
OLAC Handbook For Represented Employees

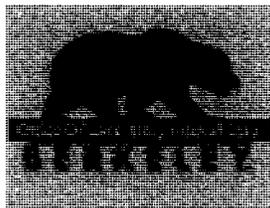


TABLE OF CONTENTS	2
MISSION STATEMENT	3
1. Work rules	3
a. Work hours.....	3
b. Time clock procedures.....	4
c. Break times	4
d. Overtime	4
e. Weekends and holidays	4
f. Comp time.....	4
g. Calling in sick.....	4
h. Scheduling vacation.....	5
i. Tardiness	5
j. Dress code (uniforms, shoes, PPE).....	5
k. Policy on eating, drinking in OLAC animal facilities.....	6
l. Use of OLAC telephones, Fax machines, photocopiers, computers and other equipment.....	6
m. Use of cameras	6
2. Work area	6
a. Entering animal facilities and animal rooms	6
You must follow all posted signs and SOPs pertaining to entering animal facilities and rooms.	6
b. Facility security (keys, ID badges)	6
3. Resources	7
a. Material Safety Data Sheets	7
b. Safety equipment	7
c. Emergency locations	7
d. Parking	7
e. Employee Assistance Program.....	7
4. Laboratory Animal Technology as a Career	7
a. AALAS Certification	7
b. AALAS Membership.....	8
c. Career Pathways within OLAC	8
i. Animal Technician Series.....	8
ii. Supervisor.....	8
5. Training	8
a. OLAC training.....	8
b. Standard Operating Procedures	8
c. Quality Assurance (QA)	9
d. Training Records	9
6. Regulations Pertaining to the Use of Animals	9
a. Animal Welfare Act	9
b. Public Health Service Policy on Humane Care and Use of Laboratory Animals ("PHS Policy").....	10
c. Guide for the Care and Use of Laboratory Animals	10
d. AAALAC Accreditation.....	10
e. IACUC.....	11
7. Disclaimer	11
VERIFICATION OF RECEIPT OF OLAC EMPLOYEE HANDBOOK	12

Mission Statement

Office of Laboratory Animal Care (OLAC) is committed to providing a top quality animal care program that promotes integrity and excellence in research and teaching in the biological and medical sciences.

OLAC's mission is to:

- Provide high quality, humane husbandry and veterinary services for all vertebrate animals in order to facilitate UC Berkeley's research and teaching goals.
- Assist UCB personnel with issues related to responsible care and use of laboratory animals.
- Provide training and technical support for UCB personnel who use animals for teaching and research.
- Support the University in maintaining compliance with State and Federal laws and regulations pertaining to the use of animals for teaching and research.
- Meet or exceed the standards of the Association for the Assessment and Accreditation of Laboratory Animal Care International (AAALAC), a private organization that evaluates animal care and use programs.

1. Work rules

OLAC expects its employees to exhibit responsibility, cooperation, positive attitudes, and harmonious interactions with fellow workers and research personnel. OLAC expects all employees to come to work when scheduled, to learn their duties conscientiously and thoroughly, to perform their duties to the best of their abilities, and to schedule time off in accordance with UCB and OLAC policies.

Absenteeism is defined as repeated tardiness or absence, absence without proper notification to the supervisor, absence without satisfactory reason, abuse of sick leave or abuse of other leaves of absence. If patterns of absence emerge, for instance with sick leave, supporting documentation will be requested. (i.e., three absences each on a Monday within a three month period) would be a pattern.

a. Work hours

You are expected to adhere to your work schedule.

Requests for schedule changes should be made in writing to your supervisor and must be approved by both your supervisor and the director.

OLAC standard work shift for technicians:

- 7:00 a.m. to 4:00 p.m. with two 15 minute breaks at 10:00 and 3:00pm, lunch from 12:00 noon to 1:00pm.

You are allowed 10 minutes after clocking in to change into your work clothes, and 10 minutes to change out of your work clothes before clocking out for lunch or leaving for the day.

