



## SPECIAL EVENTS

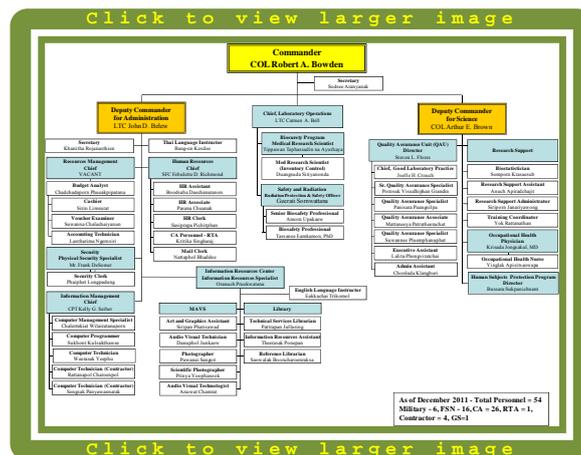
Non-applicable

## DEPARTMENT OF ADMINISTRATION

### DEPARTMENT MISSION

The mission of the Department of Administration is to provide administrative support to the USAMC-AFRIMS research departments in the areas of personnel administration, resource management, protocol management, publication clearance, quality improvement, information management, library research, audio-visual products, physical security, Thai language instruction, English language instruction, safety, biosurety, radiation protection monitoring and occupational health.

### PERSONNEL



## IN-HOUSE TRAINING PROGRAMS AND OUTSIDE TRAINING OF PERSONNEL

### In-House Training

- EIT PMO Training Program
- AFRIMS Policy Statement 07-04 Occupational Health and Safety Program
- Biological Safety Manual (version 2)
- Biosafety in Microbiological and Biomedical Laboratories (BMBL): 5<sup>th</sup> Edition
- BSL-3 Laboratory Equipments/SOPs Manual: PAPR, PLC, Laboratory Equipment per BSL-3 Laboratory
- BSL-3 Meeting Minutes: Lessons Learned from Previous Operations
- Physical Security Plan
- HSPP Training for New Investigators
- GLP Refresher
- GLP TFM Training
- Good Laboratory Practice Regulations



- Occupational Health & Safety Program/Communication
- Primary Hazard Training
- Basic Life Support and Automated External Defibrillator Training
- Basic Life Support for Healthcare Providers Course
- Occupational Health and Safety Communication in the Care and Use of Research

#### Animals

- Respirator Usage Training
- Hazard Communication Program
- Accident, Illness and Complaint Reporting, Records and Investigations
- Composite Risk Management
- Laboratory Waste Management
- Safety Equipments Usage
- Routine Prophylaxis and Screening
- Post-exposure Prophylaxis and Intervention
- