
STANDARD OPERATING PROCEDURE

TITLE: Personnel Approval Process for Work Within the Non Human Primate Module
(NHPM) West Valley Building, University of Western Ontario

SOP NO.: WV 606-01

REVISION: 01

EFF. DATE: DRAFT

SUPERSEDES:

APPROVALS

Prepared by (print name): _____ Dept.: _____

Signature: _____ Date: _____

Reviewed by (print name): _____ Dept.: _____

Signature: _____ Date: _____

Approved by (print name): _____ Dept.: _____

Signature: _____ Date: _____

1.0 PURPOSE

- 1.1 To outline the process of approvals and training that must be accomplished to ensure adequate training and safe work practices for those that work in the Non-Human Primate Module, West Valley Building, University of Western Ontario.

2.0 SCOPE

- 2.1 This SOP applies to all Research and ACVS staff to become approved to work within the Non-Human Primate Module (NHPM)

3.0 RESPONSIBILITIES

- 3.1 ALL RESEARCH AND ACVS STAFF
 - 3.1.1 All personnel involved with primates are responsible for understanding and following the contents of this document. Failure to do so will result in retraction of privileges for work within this unit, based on the criminal liabilities held by management through Bill C-145 legislation.

4.0 PROCEDURE

- 4.1 **Occupational Health and Safety Training**
 - 4.1.1 Refer to section 5.0
 - 4.2 **Preventative Health Monitoring Program**
 - 4.2.1 The Staff/Faculty Health program must be initiated by a position hazard form completed by the personnel supervisor. Requirements must be completed point prior to on site training and subsequent work with Primates. This medical surveillance program for NHP
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handlers in administered by Staff Faculty Health Services, UWO . Completion of required vaccinations and medical tests as stated in the S.F.H.S. in the "*UWO Preventative Health Program for Animal Handlers Policy*". Refer to Appendix A

- 4.2.2 Staff Faculty Health will supply the facility manager with written confirmation a given employee or research staff member has completed these medical surveillance requirements before on site training is approved and work with primates is approved

4.3 **Standard Operating Procedure training**

- 4.3.1 Work with Primates is a Level II biohazard, and requires training on approved standard operating procedures.
- 4.3.2 Attendance to a joint Occupational Health and Safety and ACVS SOP training session OR documented evidence of watching a video of a current session through the ACVS.
- 4.3.3 All SOPs must be read and understood through secured Web CT, with a record of completion required to be supplied to the West Valley facility manager
- 4.3.4 The record of completion is kept on file in the facility managers office in room 101A, West Valley Building
- 4.3.5 Animal Care staff require further onsite training on primate animal care SOP's
- 4.3.6 Veterinary staff require further training on site for primate veterinary service procedures
- 4.3.7 Research staff require further on site training on primate research procedures

4.4 **Animal Care and Use Web CT Course**

- 4.4.1 The University of Western Ontario UCAC Policy # 710 requires all those involved in animal based research to take this training. Please refer to Attachment 2

4.5 **On Site Training**

- 4.5.1 On site training is approved once there is proof 4.1 to 4.4 has been completed

4.6 **Security Card Clearance**

- 4.6.1 Security Card access is approved by the facility manager once there is proof 4.1 to 4.5 has been completed.

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5.0 HEALTH & SAFETY

- 5.1 Nonhuman primates (NHP's) present hazards related to naturally occurring zoonotic organisms which may be transmitted to people. People also transmit zoonotic agents to NHP's. NHP's also present unique hazards due to their intelligence, manual dexterity, strength and speed . Please refer to SOP WV611-02 “ *Safety and Animal Handling Procedures for NonHuman Primates (NHP's) Non Human Primate Module, West Valley Building, UWO*
- 5.2 Direct contact with NHP's requires in depth training on risks and standard operating procedures, participation in a surveillance health program as well as documented proof of training and security clearance monitored by the facility manager.
- 5.3 All approved personnel must be enrolled, approved and monitored in the animal handlers medical surveillance program through workplace health, UWO
- 5.4 NHP housing facilities at West Valley , UWO are designed and operated at the standards required by Health Canada and Canadian Food Inspection Agency

6.0 REVISION HISTORY

Revision	Reason(s) for Revision	Initiated by

7.0 REFERENCES / ASSOCIATED MATERIALS

7.1

8.0 ATTACHMENTS

- 8.1 Attachment A : "*UWO Preventative Health Program for Animal Handlers Policy*"
- Attachment B : The University of Western Ontario UCAC Policy # 710