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Description of document: Department of Agriculture (USDA) Research, Education, and Economics (REE) position description for the Veterinary Medical Officer, Animal Care and Use Program Manager (undated) and Animal Care and Use Task Force Agendas, Meeting Notes, and Meeting Minutes, February-June 2015

Requested date: 04-July-2017

Release date: 03-August-2017

Posted date: 14-October-2019

Source of document: FOIA Request
Research, Education and Economics (REE)
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From: Hutchison, Stasia <Stasia.Hutchison@ARS.USDA.GOV>
Date: Thursday, August 3, 2017
Subject: FOIA 2017-REE-05457-F

This is in response to your Freedom of Information Act (FOIA) request dated July 4, 2017, for information concerning the Agricultural Research Service (ARS) Animal Care and Use Officer and meetings of the ARS Animal Welfare Task Force. Your request was received in this office on July 10 and assigned FOIA No. 2017-REE-05457-F.

Specifically, you requested:

- * copy of the job description for the ARS Animal Care and Use Officer (ACUO).
- * digital/electronic copy of the meeting minutes and meeting agendas from the ARS Animal Welfare Task Force for meetings during the time period February 1, 2015 to the present.

This office worked with the Office of National Programs, Animal Production and Protection, in processing your request. Attached is a copy of the position description for the Veterinary Medical Officer Animal Care and Use Program Manager, also known as the Animal Care and Use Officer. Also attached are the meeting minutes and agendas maintained in our files for the Animal Welfare Task Force, formerly referred to as the Animal Care and Use Task Force. Teleconference numbers and codes have been redacted from the agendas and are exempt from disclosure pursuant to 5 U.S.C. 552(b)(6), which protects information about individuals in personnel and medical files and similar files when the disclosure of such information would constitute a clearly unwarranted invasion of personal privacy. You may administratively appeal our determination by writing to the Administrator, ARS, USDA, Room 302-A, Jamie L. Whitten Federal Building, 14th & Independence Avenue, SW, Washington, DC 20250. Your appeal must be postmarked within 90 days of the date of the response to your request. The phrase "FOIA Appeal" should be placed in capital letters on the front of the envelope containing the appeal.

If you have any questions or would like to discuss any aspect of your request, please contact this office at 202-815-2913 or stasia.hutchison@ars.usda.gov, our FOIA Public Liaison or FOIA Requester Service Center at 301-504-1743 or REEFOIA@ars.usda.gov. Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001; ogis@nara.gov; 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

Sincerely,

Stasia

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Freedom of Information Act and Privacy Act Reference Guide

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Veterinary Medical Officer Animal Care and Use Program Manager

GS 14/15 701

A. INTRODUCTION

This position is located within the Agricultural Research Service (ARS), Office of National Programs, Animal Production and Protection (APP). The ARS mission which includes basic and applied research with a farm to fork scope supporting the widely diverse food and agricultural sectors. ARS research programs are conducted throughout the United States as well as four international laboratories.

This position fulfills a lead role in the internal coordination and oversight of all animal care and use activities conducted by ARS scientists and cooperators engaged in ARS research programs that utilize both laboratory animals and farm animals. Externally, this position serves as the Agency's principal contact with regulatory bodies, federal agencies, stakeholders, and international organizations on matters related to ARS Animal Care and Use Programs.

B. DUTIES

Provides leadership and guidance for all phases of the agencies' animal care and use programs. This includes the development of policies, standards, protocols, and guidelines; directing, planning, and monitoring the implementation of agency-wide animal welfare programs and activities; interpreting Federal statutory and regulatory guidelines and mandates; and resolving technical and administrative problems.

The incumbent will work closely with the Office of National Programs (ONP) personnel to ensure animal care and use concerns are included as research goals for each program. In addition, will act in an advisory role to ARS leadership in all aspects of animal care and use.

Serves as the lead agency Veterinary Medical Officer utilizing knowledge and understanding of Federal Law, the Animal Welfare act, USDA and ARS directives, guidelines and responsibilities to develop new or revised systems and training programs to facilitate compliance by ARS scientists and veterinarians, leadership, and ARS or ARS affiliated Institutional Animal Care and Use Committee (IACUC).

