

# Biosafety Occupational Health Program Enrollment Guidance Document



## Who is required to enroll in the Biosafety Occupational Health Program (BOHP)?

- Personnel at risk of exposure to infectious biohazards or to animal allergens through the course of their participation in, or operational support of, Institutional Biosafety Committee (IBC) or Institutional Animal Care and Use Committee (IACUC) permitted research, teaching, or diagnostic activities, are required to enroll in the BOHP.

## How do I enroll in the BOHP?

- To enroll in the BOHP, an individual must log into the [BOHP portal](#) and complete an enrollment questionnaire.
- To log into the portal, an individual must use their Texas A&M University (TAMU) NetID and password. For assistance with claiming your NetID, visit the [Aggie Account Gateway](#) and [Identity & Access Management – NetID](#) webpages.

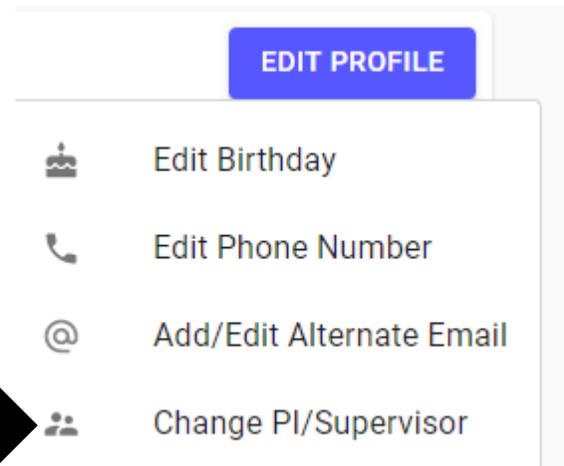
## I have logged into the BOHP portal, now what do I do?

*If you are completing an initial enrollment questionnaire, follow the instructions below:*

- Click on the edit profile button in the upper right corner of the screen and update your birthday, add a preferred phone number, and select your supervisor.

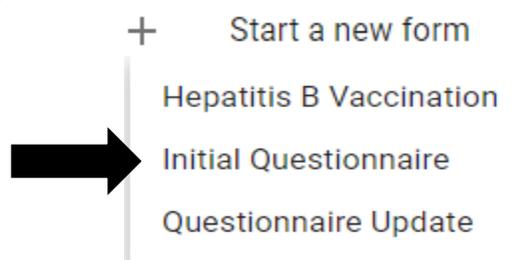
Listing your PI/supervisor is an important piece of the enrollment process and helps ensure our office knows what area you will be working in.

If your PI/supervisor is not listed as an option on the drop-down menu, please contact [bohp@tam.u.edu](mailto:bohp@tam.u.edu) and let a BOHP staff member know.

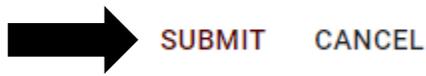


- After you have updated your profile information, you can move on to completing your BOHP enrollment questionnaire.

- On the left-hand side of the screen, you should see
  - Click on the plus sign
  - Select “Initial Questionnaire”



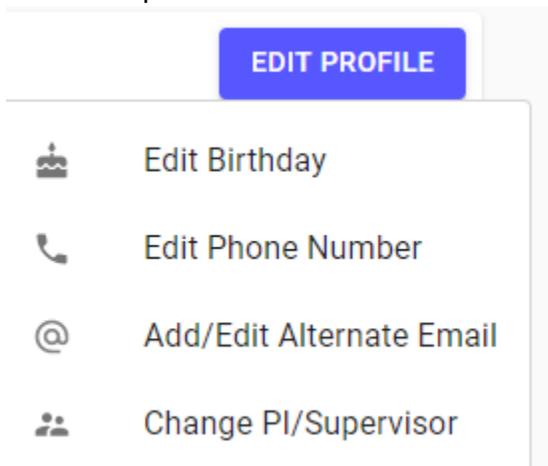
- Complete the questionnaire and hit submit at the very end of the form.



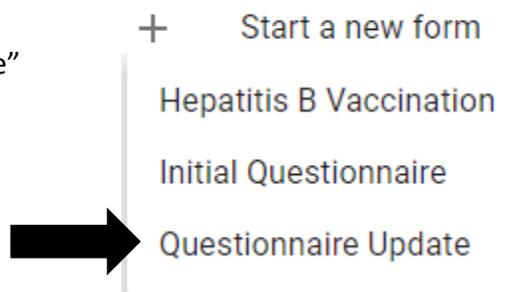
- If the form was submitted correctly, you will receive a notification email stating that the BOHP has received your enrollment questionnaire.

### I need to update my BOHP enrollment questionnaire; how do I do that?

- The process for updating your BOHP enrollment questionnaire is similar to completing the initial enrollment questionnaire. To begin the process, log into the portal using your NetID and password.
- Your profile information is located in the middle and right-side columns of the screen. Review this information to ensure it is still correct. If information needs to be updated, click on the edit profile button in the upper right corner of the screen. Select the appropriate tab for the section(s) that you need to update.



- Once you have confirmed that your profile information is correct, you can move on to updating your BOHP enrollment questionnaire.
- On the left-hand side of the screen, you should see
  - Click on the plus sign
  - Select “Questionnaire Update”



- Complete the questionnaire and click submit at the very end of the form.



- If the form was submitted correctly, you will receive a notification email stating that the BOHP has received your enrollment questionnaire.

### **Frequently asked questions:**

- **How often and why do I have to update my BOHP enrollment questionnaire?**
  - Your BOHP questionnaire should be updated at least annually. If you have a change in your work duties and/or research before your annual enrollment update is due, then you should update your questionnaire at that time (e.g., you previously did not work with animals, but your lab will begin working with mice as part of a new study. Your enrollment questionnaire should be updated to reflect this change).
  - Annual updates offer participants the opportunity to reevaluate the hazards in their workplace and to request a consult with the occupational health provider to discuss any workplace/health concerns they may have.
- **Do I have to use a specific internet browser to log into the BOHP portal?**
  - No, the portal is compatible with several internet browsers (e.g., Chrome, Explorer, and Firefox). However, if you are using an outdated version of an internet browser, you may experience issues.
- **How do I know when it is time to update my BOHP enrollment?**
  - The portal will send you an automatic email notification when your enrollment update is due. Additionally, BOHP and Office of Biosafety (OBS) staff may send out personal email reminders if your enrollment date is over a year old.
  - *It is important that you make sure your email address in the portal is current and correct, otherwise you may not receive notification emails from the portal.*
- **What do I do if my supervisor's name is not listed in the portal?**
  - Please send an email to [bohp@tamu.edu](mailto:bohp@tamu.edu) and let us know that your supervisor needs to be added to the supervisor list in the BOHP portal.
- **What should I do if I do not know the date(s) of the vaccination(s) I have received?**
  - If you do not know the date you received a vaccination, you can list "unknown" for date received. Once you find out when you received the vaccination you can update your enrollment questionnaire to include that information.
- **Who can I contact if I need assistance with completing my BOHP enrollment questionnaire?**
  - If you are unsure how to answer a question under work environment, then you need to speak with your supervisor.
  - BOHP staff can assist with technical issues/questions and can be reached at [bohp@tamu.edu](mailto:bohp@tamu.edu).