You are not allowed to work without lunch so that you can leave early for the day. **You must take a lunch break of at least 30 minutes**, so that you do not work more than 6 consecutive hours without a lunch break.

b. Time clock procedures

You are required to clock in before starting work, clock out for lunch, clock in after lunch and clock out when you finish work for the day. You do not need to clock out for scheduled rest periods as these are paid breaks.

You must not clock in more than **8 minutes** before your scheduled work hours.

If you need to leave during the work day for personal business (for instance for a doctor's appointment), you must obtain prior approval from your supervisor.

c. Break times

OLAC technicians have two scheduled break times from 10:00 a.m. to 10:15 a.m. & 3:00 to 3:15 p.m. You do not need to clock out for your scheduled breaks (except lunch, see above). Employees must return to work promptly at the end of breaks.

If operational needs necessitate, you may be asked to shift your break times.

d. Overtime

Overtime must be pre-approved by your supervisor.

e. Weekends and holidays

Animals require care every day, including weekends and holidays. OLAC technicians will be scheduled to work some weekends and holidays to provide care. Schedules/shifts may be adjusted due to programmatic need when necessary.

f. Comp time

Employees may elect CTO or pay for overtime worked. Employees may make that election at the time of hire and every June thereafter.

g. Calling in sick

If you (or an eligible family member) are sick, you must call in no later than the start of your shift except when the University determines that the employee's failure to notify is due to extreme circumstances beyond your control. Call into the **Absence Reporting Line 510-642-2385** and leave a message. Make sure you indicate who you are and reason for absence, when you expect to return to work, and if there are any specific tasks that need to be done that day in your absence.

If you call in sick for more than three consecutive days or if you repeatedly call in sick, you will be required to bring a medical verification of illness signed by a licensed health care practitioner on your return to work in order for the absence to be authorized.

If additional sick time is required, you may use accrued paid vacation (with supervisor approval), or you may apply for unpaid time off under the Family Medical Leave Act provisions.

h. Scheduling vacation

Vacation must be pre-approved by your supervisor. Just because you have accrued vacation time, it does not mean that you can take vacation time on specific days. Supervisors make every effort to approve employee's requested vacation days when possible. However, OLAC operational needs must take precedence, so that animal care needs are met.

OLAC's guidelines for vacation scheduling follow:

- Vacation requests may be approved or denied by the supervisor or manager, based on OLAC's operational needs.
- Vacation requests during fall/winter holiday period (11/15 through 1/15) and during the triennial AAALAC site inspection may be limited or denied based on programmatic need.
- In order to allow all staff members to take a turn at time off, requests for extended vacation consisting of more than 4 continuous weeks off will not be approved without Director's written review and approval.

i. Tardiness

You are expected to report to work on time.

Tardiness is defined as clocking in more than **8 minutes** after your scheduled work time, unless pre-arranged with your supervisor.

If you are going to be late for work, call the Absence Reporting Line 510-642-2385 and leave a message including your anticipated time of arrival. Once at work, you must report to your supervisor as soon as possible and complete a Request for Leave Form to account for the time off.

j. Dress code (uniforms, shoes, PPE)

OLAC provides uniforms (shirts, pants, scrubs and/or lab coats, and disposable gowns are all provided, depending on individual needs). Uniforms are for animal technicians and animal health technicians to wear in the animal facilities. After clocking in, you should change into your uniform. Employees must not remove uniforms from university property.

OLAC will pay for one pair of dedicated work shoes for each husbandry and/or cage wash technician per year (calculated from the date of hire). The shoes must be worn only while at work and must not be removed from the university.

After work, you should change back into street clothes and shoes and then clock out. Lockers are provided for storing your street clothes. You need to provide your own padlock. If you separate from OLAC employment, you must remove the padlock, remove all your personal items from your work areas, and clean out your locker.

You must follow all posted signs describing personal protective equipment (PPE) required in OLAC facilities. OLAC provides the PPE, including items such as gloves, gowns or lab coats, shoe covers, eye

protection, face mask or other respiratory protection, that are required in your work areas.

k. Policy on eating, drinking in OLAC animal facilities

For safety reasons, eating and drinking is not allowed in OLAC animal facilities, except in designated break rooms.