The incumbent works closely with the Area Offices and Business Service Centers to provide oversight and collects ARS animal care and use data related to ARS IACUC committees and to ensure that all locations meet all requirements of the Animal Welfare Act, Public Health Service, and USDA and Agency Policies related to the animal care and use program.

Serves as the lead staff member for the evaluation, development and design process for new or revised systems, instruments and training programs to facilitate implementation of the animal care and use program. This includes data management systems, education and training programs, research projects/studies, evaluation criteria, protocol, etc.

Directs the evaluation of the efficiency and effectiveness of the ARS Animal Care and Use Program efforts in the field. This includes developing and directing the agencies review activities; assessing agency compliance with applicable Federal regulations and guidelines; provides oversight and follow up related to corrective action plans and initiatives where deficiencies have been identified.

Represents the agencies at national conferences, congresses, meetings, conventions, special investigations, hearings, and other related program activities related to Animal Care and Use. This includes serving as liaison with other Federal experts, State, and local governments, certification bodies, professional societies, etc.

Reviews requests for waivers of policy, P&P's, standards and operational guidelines; solicits comments from impacted people; and recommends approval or disapproval.

Fully cooperates with the ARS Animal Care and Use Ombudsman in providing confidential, impartial, and independent assistance to individuals and groups who have complaints or concerns related animal welfare in ARS animal research facilities.

Assists the Agency Biosafety Officer in developing and implementing the Agency Biosafety Program and serves as the Deputy Agency Biosafety Officer for ARS.

Provides definitive expertise and advice to Agency senior leaders at Headquarters and Area Offices on all aspects of animal care, use, and well-being in terms of regulatory requirements and policies, the most up-to-date scientific information, and current technical procedures.

C. SUPERVISORY RESPONSIBILITIES

Serves as technical supervisor over a broad area related to the ARS Animal Care and Use Program.

D. EVALUATION FACTORS

1. Knowledge Required by the Position

- Doctor of Veterinary Medicine (DVM) from an accredited veterinary college and up-to-date Federal accreditation to ensure all regulatory activities can be maintained.
- Advanced concepts, principles, practices, and methodology of veterinary medicine, including planning and administrative technical oversight of animal facilities involved in broad-based biomedical research.
- Knowledge and understanding of laws, regulations, rules, and guidelines(e.g., the Animal Welfare Act, and Public Health Service Policy, USDA policies and ARS policies on the humane use of animals in training and research, etc.)
- Knowledge of, and skill in applying broad areas of veterinary medical science concepts, principles, and practices sufficient to use veterinary expertise in recommending decisions in cases of disputes or difficult situations or problems; evaluate and advise the regulated

community regarding current regulatory guidance and procedures for the humane handling, husbandry, maintenance, transportation, and housing of animals

- Ability to teach/train/mentor researchers, technicians, IACUC members, college students, and others in proper humane care and treatment of animals, performance of valid research, proper data analysis and publication of results.
- In depth knowledge and ability to interpret and apply complex information including legislation, regulations and guidelines related to biological and laboratory safety especially as it relates to providing professional guidance and support to help prevent and control those animal diseases or conditions that may be transmissible to humans and animals or may constitute a community health problem.
- Skills in leading teams, negotiating, and building consensus with scientific experts within ARS, the USDA, other governmental agencies, university partners, and professional organizations to develop policies, procedures, technical recommendations, and experimental methods consistent with current regulations and guidelines concerning animal care, use, and well-being.

2. Supervisory Controls

The incumbent works under the general administrative and broad policy guidance of the Deputy Administrator for APP, who makes assignments in terms of specifically defined missions and functional goals. The incumbent meets regularly with the Deputy Administrator and other relevant Office of National Program staff to review activities and discuss controversial issues and matters having operational and political impact.

The incumbent is responsible for setting Animal Care and Use Program priorities and ensuring fulfillment of courses of action to achieve goals. The Deputy Administrator, Associate Administrators and Administrator are advised of controversial issues and matters having political impact.

The incumbent assumes technical leadership and has full authority to make decisions on matters relating to assigned areas of responsibility. Work is considered as authoritative and is normally accepted without significant changes.

