



EHS 004-22

TO: Carl Metzger, Chief of Police  
FROM: Renee Michel, Director of Environmental Health and Safety  
DATE: November 28, 2022  
RE: Requirements for Entering Buildings with Animals

Because you may be entering facilities that expose you to animals, you have been identified as a participant in the Animal Exposure Program (AEP). For a person who is a participant in the AEP, the Animal Exposure Program Medical Questionnaire (AEPMQ) must be completed in order for the University of Central Florida (UCF) to be in compliance with requirements of the National Institutes of Health (NIH).

People entering animal facilities or vivarium occasionally are not required to participate in the Animal Exposure Program provided all the following are met:

1. Visits are 5 days or less within a 30-day period
2. Additional requirements that may be stipulated according to facility rules and Standard Operating Procedures

If you enter the facility more than the times specified above, then enrollment into AEP is required.

To complete the AEP, you must:

1. Read the Animal Exposure Program, which can be found [here](#).
2. Complete the Animal Exposure in a Research Setting online training (every 3 years), which is located [here](#).
3. Complete the AEPMQ located [here](#).
4. Enroll in the Medical Surveillance Component of AEP. Please note, the AEPMQ must be completed before enrolling in the Medical Surveillance Component. The enrollee must complete the form per instructions found [here](#) and return the form by encrypted email to

Office of the President



[cc.onsitefax@adventhealth.com](mailto:cc.onsitefax@adventhealth.com). To obtain instructions on how to send encrypted documents, please read this [encryption instructions document](#) located on the [Animal Exposure Program website](#), and contact Melina Kinsey at 407-823-1526 or [Melina.Kinsey@ucf.edu](mailto:Melina.Kinsey@ucf.edu) to obtain the password to the encrypted document.

5. Be advised that some persons are at increased risk from animal-associated disease:
  - Women who are pregnant or planning to become pregnant
  - Immunocompromised persons
  - Individuals with known animal allergies

The Animal Exposure program plays an important role in helping to minimize risks to employees. The current list of buildings housing animals includes Biological Sciences, Ara Drive Research Facility, Research I, Burnett School of Biological Sciences, and Research Pavilion – The NanoScience Technology Center.

For more information, please contact Melina Kinsey at [Melina.Kinsey@ucf.edu](mailto:Melina.Kinsey@ucf.edu) or 407-823-1526.