Berkeley is a tobacco free campus.

l. Use of OLAC telephones, Fax machines, photocopiers, computers and other equipment

OLAC computers, Fax machines, photocopiers and other electronic equipment must be used for OLAC business only. OLAC telephones and computers must be used primarily for OLAC business, but limited intermittent personal use is allowed during breaks, lunch or for emergencies.

Personal cellular phones may be used during break times, or at any time for emergencies.

m. Use of cameras

Cameras or other image-capturing devices must not be used in OLAC facilities without the permission of the OLAC Director.

UCB has installed closed circuit cameras and digital recorders linked to the UCB Police Department within some OLAC facilities for security reasons. Additional cameras have been installed in the non-human primate rooms to enhance research and observations of animals. Signs have been posted to inform all users of this area.

2. Work area

a. Entering animal facilities and animal rooms

You must follow all posted signs and SOPs pertaining to entering animal facilities and rooms.

Do **not** prop doors to animal facilities or rooms open.

Rodent colonies are periodically tested for the presence of pathogens (e.g. viruses, bacteria, parasites) that may affect animal health or research results. Rodent rooms are assigned health status "levels" from A+ through D, to indicate the presence or possibility of rodent pathogens in the rooms. For example, Level A+ rodent rooms are the "cleanest" (no pathogens detected), and Level D rooms are rooms in which rodent pathogens have been detected. During your work day, you must enter rodent rooms in the order A+, A, B+, B, C and then D, in order to prevent cross-contamination between rooms. Signs on the doors of rodent rooms indicate the current health status levels and any special procedures required for entering and exiting the room (e.g. extra PPE) .

b. Facility security (keys, ID badges)

Your supervisor will arrange for you to obtain your UCB identification card, and the keys and card keys necessary for you enter your work areas.

Do **not** lend your keys, card key or identification card to anyone else. You must wear your OLAC photo identification card at all times when you are in the animal facilities.

Do **not** let people into the animal facilities or rooms if they do not have a key or card key to access the room. Tell them to phone the OLAC general telephone number 510-642-9232 or refer them to the OLAC web site <http://www.olac.berkeley.edu> to arrange access.

3. Resources

a. **Material Safety Data Sheets**

Material Safety Data Sheets (MSDS) for substances used in OLAC facilities are available. UCB Environmental Health & Safety (<http://ehs.berkeley.edu/hs/267-material-safety-data-sheets-msds.html>)

Is a link to a MSDS database? At this site, you can enter the name of the substance, and find an MSDS. Ask your supervisor if you need help finding or understanding the MSDS.

b. **Safety equipment**

Your supervisor will show you where the safety equipment is located in your assigned work areas. Familiarize yourself with the locations of safety equipment, such as fire extinguishers, eye wash stations, emergency showers, first aid kits, flashlights, spill clean-up kits etc. as you are required to know this information. Let your supervisor know if you need training in the use of this equipment.

c. **Emergency locations**

Ask your work leader or supervisor to show you where you should assemble in the event of a building emergency, such as a fire or earthquake as you are required to know this information.

d. **Parking**

If you want to park at UCB, you must purchase a parking pass. For parking or other transportation information, refer to the UCB Parking and Transportation Services web site (<http://www.pt.berkeley.edu>) or phone (510) 643-7701. If you want to pay for street parking (meters) you must do so during your breaks and lunch hour.

e. **Employee Assistance Program**

UCB has a free, confidential Employee Assistance Program which can assist employees with personal problems, including stress, family relationship issues, alcohol or drug abuse, and depression.

4. Laboratory Animal Technology as a Career

a. **AALAS Certification**

OLAC encourages technicians to pursue certification by the American Association for Laboratory Animal Science (AALAS).