Provides oversight of project teams made up of staff, field, or other agency personnel representatives on studies, projects, etc., of major impact on Animal Care and Use.

3. Guidelines

The work is guided chiefly by Federal and State laws, regulations, policies, legal and court opinions, scientific reference materials and acceptable industry standards for the humane care and treatment of animals. The incumbent must exercise considerable judgment, ingenuity, and resourcefulness in interpreting and modifying existing guides or in developing new and improved approaches, or program concepts not previously tried or reported in the animal health and production scientific community.

4. Complexity

Activities frequently involve interactions between diverse groups and often conflicting viewpoints. The incumbent must exercise sound judgment and initiative to resolve complex issues which may be highly political and sensitive and require timely and accurate performance. The incumbent must be able to provide leadership to ensure that ARS is a model organization through animal care and use training and development of procedures and policies that enhance organizational effectiveness throughout the agency.

The incumbent provides leadership and oversight regarding the numerous and diverse animal species and facilities included in the ARS system.

5. Scope and Effect

The work involves providing leadership and guidance in technical and scientific approaches nationwide. The incumbent is the primary liaison with upper management and the IACUC personnel when it comes to animal welfare assurance.

6. Personal Contacts

Personal contacts are made with officials from inside and outside the agency including key officials, top professionals, and scientists from other agencies, State Governments, local Governments, private industry, public interest groups, and foreign nations. As a recognized scientific authority, the incumbent will serve as the ARS representative on key national and international committees and seminars where experts consult in developing extensive long-range scientific programs or solving highly sensitive or deeply imbedded problems regarding animal care and use.

7. Purpose of Contacts

Contacts are for the purpose of influencing other officials and scientists to adopt technical findings and approaches where conflicting opinions and differences must be resolved. The incumbent is often called upon to justify, defend, negotiate, or settle scientific or technical matters of considerable significance from an animal care and use standpoint.

8. Physical Demands

The work is generally sedentary. There may be occasional physical exertion related to inspections and surveys requiring standing, walking, climbing, bending, crouching, stretching, and reaching, or similar movements.

9. Work Environment

The work is usually performed in an office or animal facility setting. There may be occasional exposure to potential safety/health/environmental hazards, unpleasantness, and discomforts; such as, animal exposure, physical stress, high noise levels, and adverse weather conditions. Personal protective equipment and clothing may be used.

Animal Care and Use Task Force Agenda

February 27, 2015

1-3 PM ET

Conference call number: (b) (6)

Passcode: (b) (6)

Introductions

Charge to Task Force

- Short term goals
- Long term goals

Potential Timeline

Overview of Concerns

Data Collection

Overview of ARS Animal Facilities (Suggested categories)

- AAALAC Approved
- Laboratory Animals Only (PHS)
- Facilities co-located with Universities (Under their supervision)
- ARS Locations

Overview of current training (as reported to date)

Potential training plans/modules

Future meetings/homework assignments

Animal Care and Use Taskforce Meeting Notes
Friday, February 27, 2015

*Edited on July 28, 2017, for typographical errors.

Attendees

Nora Wineland
Joseph Kozlovac
Don Lay
Don Knowles

Eileen Thacker
Janice Boarman
Loren Coleman – Note taker

Excused: Deborah Brennan

Introductions of members

- Charge to Task Force
 - Ultimate goal: plan in place for Secretary's Office by March 14
 - 1 to 2 page document
 - Would like completed by March 9th
- Janice and Eileen have been collecting data since 2010
- P&P has been sitting for 2 years
- The new P&P will cover IACUC make-up and who is in charge of data collection
- Developed new P&P 2 years ago; as result of BSC formation, AD's did not approve
- Current P&P and draft was sent Feb 9, 2015
- Draft doc cover IACUC make-up and data collection
- ET & JC was not tasked to do this
 - No authority to implement training or implement location assessments
 - We made sure that all locations had IACUC and that IACUC met AWA criteria
- 49 locations w/ARS that have animals
- IACUC- under universities (co-located) to ARS only. Concerned with ARS IACUC
- MARC has standalone IACUC (not affiliated with university)
- Training
 - Training is all over the board based on survey
 - Training agency wide and specialized training for different groups
 - Doing broad area/agency wide training for animal welfare
 - Concentrate on training IACUC and other levels
 - No need to reinvent the wheel
 - AAALAC has training modules (if member or subscription fee then have access to it look into agency membership)
- What training APHIS requires????
 - APHIS gives training to Inspectors around their responsibilities
 - APHIS regulations read that they need to have adequate training.

