

Animal Exposure Program Enrollment Checklist

1. Prior to enrollment, please read the Animal Exposure Program document on the [EHS website](#) by clicking on the “**EHS Programs**” section of the toolbar and click on “**Animal Exposure Program**” under Research and Environmental Support.
2. Download the Animal Exposure Program Packet. The three required forms in the packet are:
 - a. Animal Exposure Program Medical Questionnaire (AEPMQ)
 - b. Centra Care Authorization Form
 - c. Occupational Health Clearance Form
3. Principal Investigator (PI), Supervisor or the Designated Contact Person should fill out and sign the Centra Care Authorization Form for the enrollee. The PI may sign his/her own Centra Care Authorization Form when self-enrolling.
4. The PI, Supervisor or the Designated Contact Person shall be aware if any additional services other than screening for animal exposure are needed for the enrollee. The PI, Supervisor or the Designated Contact Person shall select the appropriate additional services on the Centra Care Authorization Form. These services may include:
 - a. Respirator Examination
 - b. Hepatitis B/Tetanus immunizations
 - c. QuantiFERON®-TB Gold Test for BSL-3 access
5. Enrollees should fill out their own AEPMQ to the best of their ability and sign it. It is important for the enrollee to provide all requested information on the AEPMQ so that he/she can be properly evaluated by the physician. It should not be reviewed by the PI, Supervisor or the Designated Contact Person.
6. The AEPMQ is considered confidential and must only be provided directly by you to Centra Care via email (by following instructions on how to encrypt a PDF document with password on the webpage). Once the AEPMQ is submitted, access to the form is limited by federal law (e.g., HIPAA)..
7. It is unlikely that a medical evaluation may be requested by the Occupational Health Physician. If further evaluation is required after your AEPMQ is reviewed, Centra Care will reach out to the enrollee directly. Most individuals will not require a medical evaluation.
8. Upon completion, Centra Care will send an Occupational Clearance Form to EHS to be filed. EHS will provide a copy of the form to the enrollee and PI or Supervisor. No confidential medical information is contained on the Occupational Clearance Form.
9. In addition to enrolling, you must complete the Animal Exposure in a Research Setting Training online every three years by registering through the [EHSA Log In](#).