OLAC may be able to loan study materials to technicians. In general, studying for AALAS certification must be done on your own time. If

time permits, OLAC may arrange AALAS training sessions for technicians during either work hours, or during break times. OLAC may pay the fee for technicians to take the AALAS certification test once at each certification level. If subsequent tests are required, technicians must pay the fees themselves.

b. AALAS Membership

OLAC may pay the annual membership fee to join the Northern California Branch of AALAS, if technicians elect to pursue their AALAS certification.

c. Career Pathways within OLAC

i. Animal Technician Series

- Senior Animal Technician (SAT), is a non-supervisory worker within one of OLAC's facilities.
- Principal Animal Technicians (PATs) are non-supervisory work leaders for a larger work area and a larger team of SATs.

ii. Supervisor

Technicians with sufficient experience and good performance may become eligible to apply for supervisory positions within OLAC, if positions become available. Supervisory positions may require additional qualifications, including AALAS technician certification and in-service supervisor training.

5. Training

a. OLAC training

The Supervisor or Manager assigns a Trainer to OLAC technicians.

Training for OLAC animal technicians includes species-specific training modules (e.g. conventional mouse and rat husbandry module), and task-specific modules (e.g. cage wash operations module, animal health module).

Training will progress at a rate dictated by the knowledge, understanding and abilities of the employee. This rate will be assessed by the Trainer or Supervisor.

Training modules may include:

- Reading the applicable SOPs and asking questions
- Observing the Trainer performing tasks
- Performing tasks while being observed by the Trainer
- Performing tasks alone with regular visits by the Trainer
- Evaluation of competency by the Trainer
- Documentation that the technician is qualified to perform the tasks included in the training module

In the initial training period, core training modules covering the major job duties will be completed. As operational needs arise, technicians will be trained in additional duties.

b. Standard Operating Procedures

Technicians must read and understand the Standard Operating Procedures (SOPs) that apply to their work areas and to follow all procedures described in them. This is essential in order to provide a

consistent level of animal care and to avoid unwanted experimental variation.

Your Supervisor or Trainer will tell you which SOPs you need to read, and will arrange for training in all aspects of your work. Your Supervisor or Trainer will also evaluate your competency to perform your work duties after you have been trained, and periodically as needed.

If you do not understand an SOP, or if you feel you have not received sufficient training to perform your job well, it is your responsibility to notify your supervisor.

You should know where to locate a copy of the current OLAC SOPs, so that you can refer to them if you need to. It is preferable to access the most recent versions of the SOPs on the OLAC shared drive rather than to keep hard copies, which might become outdated. You may print out copies for your reference as long as you make sure that you have the most current version.

c. Quality Assurance (QA)

Work leaders or supervisors conduct regular quality assurance (QA) inspections of work areas, to ensure compliance with OLAC SOPs.

Any deficiencies will be discussed with the responsible technician as soon as possible, so that the technician can correct the deficiency.

Records of these QA inspections are maintained by OLAC.

Repeated, deliberate or serious noncompliance with OLAC SOPs will result in disciplinary action.

d. Training Records

Your supervisor maintains records of training you have completed and should forward copies to the main office as well.

6. Regulations Pertaining to the Use of Animals

(Note: You must comply with but not limited to the following)

a. Animal Welfare Act

The Animal Welfare Act (AWA) is a Federal law that is found in *United States Code*, Title 7, and Sections 2131 to 2156. This law regulates the treatment of animals in research, exhibition, transport, and by dealers. The Act is enforced by the U.S. Department of Agriculture (USDA), Animal and Plant Health Inspection Service (APHIS), Animal Care (AC). AC develops regulations that interpret the Act with each amendment. The Animal Welfare Act Regulations are a manual for complying with the Act. Each year they are published in *Code of Federal Regulations, Title 9, Chapter 1, and Subchapter A - Animal Welfare* which is popularly known as *9CFR*.

The AWA covers live or dead warm-blooded vertebrate animals, excluding rats, mice and birds specifically bred for research.