- Don Lay—training Animal Welfare Act and how it applies to animals. 10th chapter deals with animal welfare-timely euthanasia
- ARS is talking about getting locations accredited in some fashion.
- **Eileen Thacker- all our locations need to meet Animal Welfare Act**
- **Goals**
 - Setup training (short term)
 - How to report incidences
 - What is the Animal Welfare Act
 - Address all issues of the AWA: humane care, painful procedures, duplication, etc.
 - Track training
 - Location Assessments (long-term)—evaluate the function of the IACUC
 - Biosafety officers may be able to assist adjunct duty biosafety – Joe Kozlovac
 - Biosafety officers may be too close to the source. May need independent source
- **TOP PRIORITY IS ARS STAND ALONE IACUC**
- No Knowledge of how IACUCs conducting activities.
- External Panel evaluating MARC and at least 2 other ARS locations
- Need to implement policy and make sure it is happening
- Safety culture initiative—conducting multidisciplinary assessments. Can add person and assess animal welfare program. 3 day assessment
- Notice that a lot of agencies are putting down biosafety training when asked if trained for animal welfare.
- We need to provide tools
 - In house training
 - Training for animal care
- Joe Kozlovac will conduct 3 assessments this year and adding animal welfare which will help establish a baseline.

Going Forward

- ✓ Site veterinarian should be charged with putting together IACUC and how they are trained.
- ✓ We have to make sure that the culture of ARS changes to recognize and give the IACUC the authority and not be overridden by anyone in ARS
 - This will be noted in P&P
- ✓ We have to ensure that the IACUC has the ultimate control over approvals for experiments
- ✓ There should be 1 person at each site who has FULL authority.
- ✓ Center or Campus Veterinarian should have authority over the director
 - What would be our alternative for smaller locations?
 - They could contract
 - Interact with land grant closer to them. If that land grant is willing to comply.
- ✓ One half of our locations have a standalone ARS
 - If attending is missing, things can slip through the cracks
- ✓ Problems
 - SY/PI has issues with the veterinarian and does not like what the veterinarian says
 - SY thinks he/she knows the animals better than veterinarian and as a result disregards the veterinarian's advice.

- Animal care and use and animal experimentation is expensive. Locations need to budget or have constant onsite veterinarian use. If not maybe those locations need to be shut down!
- ✓ Possibly add to P&P that there has to be Veterinarian care 24/7
- ✓ What about oversight??? Can we require it???
 - Look at IBC policy as a model
- ✓ Veterinarian should have full and final authority and if issue then goes to HQ
 - Must be at local level: unit or center veterinarian has authority above the director

Task assigned

Nora will send P&P comments, links to inspection guide and National Accreditation.

Eileen will contact AALAS about learning library

Janice will contact AWIC at NAL

Don K and Don L will look up IACUC training

- ✓ Nora's comments on P&P that was distributed—some areas sound like you want to exclude production animals. This sounds ambiguous.
 - Task force will continue to review P&P for anything that looks ambiguous.

Charge and what steps do we need to take to fulfill it:

1. Reviewing existing policies and practices that ARS has given to animal making recommendations on how to improve
2. Suggestions for minimum training, long-term implementation and review
3. Critical-- where does the authority lie? Where does this group feel it should lie in order for things to be handled going forward?

Plan to meet early next week

- a. How often to meet?
- b. How often to review protocols?
- c. How often to assess sites?

Animal Care and Use Taskforce
AGENDA
Wednesday, March 4, 2015

- I. Report from Action Items
- II. GAPS
- III. Outline of Document
- IV. Training – hierarchy of training plans
 - What do we do first?
 - What do we concentrate on?
- V. Don Lay's Certificate

Animal Care and Use Taskforce Meeting Notes
Wednesday, March 4, 2015

*Edited on July 28, 2017, for typographical errors.

