

UNLV | Office of
**THE EXECUTIVE VICE PRESIDENT
AND PROVOST**

UNIVERSITY OF NEVADA, LAS VEGAS

January 8, 2019

TO: Marta Meana, Acting President
FROM: Diane Z. Chase, Executive Vice President and Provost
RE: Designation of Institutional Official



Formal approval is hereby requested to designate [REDACTED]
[REDACTED] to serve on behalf
of the University as:

1. Institutional Official on the University's Federal-wide Assurance (FWA) for the Protection of Human Subjects and all related duties, including appointment of Institutional Review Board members and communication with the Office of Research Integrity-Human Subjects (ORI-HS). In this role, such position assumes overall responsibility for compliance with the federal regulations for the protection of human subjects in research (45 CFR 46).
2. Institutional Official for annual reports to the National Institutes of Health (NIH) Office of Biotechnology and compliance with the Recombinant DNA Guidelines. This encompasses all Institutional Biosafety Committee (IBC) compliance activities, including appointment of board members and review of recombinant DNA research as required in the NIH Guidelines.
3. Institutional Official for the University's animal care program as required in the PHS Policy on Humane Care and Use of Laboratory Animals. In this role, such position assumes overall responsibility for ensuring compliance with all principles spelled out in such policy and providing overall compliance oversight to the program, including appointing members of the Institutional Animal Care and Use Committee (IACUC) and regular communication with the attending veterinarian.
4. Empowered Official for Export Control matters. While certain oversight functions may be delegated, such position is legally empowered to sign export license applications and otherwise bind the university in any proceeding before the Directorate of Defense Trade Controls (DDTC), the Bureau of Industry and Security (BIS), the Office of Foreign Assets Control (OFAC), or any other government agency with export control responsibilities. The Empowered Official has the independent authority to refuse to sign any license application

or other request for approval without prejudice or other adverse recourse. (22 CFR 120.25)

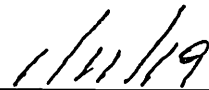
Non-routine matters with serious political, social, financial or public impact must still be reviewed above their formal approval level.

MC:jz/sg

CC: Diane Chase, Executive Vice President and Provost
Elda Sidhu, General Counsel
Mary Croughan, Vice President for Research and Economic Development

This designation may not be delegated without written authorization from the President.

Approved:

A handwritten signature in black ink, appearing to read "M. Meana", is written over a horizontal line.A handwritten date "1/11/19" in black ink is written to the right of the signature line.

Marta Meana, Ph.D.
Acting President

Date



Change in IO, Unit 818

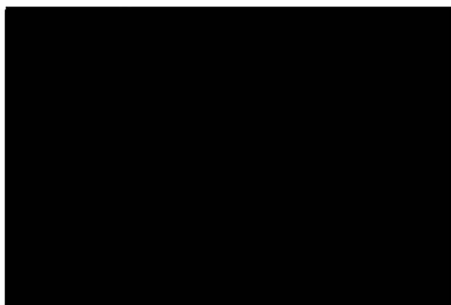
1 message




Thu, Jan 17, 2019 at 2:29 PM

To: accredit@aaalac.org

See attached memo and appointment letter regarding a change in the Institutional Official for the animal care program at UNLV. Unit #000818.



2 attachments

 **Designation of Institutional Official 01-2019 [REDACTED].pdf**
565K

 **Change in IO.doc**
186K



UNIT 818

Notice of change in Institutional Official for the University of Nevada Las Vegas animal care program. Name and contact information for the new Institutional Official:



University of Nevada, Las Vegas
4505 S. Maryland Parkway



Las Vegas, NV 89154-1047



Copy of IO appointment letter attached.

Office of the Associate Vice President for Research
University of Nevada, Las Vegas
4505 S. Maryland Parkway · Box 454022 · Las Vegas, NV 89154-4022
Phone 702-895-3197 Fax 702-774-4733



RE: Change in IO, Unit 818

1 message

AAALAC International <accredit@aaalac.org>

Wed, Jan 23, 2019 at 7:47 AM

To: [REDACTED]

Hello [REDACTED]

Thank you for the updated contact information. This will serve as your formal acknowledgement that the change has been completed.

Please let me know if you have any questions.

Thank you!