"USDA inspectors" (veterinary officers employed by the Animal Care division of APHIS), conduct unannounced inspections of regulated animal facilities, including UCB, at least once a year. The inspectors may examine any AWA-regulated animals, as well as animal housing or use areas, and records pertaining to animal care and use. Any violations of AWA regulations become public record. If you see any

non-compliance issues you must report them to your supervisor and/or the Animal Care and Use Committee.

b. Public Health Service Policy on Humane Care and Use of Laboratory Animals ("PHS Policy")

Institutions that receive Federal funding for animal research through the Public Health Service (e.g. National Institutes of Health, NIH) are subject to the provisions of the Health Research Extension Act of 1985, Public Law 99-158, November 20, 1985 ("Animals in Research"). This legislation provides the statutory mandate for the Public Health Service Policy on Humane Care and Use of Laboratory Animals ("PHS Policy"). The PHS policy also incorporates the US Government Principles for the Utilization and Care of Vertebrate Animals Used in Testing, Research and Training. These principles provide the framework for conducting research in accordance with the PHS Policy.

The PHS Policy provides legal and regulatory guidance for using all live, vertebrate animals (warm-blooded and cold-blooded) in testing, research and teaching. PHS Policy requires that institutions base their animal programs on "The Guide for the Care and Use of Laboratory Animals" (see section 6c below) and comply with all applicable regulations (e.g. Animal Welfare Act regulations).

To assure institutional compliance with the PHS Policy, institutions submit a document called the Animal Welfare Assurance to the Office of Laboratory Animal Welfare (OLAW), a division of National Institutes of Health.

Noncompliance with the Public Health Service Policy requires self-reporting by the institution to OLAW. Serious noncompliance may result in suspension of animal research protocols by the ACUC, or withdrawal of PHS funding for the entire institution.

c. Guide for the Care and Use of Laboratory Animals

The Institution of Laboratory Animal Resources (ILAR) and the National Research Council (NCR) publish the "Guide for the Care and Use of Laboratory Animals", which describes standards for laboratory animal care and use programs for institutions that receive Federal funding from the Public Health Service. This book also serves as a guideline for AAALAC accreditation (see below).

d. AAALAC Accreditation

UCB's laboratory animal care and use program is accredited by the Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC). AAALAC is a private, international, nonprofit organization that evaluates laboratory animal programs. AAALAC accreditation verifies that an animal program complies with all Federal standards for animal care and use. You are responsible for reporting any non-compliance issues to your supervisor and/or Animal Care and Use Committee as soon as possible.

Every three years, UCB submits a very detailed written description of the animal care and use program to AAALAC, and a team of AAALAC council members visits UCB to inspect and evaluate the program. Deficiencies in the program may result in revocation of UCB's AAALAC accreditation.

e. **IACUC**

Both the Animal Welfare Act and the Public Health Service Policy require institutions that conduct animal research to have a committee that reviews the animal care and use program and all animal use at the institution. This committee, known as the Institutional Animal Care and Use Committee (IACUC) consists of UCB scientists, UCB nonscientists, UCB veterinarian(s), and at least one member who is not affiliated with UCB in any way other than serving on the IACUC.

The UCB IACUC meets monthly to review research protocols and conducts semi-annual reviews of the animal care and use program and semi-annual inspections of all animal housing and use areas. The IACUC reports to the Vice Chancellor for Research.

Animals may not be used for research, testing or teaching at UCB without IACUC approval.

7. Disclaimer

The information contained in the OLAC Employee Handbook is intended as a supplement to UCB policies and collective bargaining agreements. The OLAC Employee Handbook does not constitute a contract of employment. The OLAC Employee Handbook is periodically reviewed and revised in order to remain current.

Verification of Receipt of OLAC Employee Handbook

I, _____, have been given the opportunity to read the OLAC Employee Handbook and to ask questions concerning its contents. I have been given a hard copy of the OLAC Employee Handbook. I have received orientation to University Laboratory Animal Resources at UC Berkeley.

I understand the policies presented in the OLAC Employee Handbook and agree to abide by them. A copy of this form will be retained and kept in your personnel file while employed by OLAC.

Employee name (print)

Employee signature

Date: (DD/MM/YY)