Attendees

Joseph Kozlovac
Don Lay
Don Knowles
Debbie Brennan
Steve Kappes
Eileen Thacker

Excused: Nora Wineland

Others: Loren Coleman (Note taker)
Janice Boarman

- Steve Kappes gave an overview of his conversation with Dr. Simon Liu
 - Both Steve Shafer and Simon Liu see Eileen Thacker very much involved with getting this process to move forward.
 - Dr. Liu currently has a structure for the report that needs to be submitted to the secretary and will incorporate the committee's plans
- Eileen Thacker discussed with Derald Everhart (writer) about how the report should be written.
- Janice and Eileen are working on P&P comments
- Don Lay spoke with his IACUC people with regard to their training
 - They are required to take CITI (Collaborative Institutional Training Initiative)
 - Everyone who is applying for a qualifications number has to take the CITI.
 - Everyone takes the appropriate modules according to their discipline.
 - Modules are mostly about lab animals and how the IACUC work
 - Training Form
 - People who are getting trained have to complete the form by indicating the training date and what they are being trained on. Then the supervisor or the trainer will sign or initial the form as it happens
 - The CITI Modules come from University of Miami
 - Google CITI animal users to find the site.
- Steve Kappes – Simon Liu has done a FREE introductory on courses on the AALAS website. The cost is \$10,000 enterprise wide. Dr. Liu believes that he can do an enterprise wide purchase. Dr. Liu would like to see these modules in the training plan.
 - Site for classes that was sent by Debbie would be cost per site and it would be expensive.
- Nora sent link to National Veterinarian Accreditation program... FREE of charge
 - Eileen doesn't think that it would be good for everyone
 - Good for veterinarians... Could require all veterinarians to take.

- Can it be done if you are not going for accreditation????
 - Yes... This is a USDA module which means that the agency has already paid for it so it is open to agency.
 - **Module #22** on animal welfare and introduction part of what an accredited veterinarian can take for training but is really something that can apply to everyone.
- Janice gave an overview of the Welfare information site that she visited:
 - Videos
 - Training as part of center
 - Mostly Rodents and Genotyping
 - Looks like a lot of small animal training
- Eileen gave an overview of our locations:
 - We have a total of 49 locations total
 - 4 locations work with lab animals only
 - 7 locations work with lab and large animals
 - 26 locations work with large animals only
 - 8 locations work with fish
 - 3 locations file annual reports but did not use animals last year
 - 1 location – Pasture Systems and Watershed Management Research Unit, University Park PA – no animal count because animals are housed and managed at Penn State
- Janice will send out an article she found about training.
 - Janice will contact Sandy about training options
- Suggestion for training –
 - Offer IACUC training 2 times a year at AL
 - Web training resources

ACTION ITEM

- I. Debbie or Don K, Eileen will look at AALAS website, Accreditation, AWIC, and try looking at CITI website
 - Done independently and will report back to the group at next meeting or via email. Should be completed by Friday, March 6th.
- II. Eileen will talk to Simon Liu for timeline and will start a document.
- III. Committee will identify training modules for specific disciplines.
- IV. Eileen will talk to Simon Liu about long term APHIS perception and oversight.
- V. If anyone has thoughts please write them down and we can incorporate into comprehensive plans going forward.
- VI. Joe if you think of anything in terms of the IBC please write them down...

Identify Gaps

- I. Training
 - Don L, Joe K, Eileen T will work on finding out
 1. What are the populations to train?
 - General and IACUC
 2. Do we need to identify the other populations?
 - Each should write the populations that need to be trained and group them by training.

3. How do we make sure the appropriate people receive the appropriate training?
 - o Concentrate on who NEEDS to be trained and what type? Be specific.
4. Looking at the training modules will give us a better understanding of what we need AALAS accredited, university governed group, and your ARS standalone.
5. What are the universities using as training so not to make ARS personnel repeat the same courses?
6. We have to be somewhat flexible (large range of animal types) but we have to make sure each facility have the appropriate training.

