

# Enrollment in the Chapman University Lab Animal Occupational Health Program (LAOHP)

## 1- Identification

as a potential animal user



Enrollment in the LAOHP is required by IACUC and EH&S when persons are in contact with live vertebrate animals in research, teaching, or testing.



To be on a protocol, the animal user must be LAOHP-enrolled and complete required safety training reflective of the risks inherent in the work described in the request. This will include specific training in the handling of animals and may include general training in chemical, biological and radiation/laser use, etc.

## 2- Enrollment

Using LearnUpon

All animal users must enroll into the LAOHP, confirming their understanding of the risks and hazards. LearnUpon is used for this purpose. You will be notified by EH&S of your enrollment in LearnUpon to complete this process.

## 3a- Process

Begins with the LAOHQ

Complete the LAOHQ, a self- evaluation of your risk and exposure. If you have any of the medical conditions listed, or otherwise wish to see medical professional, you will continue with step 3b.

NOTE: Your completed LAOHQ is reviewed by EH&S and IACUC; if no concerns, then enrollment is completed and a confirmation is emailed. If there are questions, EH&S will contact you.

Medical Issues  
or Request  
**NO YES**

Your enrollment is complete. Note however that your enrollment will expire in 365 days from approval, or at any time there is a change in your circumstances, i.e. health, exposure.

## 3b- Process

If needed, continues with medical histories

When there is a health issue requiring you see a physician, then EH&S will contact you and ask you to complete both the CU LAOHQ form and UCI HHBQ. EH&S will provide you information and authorization to see our Occupational Health Clinic which is the UCI COEH. After your medical visit, UCI COEH will provide you the Part E, physician assessment and enrollment evaluation.

EH&S will provide further instruction on how to upload the Part E to LearnUpon, thus completing your record.

## Legend

- EH&S – Environmental Health and Safety
- IACUC – Institutional Animal Care and Use Committee
- LAOHP – Lab Animal Occupational Health and Safety Program
- LAOHQ – Lab Animal Occupational Health and Safety Questionnaire
- UCI COEH – Center for Occupational and Environmental Health
- HHBQ – UCI’s Health History Baseline Questionnaire
- PPE – Personal Protective Equipment
- PHI – Personal Health Information
- OHS and OHSP – Occupational Health and Safety (Program)
- HIPPA – Health Insurance Portability and Accountability Act