

“Registration is Closed”

If you are interested in attending next year’s program, email Bill Greer at wgg3@psu.edu

- Event:** 4th Annual IACUC Administrator’s Best Practices Meeting, “Streamlining & Efficiently Operating your Animal Care and Use Program”
- Co-sponsors:** Pennsylvania State University & the Office of Laboratory Animal Welfare
- Date:** December 3 & 4th, 2009
- Time:** Thursday (7:30am – 5:00pm) & Friday (8:00 am – 3:30pm)
- Place:** The Atherton Hotel, State College, PA

Attention IACUC Administrators –

In December of 2009, The Pennsylvania State University and the Office of Laboratory Animal Welfare (OLAW) will co-sponsor the fourth annual “*IACUC Administrators’ Best Practices Meeting*”. Our group has been meeting and sharing business practices for almost four 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 also led to common practices for ensuring protocol & grant congruency, operating successful Occupational Health and Safety Programs, tracking animals used in research, and fulfilling institutional responsibilities when collaborating with other institutions.

During this year’s meeting, we will be sharing ways to streamline our programs, and conduct daily activities as efficiently as possible. On our initial meeting day, we will work to identify the most efficient ways to conduct routine activities such as protocol reviews and facility inspections. This unique opportunity will not only give attendees the chance to meet many of their peers, but also allow them to learn how their colleagues efficiently work to satisfy regulatory requirements at their own institution. On the initial day, we will have representatives from OLAW, the USDA and AAALAC join in our discussions. They will participate help us to ensure the practices we employ satisfy the regulatory requirements.

On the second day of the meeting, only the AAALAC representative will participate in our discussions. Our group will continue to discuss efficient methods for conducting everyday work practices. Our discussions will not focus specifically on regulations, but rather methodologies used to satisfy the requirements of the animal welfare laws and policies.

The program format for past years, which will continue this year, was a casual roundtable discussion. This arrangement proved to be very effective in facilitating conversation. All participants had the opportunity to provide their opinions and to ask specific questions. Attendees will be encouraged to participate in open dialogue about specific programmatic processes. Once again, we will limit the number of program attendees to approximately **fifty**. The Penn State University and OLAW will support the program, therefore, **no attendance fee** will be 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., DACLAM 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 the past 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. Robert Willems, DVM is the Regional Animal Care Specialist with the USDA, APHIS, Animal Care program in their Eastern Regional Office, Raleigh, NC. In this capacity Dr. Willems represents Animal Care (AC) in regional and national meetings and conferences held in this area and around the country. Dr. Willems graduated from the School of Veterinary Medicine at UC Davis, California in 1982. He was in private veterinary practice for six years and practiced in the states of California, Oregon and Washington, where he worked primarily in mixed animal practices. He worked as a VMO for AC in Oregon for 9 years before moving to the Eastern Region in 1997 to become a field supervisor. He was in charge of APHIS' Horse Protection program for two years before taking his current position as the Regional AC Specialist.

Dr. Axel Wolff, MS, DVM, currently serves as Director, Division of Compliance Oversight, Office of Laboratory Animal Welfare (OLAW) at the National Institutes of Health (NIH). At OLAW he has also served as a Senior Assurance officer. He is a Commissioned Officer in the US Public Health Service and has attained the rank of Captain. Prior to joining OLAW, Dr. Wolff was the director of the Veterinary Resources Program, NIH's intramural biomedical research support program. He also directed NIH's animal quarantine facility and served at the neurology institute. Dr. Wolff's interest in unique research animals has involved him in work with armadillos, chimpanzees, and fruit bats as well as the more common species. He serves on the editorial board of Lab Animal and has published on various topics including primate enrichment and PHS Policy interpretation.

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Meeting Agenda

*** Thursday, December, 3, 2009**

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| 7:30 – 8:15 | Registration and Continental Breakfast |
| 8:15 – 8:30 | Welcome, Opening Remarks and Introductions |
| 8:30 – 9:30 | Components of the Training Program made effortless |
| 9:30 – 10:30 | What can be reviewed administratively? |
| 10:30 – 10:45 | Break – refreshments will be served |
| 10:45 – 11:30 | What responsibilities can be delegated to administrators? |
| 11:30 – 12:00 | Commentary; Conducting Business in the Midst of a Catastrophe (e.g. Hurricane or Flu Epidemic) – OLAW/USDA |

12:00 – 1:00	Lunch
1:00 – 2:00	Resourceful Facility Inspections
2:00 – 2:45	Protocols – how specific do they need to be?
2:45 – 3:00	Break – refreshments will be served
3:00 – 4:00	Facilitating the Protocol Review Processes
4:00 – 4:45	Investigating & Reporting Welfare Concerns & Non-Compliance
4:45 – 5:00	Summary, Program Evaluation and Wrap-up

*** Friday, December 4, 2009**

7:30 – 8:00	Continental Breakfast
8:00 – 8:30	Opening Remarks
8:30 - 9:00	<u>Educational</u> : What do Administrators need to know about anesthetic & analgesia use?
9:00 – 9:45	Attorney/Client Privilege as it relates to FOIA & Sunshine Laws
9:45 – 10:30	Getting the most out of your Program Reviews
10:30 – 10:45	Break –refreshments will be served
10:45 – 11:45	Post Approval Monitoring Programs – how can they help to streamline your animal care and use programmatic activities?
11:45 – 1:00	Lunch
1:00 – 1:45	Conducting Grant & Protocol Congruency Reviews
1:45 – 2:30	Satisfy Components of the Occupational Health and Safety program while conducting other business
2:30 – 2:45	Break – refreshments will be served
2:45 – 3:15	Monitoring & Accounting for Animal Use (Breeding Colonies)
3:15 – 3:30	Summary, Program Evaluation and Wrap-up