II. Oversight, implementation and confirmation

1. To include inspections
2. Need to make sure each group is going through the appropriate training for their animal welfare.
3. Is there a need to have a committee that would include an AD, NPL, SY, Safety Officer, Support Staff to oversee this?
4. Animal Care and Use Task Force will become a subcommittee under the Biosafety Steering Committee

Question: If we add an IACUC person to the IBC group will we be able to add them to that committee and is it a full-time job?

- IACUC will need to be onsite during inspections.
- You need someone to do oversight, make sure appropriate programs are in place
- If issues were identified by IACUC they would go in and make sure that these issues were handled.

Suggestion - Hire someone to handle assessments????

- o Nora mentioned for ARS to register under APHIS and ARS will be able to go under their inspection process.
- o Steve Kappes suggested to Simon Liu to talk to Nora before we put this in our 60 day plan.
APHIS does not want to be involved with ARS. This will have to be a high level agreement; however CJY and Kevin Shay met and it seems that APHIS is interested.
- o Administration feels like we will be critically evaluated if we don't have a 3rd party review.

Any other labs that have animals we will handle their AAALAS certification.

- ET is hesitated about saying that we can get AAALAS certification for our facilities
- DB thinks that all labs should not AAALAS certify – depends on individual laboratory.

**** Specifics need to be worked out with regards to registering under APHIS. ****

- o Concerns about registering under APHIS
- o Needs to review location by location where there is no current APHIS oversight and where it will make the most sense.
- o For registered facilities there are fines and penalties if they don't meet APHIS criteria.
- o AWA says that we are NOT under APHIS

What do we do about people who have had training but still are bad actors?

- How to report them?

- What should be the consequences for those who have not followed the proper procedures?
 - P&P is going to mention this
 - Develop training, oversight and implementation plan

We need to put in realistic timelines for training – within 6 mos to identify the necessary training modules.

Suggest to create training requirements by Program Reviews (central committee to review the project plans)

Simon Liu wants to put together a list of training that that can be forwarded to the Secretary in a week.

- Task Force needs to come up with a list
- It has been agreed that a timeline for Oversight will be more difficult to achieve
 - Suggestion -IACUC person in with Biosafety is a good idea!!! (Internal oversight)
 - Suggestion - If location is small then partner up with another location

FACT - In all of our situations we must make sure we have a 24/7 IACUC person on site.

- Every location must have a safety health or safety committee
 - What about the one SY locations?
 - Response—good question JK will find out from Pete
- Probably have someone who is the CDSO and in close collaboration with

ALL of SEA have a safety person or a collateral duty safety officer... CDSOs don't have any training in IACUC or animal welfare.

We must come up with a plan that makes sense.

- Every location has an IACUC.
- Arrange with APHIS to do a yearly inspection for large locations and less frequently for small locations

Before we implement a lot of accountability and metrics we need to see if we have a problem and identify the problems we have.

Other issues that need to be addressed:

- Disaster Plans for Animal Welfare
- Backup Generators for facilities
- What to do when Government shuts down

Meeting may be on Friday or committee can email one another.

Animal Care and Use Task Force Meeting Minutes

May 18, 2015

Attendees: Nora Wineland, Joseph Kozlovac, Don Lay, Don Knowles, Janice Boarman, and Nicole Duffee (AALAS), Deb Brennan

Excused: Eileen Thacker

Don Lay led today's meeting with the charge to evaluate courses and identify specific tracts and assign course work.

Nora – if people have already taken training that meets the needed intent, we should allow them to count that. Discussion by Joe on how we can enter that and track it in AgLearn. And how we measure equivalency. Nora pointed out that in AgLearn you can add certificates from other training to document outside training. Don agrees, if ARS employees have had training on for instance the Animal Welfare Act; we should allow them to count that as opposed to taking another redundant course.

