

**Issued:** February 14, 2017

**Responsible Official:** Vice President for Research

**Responsible Office:** Office of Sponsored Programs

## **POLICIES**

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### **Policy Statement**

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#### **Policy Statement**

It is the policy of the University to provide protection, by means of vaccination against the special medical risks associated with the handling of animals or specimens of animal or human origin, for faculty, staff, and students involved in approved research projects. It is also the policy of the University to provide protection by means of vaccination for other employees of the University who may be exposed to medical hazards due to the nature of their work. Examples are pre-rabies vaccination for individuals observing animals in the wild and hepatitis vaccination for individuals handling human blood or other potentially infectious materials. It is the responsibility of the project director, principle investigator, or supervisor to: remain knowledgeable of current recommendations, inform all individuals participating of their benefits as well as risks, share accessible, available resources for acquiring, allot reasonable time frames for compliance, ensure completion and maintenance requirements have been met.

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#### **Purpose**

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To offer protection by means of vaccination for employees of the University who may be exposed to medical hazards due to the nature of their work.

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#### **Procedures**

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For individuals requiring vaccinations as the result of participation in separately budgeted activities, the cost of vaccination will normally be charged to the appropriate grant or contract account. For faculty or staff requiring vaccination as the

result of participation in approved, unsponsored research projects (departmental research) or assigned instructional duties, the cost of vaccination will normally be charged to the home department account. Vaccinations for employees not involved in research shall be provided by the employee's home department account.

Individuals who decline to be vaccinated for any reason must promptly inform the appropriate project director, principal investigator, or supervisor of their decision in writing. The project director, principal investigator, or supervisor will subsequently inform the chair of the appropriate institutional committee (e.g., Animal Care and Use or Human Subjects). The appropriate committee(s) may limit the extent to which unvaccinated individuals may come in contact with specific animals or specimens. Employees who decline the hepatitis B vaccination shall also complete the Hepatitis B Vaccination Waiver (Attachment I) and return the waiver to Human Resources.

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### **Links**

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**HBV Vaccination  
Declaration of Refusal**

<http://www.memphis.edu/ehs/pdfs/hbvdecform.pdf>

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### **Revision Dates**

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UM1452 -- revised February 14, 2017  
UM1452 -- revised May 08, 2007  
UM1452 -- issued August 2, 2006 - supercedes policy number 1:2B:05:02  
RE7002 supersedes UM1452

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### **Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Research	Student Affairs
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