

“Registration is Closed”

Event: 3rd Annual “IACUC Administrator’s Best Practices Meeting”

Sponsor: The Pennsylvania State University

Date: November 3 & 4th, 2008

Time: Monday & Tuesday 7:30 am – 5:00 pm

Place: Nittany Lion Inn, The Pennsylvania State University, State College, PA

Attention IACUC Administrators –

In November, The Pennsylvania State University will sponsor and the Office for Laboratory Animal Welfare (OLAW) will provide support for the third annual “***IACUC Administrator’s Best Practices Meeting***”. For two years, over one hundred IACUC Administrators’ have been meeting to develop common practices that are routinely used to fulfill regulatory requirements. Attendees, representing universities, research hospitals, the Department of Defense and pharmaceutical companies from across the country, combined their efforts to develop specific procedures for conducting 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, fulfilling institutional responsibilities when collaborating with other institutions and many others.

On the initial meeting day, our group will discuss and expand the common practices that were developed over the past two years. We will also conduct exercises to evaluate and identify weaknesses in our common practices. 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 at their institutions. On the initial day, we will have representation from OLAW, the USDA and AAALAC. These representatives will participate in our discussions and help us to refine and expand our current practices.

On the second meeting day, the Dr. Swarengen will remain to participate in our discussions. Our group will continue to develop common practices for issues that were suggested by previous meeting attendees. Our discussions will not focus specifically on regulations, but rather methodologies used to satisfy the requirements of animal welfare laws and policies. Discussions will be initiated with a brief presentation that outlines one Institution’s method of conducting a specific activity. For example, IACUC monitoring of approved protocols.

The program format for last year, 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 attendees to approximately **fifty**. The Penn State University and OLAW will financially support the program, therefore, **no attendance fee** will be charged. The only expenses you will incur are those associated with your travel and lodging.

Faculty Advisors:

Dr. James Swarengen, DVM, DAACLAM, DACVPM and is the Senior Director at AAALAC International.

Dr. Swarengen obtained his D.V.M. from the University Missouri-Columbia in 1982 and entered into farm animal practice in Missouri and Wisconsin until he entered the U.S. Army Veterinary Corps in 1984. Dr. Swarengen completed a four year residency in laboratory animal medicine at the Walter Reed Army Institute of Research and became a board certified in the fields of laboratory animal medicine and veterinary preventive medicine. He spent 8 years at the U.S. Army Medical Research Institute of Infectious Diseases (USAMRIID) serving as the Chief of the Veterinary Medicine Division and finally as the Deputy Commander of the institute. Dr. Swarengen has extensive experience in providing veterinary and husbandry support to infectious disease animal research at all levels of biocontainment and in directing large biocontainment research programs. He obtained international experience with the United Nations Special Commission (Biological Group) and with evaluating and establishing animal care and use programs and facilities in research institutes

in the Former Soviet Union. Dr. Swearingen also served as the Laboratory Animal Medicine Consultant to the U.S. Army Surgeon General. He retired from the U.S. Army in 2005 as a Colonel after 21 years of active duty service and is currently a Senior Director for AAALAC International. Dr. Swearingen also is the President-elect of the American College of Laboratory Animal Medicine (ACLAM).

Dr. Robert Willems 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. Patricia Brown currently serves as the Director, Office of Laboratory Animal Welfare (OLAW) at the National Institutes of Health (NIH). She received her Bachelor of Science degree in Animal Science (1974) from the Pennsylvania State University and her veterinary degree (1978) from the University of Pennsylvania. She served in the U.S. Air Force for eight years and while on active duty earned a Master of Science degree in Laboratory Animal Medicine from the M.S. Hershey Medical Center, Pennsylvania State University, Hershey, PA. She joined the U.S. Public Health Service in 1986 and has served in a variety of positions at the NIH within the Veterinary Resources Branch, the National Cancer Institute and the Office of Animal Care and Use. Dr. Brown is a diplomat of the American College of Laboratory Animal Medicine (ACLAM), has served on the Board of Directors of ACLAM, is a past president of the American Society of Laboratory Animal Practitioners (ASLAP) and has served on the Board of Trustees of AAALAC International representing ASLAP.