Joe – need to designate minimal specific training through AALAS – especially the IACUCs

AgLearn is working on portal to access AALAS

AALAS Library:

- A coordinator can be designated for each location and can drive the training process
- All courses can be customized (copy course, have full author control to delete, add or modify). Once a course is customized, it is the author's responsibility to check content and update on a regular basis
- AALAS global courses are updated every three years and in between times according to need.
- AALAS has an Ag Guide course that covers the first 5 chapters. It should be ready in about one month
- Specific 'tracks' could be established to customize the training based on species and role in ARS
- Controlled Substance Course – task force debated the topic. Only license holders can administer controlled substance
- General Pain Management Course – good for IACUC members
- Ethics are generally included in the AALAS species courses
- There is an "Ethics in Animal Research" course
- Nicole will make recommendations based on role (PI, technician, etc)
- Nicole will send out the course objectives for each course of interest for our review
- New course in word script form. Hope to have it ready soon – "Small Ruminant Anesthesia". Don Knowles offered to review the course.
- Module "Working with the IACUC" could be replaced by the Ag Guide Module

Anything that drives IACUC should be part of training

Nora – question about euthanasia and pain management courses. The species courses cover these topics

Any classes on the NADC list that the task force considers not useful? Just one course mentioned - Post-Approval Monitoring would not be applicable to small units

Do we want to mandate minimum amount of time for training?

Nora in favor of course number/topics required rather than timeframe.

Joe – What is the minimum level of training that specific groups need to have? Identify and outline those courses

Do we have to be compliant with PHS rules and regulations? Public perception says yes.

Groups identified for training: IACUC members, PIs, Technicians, Animal Care Takers. **Any other groups????

Minimum training for IACUC (want to include objectives with course name):

- Animal Welfare Act Regulations. Discussion by Don and Deb that this course is too technical in many areas not relevant to ARS mission species. Discussion if we decide to use this we could delete these areas. However, Nichole pointed out that many of the species courses and IACUC courses cover this information on the Animal Welfare Act and other policies. There is a fair amount of redundancy across the courses. ? Should we use the AG Guide course instead?
- Working with the IACUC
- Essentials for IACUC Members
- Semiannual Facility Inspection
- Common Compliance Issues
- Species specific training related to location research
- General Pain Management

Minimum training for PI (want to include objectives with course name):

- AWA Welfare Act Regulations (see above)
- Ag Guide Course
- Common Compliance Issues
- Species specific courses
- Working with the IACUC

Minimum training for Technicians (want to include objectives with course name):

- Ag Guide
- Species specific course depending on the number of species at the location

(Minimum training for Animal Care Takers – need to discuss??)

Possibly species specific courses.

Action Item: Janice Boarman check on AgLearn progress

Action Item: Nicole will collect objectives for each course and send to Janice to distribute to the task force

Action Item: Don Lay offered to help with Ag Guide content

Action Item: Nicole will send the print version of the Ag Guide Content. Janice will send to the task force

Action Item: Nicole will identify courses by tract group

Action Item: Nicole will send word script for Small Ruminant Anesthesia to Janice. Janice will send to Don Knowles.

Action Item: Deb volunteered to customize poultry and fish courses

Action Item: Don Lay volunteered to customize cattle and swine courses

Action Item: Don Knowles volunteered to customize sheep and goat courses

Boarman, Janice

Subject: Animal Care and Use Task Force
Location: teleconference (b) (6) Access code: (b) (6)
Start: Thu 6/4/2015 11:00 AM
End: Thu 6/4/2015 12:00 PM
Recurrence: (none)
Meeting Status: Meeting organizer
Organizer: Boarman, Janice
Required Attendees: Brennan, Deborah; Knowles, Don; Lay, Don; Kozlovac, Joseph; Wineland, Nora E - APHIS; Thacker, Eileen

AGENDA and SUPPLEMENTAL DOCS ATTACHED

- Update on the AgLearn Module connection
- Finalizing preliminary modules
 - IACUCU training – locations that do not have University IACUC's
 - Administrator, PI training – does this include technical support if they don't work with the animals?
 - Discuss initial caretaker training



Courses

Suggested by A...



Learning

Objectives_selec...

