

5th Annual IACUC Administrators' Best Practices Meeting (Session 1)

(Note: Session 2, November 11 and 12, is full)

Support: Pennsylvania State University and the Office for Laboratory Animal Welfare (OLAW)
Date: November 9 and 10, 2010
Time: Tuesday (7:30AM – 5:00PM) and Wednesday (7:30AM – 3:30PM)
Place: Atherton Hotel and Conference Center, State College, PA

Attention IACUC Administrators:

In November of 2010, The Pennsylvania State University and OLAW will support the fifth annual “*IACUC Administrators' Best Practices Meeting*”. As in past years, approximately fifty IACUC administrative staff members are invited to The Pennsylvania State University (PSU) to informally discuss common problems associated with animal care and use programs. Our meeting will not focus specifically on the policies and regulations governing animal use activities, but rather methodologies used to satisfy them. The meeting format will be casual roundtable discussions to facilitate peer-sharing activities rather than a series of expert seminar presentations.

Typically program participants choose a topic of interest (e.g. Occupational Health and Safety Programs), and present information on a problem they have encountered, or how their own institution resolved an important IACUC issue. Their brief presentation is followed by an open discussion involving all participants who provide insight, guidance, or suggestions. Our group has been meeting and sharing business practices for the past five years. During that time, we have discussed and developed many common practices, which are routinely used to satisfy programmatic requirements. Attendees from all disciplines (e.g. industry, university & government) have combined their efforts to develop specific procedures for conducting, for example, program reviews and facility inspections. Their brainstorming efforts have also led to common practices for ensuring protocol and grant congruency, operating successful Occupational Health and Safety Programs, tracking animals used in research, and fulfilling institutional responsibilities relating to collaborating with other organizations.

This unique opportunity will not only give attendees the opportunity to become acquainted with many of their peers, but also allow them to learn how their colleagues satisfy specific regulatory requirements. The meeting fosters networking, sharing of resources, and peer-to-peer counseling.

On our initial meeting day, we will discuss specific topics that were selected in advance by those already scheduled to attend this year's meeting. On the second day of our meeting, representatives from OLAW, the USDA and AAALAC will be present to participate in our discussions and to help us to resolve unanswered questions.

All participants will be given the opportunity to provide their opinions and to ask specific questions. Attendees will be encouraged to participate in open dialogue about specific programmatic processes. As indicated, we will limit the number of program attendees to approximately **fifty**. The Penn State University and OLAW will support the program. Consequently, there will be **no attendance fee** charged. The only expenses you will incur are those associated with your travel and lodging.

Guest Facilitators:

Dr. Christian E. Newcomer, V.M.D., M.S., DAACLAM is the Executive Director of the Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC) International and has participated in AAALAC's review activities for over 25 years. He is a 1977 graduate of the School of

Veterinary Medicine at the University of Pennsylvania. Following a year in a large animal internship at The Pennsylvania State University, he entered post-doctoral training in laboratory animal medicine at the University of Michigan and became board certified in the American College of Laboratory Animal Medicine (ACLAM) in 1982. Prior to his appointment at AAALAC International he held academic and leadership positions in laboratory animal medicine at the Massachusetts Institute of Technology (1981-87), Tufts-New England Medical Center (1987-1994), University of North Carolina at Chapel Hill (1994-2001) the Veterinary Resources Program at National Institutes of Health (2001-2003) and Johns Hopkins University (2003-2008). He is a past-president of the American College of Laboratory Animal Medicine and of the American Association for Laboratory Animal Science.

Dr. Nicolette Petervary, VMD is the Regional Animal Care Specialist with the USDA, APHIS, Animal Care program in their Eastern Regional Office, Raleigh, NC. In this capacity Dr. Petervary represents Animal Care (AC) in regional and national meetings and conferences held in this area and around the country. Dr. Petervary graduated from the University Of Pennsylvania School Of Veterinary Medicine in 1993. Prior to her current position in Animal care, she was in private small and exotic animal practice, worked as a research associate at the University of California (Davis and San Francisco Campuses) and worked for the USDA Food Safety and Inspection Service.

Ms. Susan Silk, M.S. is the Director of the Division of Policy and Education in the NIH Office of Laboratory Animal Welfare (OLAW) where she oversees the development and interpretation of policy regarding the use of laboratory animals in research, testing and training at PHS-Assured institutions and oversees educational programs tailored for animal care & use programs. Ms. Silk previously worked at the National Cancer Institute Office of the Director in many roles, including Educational Program Developer, Special Communication Project Developer, Senior Scientific Writer, and Speechwriter. Prior to joining the NCI OD, she served the NCI Intramural Program as the Senior Animal Policy Advisor and Director of the Office of Mice Advice. Susan directed transgenic mouse core laboratories at both NIH and the Johns Hopkins University School of Medicine. She has an M.S. degree in Genetics from the University of Maryland, a B.S. degree in Biomedical Illustration from the University of Maryland, and a B.F.A. in Design and Fine Arts from the Maryland Institute College of Art. Susan brings 29 years of experience in biomedical research and scientific communication to OLAW.

Meeting Agenda

* Tuesday, November 9, 2010

7:30 – 8:15	Registration and Continental Breakfast
8:15 – 8:30	Welcome, Opening Remarks
8:30 – 9:15	Historical Prospective of Best Practice Meetings – the last 5 years
9:15 – 10:15	Understanding the challenges encountered by small institutions, and AAALAC accreditation
10:15 – 10:30	Break
10:30 – 12:00	The “NEW” Guide: what does it mean for administrators – Open Discussion
12:00 – 1:00	Lunch

1:00 – 1:15	Professional IACUC Administrators' Certification
1:00 – 2:00	Meeting Minutes – What must they contain? The pros and cons of detailed versus meager minutes
2:00 – 2:45	How to satisfy programmatic training requirements
2:45 – 3:00	Break
3:00 – 4:00	Developing and operating a Post Approval Monitoring Program (PAM) with minimal resources
4:00 – 4:45	IACUC activities and using electronic management systems
4:45 – 5:00	Summary, Program Evaluation and Wrap-up

*** Wednesday, November 10, 2010 (OLAW, AAALAC and the USDA present)**

7:30 – 8:00	Continental Breakfast
8:00 – 8:15	Opening Remarks and Introductions
8:15 – 9:00	Efficiently using the designated member review process
9:00 – 10:00	Conducting protocol and grant congruency reviews
10:00 – 10:30	What are Memorandums of Understanding (MOU), and Inter-Institutional Assurances
10:30 – 10:45	Break
10:45 – 12:00	Questions and Answers for the USDA, AAALAC and OLAW
12:00 – 1:00	Lunch
1:00 – 1:45	Drugs and reagents (Reagent or pharmaceutical grade & controlled substance management)
1:45 – 2:15	Facility Inspections a comparison (Research labs vs. an animal supplier vivarium vs. field housing locations)
2:15 – 2:30	Break
2:30 – 3:15	What should an Emergency Disaster Plan include?
3:15 – 3:30	Summary, Program Evaluation and Wrap-up

* Changes may be made to the meeting agenda.

Registration:

If you are interested in attending our meeting, please email your name, title and the organization at which you're employed to Bill Greer (wgg3@psu.edu):

Please direct any questions to: Bill Greer at Penn State University's Office for Research Protections, (wgg3@psu.edu).