Donna Romesburg

Program Assistant

5205 Chairman's Court, Suite 300

Frederick, MD 21703

Office (301) 696-9626

www.aaalac.org

dromesburg@aaalac.org



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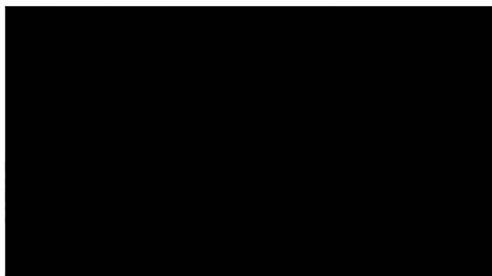
From: [REDACTED]

Sent: Thursday, January 17, 2019 5:30 PM

To: AAALAC International <accredit@AAALAC.org>

Subject: Change in IO, Unit 818

See attached memo and appointment letter regarding a change in the Institutional Official for the animal care program at UNLV. Unit #000818.





Document due on 03/01/2019 for Unit- University of Nevada,- Las Vegas

1 message

Dorothy Gordon <dgordon@aaalac.org>

Wed, Feb 6, 2019 at 11:04 AM

Reply-To: Dorothy Gordon <dgordon@aaalac.org>

To:

Cc:

Dear Unit,

A document is attached to this email as a PDF file.

Document No. Invoice-INV11260

Due Date: 03/01/2019

If you have any questions, please reply to this email, or call us at 3017482921.

To view this, click on the attachment. Adobe Acrobat should launch. If you do not have Acrobat installed on your computer, you can download it from [here](#) .

Sincerely,

Dorothy Gordon

AAALAC International (dgordon@aaalac.org)

powered by Intacct.

Invoice-INV11260.pdf
92K



INVOICE

5205 Chairman's Court
Suite # 300
Frederick, MD 21703
Phone 301-696-9626 Fax 301-696-9627
dgordon@aaalac.org

INVOICE #: INV11260
DATE: 02/01/2019

BILL TO: University of Nevada, - Las Vegas
[REDACTED]
University of Nevada, Las Vegas
[REDACTED]
4505 South Maryland Parkway
[REDACTED]
Las Vegas, NV 89154 USA

SHIP TO: University of Nevada, - Las Vegas
[REDACTED]
University of Nevada, Las Vegas
[REDACTED]
4505 South Maryland Parkway
[REDACTED]
Las Vegas, NV 89154- [REDACTED] USA

| ACCOUNT NUMBER | INVOICE NUMBER | INVOICE DATE | PURCHASE ORDER # | PAYMENT TERMS |
|----------------|----------------|--------------|------------------|---------------|
| 000818 | INV11260 | 02/01/2019 | | Net 30 |

| ITEM # | DESCRIPTION | QTY | UNIT PRICE | AMOUNT |
|-----------|-------------------------------|-----|------------|------------|
| AF-Group3 | 2019 Annual Accreditation Fee | 1 | \$4,980.00 | \$4,980.00 |
| | | | SUBTOTAL | \$4,980.00 |
| | | | TOTAL | \$4,980.00 |

University of Nevada, Las Vegas

MUST INCLUDE THE AAALAC INVOICE NUMBER
AAALAC International Bank Wire Transfer Information
Name of Bank: BB & T Bank (Branch Banking and Trust Company)
Address: 7200 Bank Court, Frederick, MD 21703
Name on Account: AAALAC International

TIN: 36-2549660 DUNS: 154825194

Your participation and support of AAALAC International helps promote good science and ensure that the highest standards for the care and use of animals in research are met. For more information on the AAALAC accreditation program, visit www.aaalac.org.

Please detach here and return this stub with payment.

University of Nevada, - Las Vegas

Account Number: 000818
Invoice Number: INV11260
Invoice Date: 02/01/2019
Amount Due: \$4,980.00

[REDACTED]
University of Nevada, Las Vegas
[REDACTED]
4505 South Maryland Parkway
[REDACTED]
Las Vegas, NV 89154 USA

Amount PAID

AAALAC International
5205 Chairman's Court
Suite 300
Frederick, MD 21703



Fwd: Acknowledgement of Institutional Correspondence: File # 000818

1 message

[Redacted]

Mon, Jul 1, 2019 at 7:49 AM

To: [Redacted]

This is the response from AAALAC regarding the St. Pierre-Schneider report.