Meeting Agenda

Monday, November 3, 2008 (Refining and expanding practices developed over the past 2 years)

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| 7:30 – 8:00 | Registration and Continental Breakfast |
| 8:00 – 8:30 | Welcome, Opening Remarks, Introductions and Survey Data |
| 8:30 – 9:15 | Defining the IACUC Administrators Role |
| 9:15 – 9:45 | Protocol Review – Significant vs. Non significant Modifications |
| 9:45 – 10:30 | Whistle Blowing Policy – Sample processes |
| 10:30 – 10:45 | Break – refreshments will be served |
| 10:45 – 11:15 | Facility Inspections – Reviewing Veterinary and Husbandry Records |
| 11:15 – 12:15 | Expectations when collaborating – Sample Documents |
| 12:15 – 1:15 | Lunch (in the Boardroom) |
| 1:15 – 1:45 | Program Review – Committee Membership & Reporting Structure |
| 1:45 – 2:15 | Protocol and Grant Congruency – How to & documentation |
| 2:15 – 3:00 | What needs Reported & Protocol suspensions |

- 3:00 – 3:15** **Break – refreshments will be served**
- 3:15 – 4:00 Occupational Health and Safety Programs – Self Evaluation of your program?
- 4:00 – 4:30 Conducting Facility Inspections – Inspecting a rodent housing facility
- 4:30 – 5:00 Tracking Animal Use – What are the legal requirements?
- 5:00 – 5:15** **Summary, Program Evaluation and Wrap-up**

Tuesday, November 4, 2008 (discussions of new topics)

- 7:30 – 8:00 Continental Breakfast
- 8:00 – 8:30 AWAR, PHS Policy, DOD and VA Regulations – know the differences
- 8:45 – 9:45 Monitoring Approval Protocols - Conducting a PAM Session
- 9:45 – 10:15 Non-Compliance Investigations and Developing Sanctions
- 10:15 – 10:30** **Break – refreshments will be served**
- 10:30 – 12:00 Activism and the IACUC Members/Administrators' Legal Rights
- 12:00 – 1:00** **Lunch (located in the Boardroom)**
- 1:00 – 1:45 Freedom of Information Act (FOIA) – Overview
- 1:45 – 2:30 Search for Alternatives – What are the Requirements?
- 2:30 – 2:45** **Break – refreshments will be served**
- 2:45 – 3:45 Protocols – Whose responsible for permit (import or fish & wildlife) oversight?
- 3:45 – 4:15 Required Documentation, Reports and Record Keeping
- 4:15 – 4:30 Summary, Program Evaluation and Wrap-up

MEETING LOCATION AND LODGING

The Nittany Lion Inn
 200 West Park Avenue
 State College, PA 16803-3598
 Phone: 800-233-7505 or (814) 865-8500
 Fax: (814) 865-8501
<http://www.pshs.psu.edu/nittanylioninn/nlhome.asp>

A limited number of rooms at a conference a rate of \$109 per night have been reserved for your stay at the Nittany Lion Inn located on the campus of The Pennsylvania State University, University Park, PA. You may contact the Nittany Lion Inn directly at 1-800-233-7505. You may also reserve your room via <http://www.pshs.psu.edu/nittanylioninn/nlhome.asp>. Please mention **the IACUC Administrators Meeting using the Code IACJ08A** to reserve your room(s).

Garage self-parking is available on a first-come first-serve basis and will be validated by the hotel upon checkout. Hotel guests will receive a permit for the duration of their stay to be displayed in their vehicle.

DIRECTIONS from the University Park Airport to the Nittany Lion Inn:

Turn Left out of the University Park Airport onto Fox Hill Road. Fox Hill Road becomes Fox Hollow Road; follow for about 1.5 miles. At the stoplight opposite Beaver Stadium, turn Right onto Park Avenue. After approximately 1.4 miles, turn Left onto Fischer Rd. and into the Nittany Lion Inn. At the stop sign, turn Left and park in the parking deck immediately on your right.

University Policies

Access--Penn State encourages individuals with disabilities to participate in its programs and activities. If you anticipate needing special accommodations or have questions about the physical access provided, please contact April Brumbaugh at 814.865.1775 at least two weeks prior to the conference.

The Pennsylvania State University reserves the right to cancel all programs. The Pennsylvania State University will not be responsible for any losses incurred by registrants including, but not limited to, airline cancellation charges or hotel deposits. The program agenda is subject to change without notice.

Participation of women, racial/ethnic minorities and persons with disabilities, and other individuals, who have been traditionally underrepresented in science, is encouraged.

For questions related to program content:

Please contact: William Greer or April Brumbaugh at Penn State University's Office for Research Protections, (814)-865-1775.

To register:

If you are interested in attending, please respond directly to me (Bill Greer) and I will send you a registration form to complete. The registration can be email to Bill Greer at wqg3@psu.edu or faxed to 814.863.8699.