



Environmental Health and Safety
Office of the Director

MEMORANDUM

AUDIENCE: Facilities Operation Staff (ie: Housekeepers, and Maintenance Staff)

SUBJECT: New Requirements for Working in Buildings with Animals

Date: 11.08.18

Because you may be entering facilities that expose you to animals, you have been identified as a participant in the Animal Exposure Program (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).

Due to your role at the UCF, your enrollment in AEP is a necessary component of both the overall Medical Surveillance Program and animal research as it involves the evaluation of health risks associated with an individual's potential exposure to animals.

All personnel whose job duties involve working with or casually exposed to animals at UCF facilities are required to enroll in AEP. To enroll in the Medical Surveillance Component of AEP, the **AEPMQ** must be completed. The enrollee must complete the form per instructions and return them by faxing the form to 407-200-9231 or via encrypted email to andrea.flanagan@flhosp.org. To obtain instructions on how to send encrypted documents, please visit Animal Exposure Program Webpage and contact Thaismary Morales at 407-266-7080 to obtain the password to the encrypted document.

The program plays an important role in helping to minimize risks to employees.

To help you meet this requirement, information sessions will be held:

- TBD

The date to submit the Animal Exposure Program Medical Questionnaire is **due by December 7, 2018** to comply with NIH requirements.

For more information please contact Thaismary Morales at 407-266-7080.

Sincerely,

A handwritten signature in black ink that reads 'Renee Michel'.

Renee Michel
Director of Environmental Health and Safety

Administration and Finance

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