Begin forwarded message:

From: AAALAC International <accredit@AAALAC.org>

Subject: Acknowledgement of Institutional Correspondence: File # 000818

Date: June 28, 2019 at 8:27:43 AM MDT

To: [Redacted]



AAALAC International acknowledges receipt of your communication providing notification of noncompliance at your institution, together with an account of the corrective actions taken.

As you are aware, the Institutional Animal Care and Use Committee (IACUC) has a responsibility for ensuring that animal procedures conducted conform with the approved protocol and institutional policies. The Institutional Official, IACUC, veterinary staff and research personnel can effectively work as a team to establish a culture of compliance at the institution that will minimize occurrences of noncompliance. Your communication of this program issue is in accord with AAALAC International's Rules of Accreditation. This information, reflecting an updated status, will be incorporated into your AAALAC International file, which is reviewed periodically by the Council on Accreditation.

Your continuing communication of programmatic changes or concerns as they occur is appreciated. If AAALAC International can be of assistance, please feel free to contact me.

Sincerely,

Kathryn Bayne, M.S., Ph.D., D.V.M.
Chief Executive Officer

KAB:blk

As a reminder...

Report immediately: unexpected animal deaths • natural disasters • significant animal rights activities • inappropriate euthanasia • allegations • complaints • animal welfare concerns • lack of veterinary care changes • unit contact changes

Report on the Annual Report: protocol violations • protocol noncompliance • protocol suspensions • changes in facility size, location, name, IACUC/Ethics Committee/Animal Care Committee composition changes

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AAALAC International Contact Update - #000818

1 message

AAALAC International <accredit@aaalac.org>

Tue, Jun 11, 2019 at 1:46 PM

To: [REDACTED]

Hello [REDACTED]

Thank you for the updated contact information for [REDACTED]. This will serve as your formal acknowledgement that the change has been completed.

Please let me know if you have any questions.

Carley Pappas

Program Assistant

AAALAC International

5205 Chairman's Court, Suite 300

Frederick, MD 21703

Tel: 301.696.9626

cpappas@aaalac.org

www.aaalac.org

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From: [REDACTED]

Sent: Tuesday, June 11, 2019 12:55 PM

To: AAALAC International <accredit@AAALAC.org>

Cc: [REDACTED]

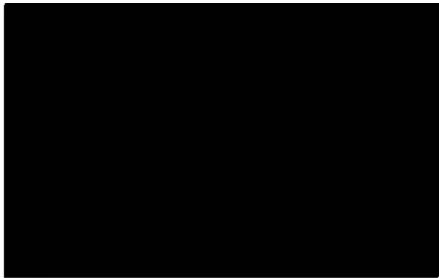
Subject: Change in IACUC Chair unit 818

Please note the IACUC Chair for UNLV, Unit 818 has changed.

New Chair contact info:



University of Nevada Las Vegas
[4505 Maryland Parkway](#)
Las Vegas, NV 89154





Re: AAALAC Summer 2020 Site Visit Notification Letter Unit - #0818

1 message

[Redacted]
To: AAALAC International <accredit@aaalac.org>

Tue, Oct 15, 2019 at 10:30 AM

Thank you, we will begin working on this.



On Tue, Oct 15, 2019 at 10:17 AM AAALAC International <accredit@aaalac.org> wrote:

Hello,

Attached, is an AAALAC International correspondence from Dr. Gary Borkowski, Global Director regarding your next site visit.

Thank you!

Best Regards,

Teresa Dayhoff

Program Assistant

5205 Chairman's Ct

Ste 300

Frederick, MD 21703

Office (301) 696-9626

www.aaalac.org

tdayhoff@aaalac.org



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AAALAC Summer 2020 Site Visit Notification Letter Unit - #0818

1 message

AAALAC International <accredit@aaalac.org>

Tue, Oct 15, 2019 at 10:17 AM

To: 

Hello,

Attached, is an AAALAC International correspondence from Dr. Gary Borkowski, Global Director regarding your next site visit.

Thank you!

