name and a password of 8-12 letters/numbers. \*It is important to remember your password as you may be required to complete additional educational training courses in the future if this is required by the specific type of work you are assigned to do in the lab.**
      4. Enter your name and email address. Click “**Submit**”.
      5. Complete the **Member Information** requested. Be sure to include the name of your **Faculty Supervisor**.
      6. Once you are on the **Select Groups** page, go directly to **Question 3**. (Questions 1 & 2 do not apply.) Select the “**Working with the IACUC**” course and any species specific course that applies. If you are working with mice or rats you must also complete the “**Reducing Pain and Distress**” course. This will direct you to complete the “**Post –Procedure Care of Mice and Rats in Research Curriculum**”.
      7. Clicking on the “**Grade Book**” link for each curriculum will lead you to the required courses.

\*Federal mandates require personnel and students planning to work with live vertebrate animals to be appropriately educated and trained **PRIOR** to beginning this type of work.

## **Required Components: (Con't)**

### **2. Completion and review of Health Screening Questionnaires**

#### **a. If you choose In-House training sessions:**

- The Health Screening forms will be completed at the time of the session and returned to Dr. Diane Paukett for review.

#### **b. If you choose On-line training:**

- You should complete a **Blue** “Baseline Health Screening Questionnaire”  
Complete this form **place it in an envelope marked confidential** and send it to:  
**Dr. Diane Paukett, D.O.**  
**Binghamton University**  
**P.O. Box 6000, Health Services, IN-204**  
**Binghamton., NY 13902**
- If you have a history of respiratory or upper respiratory illness you will also need to complete a **Pink** “Respiratory Illness Questionnaire”.
- If you have a history of allergies or allergy symptoms, you will also need to complete a **Green** “Allergy Questionnaire”.
- Return all questionnaires (as described above) to Dr. Diane Paukett at the above address for her review.
- **All questionnaires are available from your supervisor, the Veterinary Technician (607) 777-6199 or the IACUC Administrator (607) 777-3836.**

**After successful completion of the training session(s) and submission of appropriate OH&S information to the OH&S office, please wait for the review of materials to be accomplished.**

- **Your supervisor will be notified by e-mail and sent a LAR Sticker with an expiration date on it for you to place on your Binghamton University ID, and a badge holder for your ID card.** The LAR sticker indicates your successful completion of the required training and enrollment in the Occupational Health and Safety Program for LAR (OH&S-LAR).
- **Please Note:** There may be additional specific training requirements in the laboratory you will be working in that must be completed before you begin your activities. Please confer with your supervisor regarding any additional training requirements.
- **At this point you may begin working with live vertebrate animals at Binghamton University or in Binghamton University sponsored projects off campus.**

**\*\*Please wear your name badge on your lab coat or scrub top whenever you are working with animals in Binghamton University buildings. This indicates to others that you have reason to be in an animal area and that you have successfully completed the required training and are enrolled in the OH&S-LAR program.\*\***

**For any further information regarding the required training and enrollment process contact: Veterinary Technician: (607) 777-6199**