Dial in: (b) (6)

Access code: (b) (6)

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Animal Care and Use Task Force Meeting Minutes

June 4, 2015

Attendees: Eileen Thacker, Joseph Kozlovac, Don Lay, Deb Brennan, and Janice Boarman

Excused: Nora Wineland and Don Knowles

1. AALAS Library:

- Met with AgLearn group and AALAS representative on May 8, 2015
- Initial .jsp page connecting and logging into AALAS from AgLearn is complete. Currently working on modifying database calls and pages to pull AgLearn specific data from the database. Will conduct internal testing week of June 8
- Expect to go live on July 1

2. General Discussion

- Task Force agreed that can't require locations with University IACUCs to undergo ARS training
- For locations within a University, ARS SYs should take the PI training.
- IACUCs will have the authority to implement other training modules in addition to the basic required courses as required for that particular location.
- Task Force will not assign specific species courses – has to be done at the local level
- Every Location will have a coordinator who will assign training in AALAS through the AgLearn portal
- Set Basic training set at the HQ level and then locations can assign additional courses
- CITI Fish courses – have to pay \$100.00 per course. Order the course, take it and document in AgLearn
- Training Guidance will be added to draft P&P for IACUC and Animal Care
- Should have on-site demonstration of proficiency
- Need verification that training is completed and animal care personnel are using the skills that were learned
- Choose the modules, modify, and make sure there is compliance
- Need standard protocol form for ARS – new Animal Care and Use Officer will implement
- Wildlife Training??

Action Item: Eileen will check on Wildlife Training courses

Action Item: Janice will send modified courses to Task Force - *completed*

3. Courses Suggested by AALAS for ARS Personnel Training

- Question – Could we rotate these courses on a 3 year basis? Need to make sure ARS is ensuring animal care. Must implement basic courses immediately – require ALL IACUC members to undergo training.

IACUCs

✓ *Ag Guide* – AALAS hopes module will be ready by mid-June. Eileen and Don think this course is very good.

✓ *Animal Welfare Act Regulations*, when relevant to the unit's mission – **Note: Don Lay will review and cut inappropriate material – completed see below**

✓ *AVMA Guidelines for the Euthanasia of Animals: 2013 Edition*

✓ *Common Compliance Issues* – 25 minutes

✓ *Essentials for IACUC Members*

✓ *Pain Management in Laboratory Animals* – 60 minutes. **Note: Eileen Thacker and Don Lay will review**

✓ *Semiannual Inspections* – 10 minutes

Working with the IACUC – Nicole mentioned that this could be replaced by the AgGuide Module. **Reviewed with suggested edits – see below**

Principal Investigators

✓ *Ag Guide*

✓ *Working with the IACUC** - **Note: Modify for ARS purpose**

✓ *Common Compliance Issues*

✓ Species-specific course* relevant to the research area – Note: determined at location level

✓ *Pain Management in Laboratory Animals* – **Note: Eileen and Don will review – completed see below**

Technicians/Caretakers

✓ *LAT 03: Ethics in Animal Research* – **Note: Don will review to see if applicable**

ALAT 14: Euthanasia (2009) – **Note: Deb Brennan took the course – spelled out conditions/species**

✓ *Ag Guide*

Species-specific course*, adapted to focus on animal procedures

4. Review of courses

Cattle Training Module: Recommend delete Lesson 11 Surgery. It is about splenectomies, Gnotobiotics and Rumen Cannulation. A little too specific for the broad audience we are trying to inform.

Introduction to Swine: Small edits as well as recommended delete lesson 13 and 14

Working with the IACUC: Recommend delete Antibody Production, Dog Exercise, Primate Psychological Enrichment, Using Human Patient Care Areas for Animal Research, and Using Explosive Agents in the Animal Facility

Animal Welfare Act: Nicole suggested deleting the lessons on Standards (intro, general, dogs and cats, guinea pigs and hamsters, rabbits, and nonhuman primates), Animal Acquisition (save general language

Commented [BJ1]: I am not clear if this is recommended or not

on shipping requirements), Animal Identification, and Health Certificates. Don concurs but would keep the first paragraph or two of Regulations – Facility Records but delete content after Dogs and Cats.

Pain Management in Laboratory Animals – Don recommends entire content. May be difficult for an IACUC community member to complete. Suggest to give them the text and questions to read. Not recommended for technicians.

LAT 03: Ethics in Animal Research – Don recommends entire content. This course should be for technicians/animal care takers