Best Regards,

Teresa Dayhoff

Program Assistant

5205 Chairman's Ct

Ste 300

Frederick, MD 21703

Office (301) 696-9626

www.aaalac.org

tdayhoff@aaalac.org



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AAALAC Summer 2020 Site Visit - #000818.pdf

93K

October 15, 2019



Dear 

Your accredited animal care and use program is scheduled to be site revisited by AAALAC International during our Summer Trimester (May through July) 2020. It is imperative that the majority of this timeframe be available for the scheduling of the site visit. To facilitate the Council on Accreditation in assessing your institution, animals must be present during the site visit and you will need to provide AAALAC International with information regarding your program and facilities by submitting a completed Program Description available for download from the AAALAC International web site at <http://www.aaalac.org/programdesc/index.cfm>.

In addition, please provide the following information:

- A cover letter to accompany the Program Description addressing specific requests pertinent to the site visit (e.g., specific dates that would be inconvenient, entry requirements, site visitor expertise, etc.). Some items to consider for inclusion in the cover letter or with the Program Description submission:
 - Any documents requiring signature by either the members of the site visit team or any other AAALAC representative prior to the conduct of the site visit (include a copy of the documents along with the Program Description).
 - If the facility review will entail a significant number of changes of personal protective equipment, or showering in/out of multiple areas, please so advise.
 - A telephone number and e-mail address of the personnel coordinating the site visit arrangements and the **six digit AAALAC International file number (see the bottom of the enclosed cover letter)** which has been assigned to your organization are indicated in the letter. Details regarding format, typing, and assembly are included in the Instructions to the Program Description.

tel. 301 696 9626
fax 301 696 9627

accredit@aaalac.org
www.aaalac.org

- Submit the Program Description electronically with no more than four attachments. **Include your Unit file number in the e-mail subject line.**
 - If this is not possible, please submit one hard copy of completed materials. We request that the hard copy be **two-sided**. **Do not staple, bind, or otherwise assemble** your materials.
 - Whatever method you choose, your materials should reach us **by the deadline noted below**. We ask that you advise the AAALAC International office (programdescription@aaalac.org) if you are unable to download the Program Description template from our web site so that the document may be sent to you by an alternate method.
- Other useful information:
 - Site visits are conducted using three primary standards: the *Guide for the Care and Use of Laboratory Animals (Guide)*, NRC 2011; the *Guide for the Care and Use of Agricultural Animals in Research and Teaching* (FASS 2010); and the European Convention for the Protection of Vertebrate Animals Used for Experimental and Other Scientific Purposes, Council of Europe (ETS 123) as applicable.
 - AAALAC International strongly recommends that you review Council's findings and your responses from recent site visits as you prepare your Program Description. It is essential for the Attending Veterinarian and Chair of the Institutional Animal Care and Use Committee (IACUC) or comparable oversight body to be present during the site visit. Accredited programs are realizing the value of coordinating the scheduling of the site visit with management, occupational health and safety personnel, as well as physical plant staff.
 - The site visit team will wish to meet with the entire IACUC; frequently this is done during an informal lunch for the Committee members and AAALAC representatives. Thus, including representatives in the actual site visit and exit briefing would be advantageous.

The submission of the completed Program Description should reach us **by April 1, 2020**. If you have questions or need clarification of any points, please do not hesitate to contact me.

Sincerely,



Gary L. Borkowski, D.V.M., M.S., DACLAM
Global Director

GLB:sld
000818



Important Advisory Message From AAALAC International

1 message

AAALAC International Executive Office <executiveoffice@aaalac.org>

Thu, Oct 17, 2019 at 7:20 AM

To: AAALAC International Unit Contact <>

The AAALAC International Executive Office has been made aware of an email campaign being led by Dr. Larry Carbone wherein he is requesting animal census information contained in the AAALAC International Annual Report. We suggest you engage your legal counsel before responding and please be assured that AAALAC does not endorse this activity. We consider the confidentiality of your program information a central tenet of the AAALAC International accreditation program.

Please let us know if you have any questions or need additional information.

Gary L. Borkowski

Gary L Borkowski, DVM, MS, DACLAM

Global Director

AAALAC International

5205 Chairman's Court, Suite 300

Frederick, MD 21703-2879

Tel: 301.696.9626

Fax: 301-696-9627

gborkowski@aaalac.org

www.aaalac.org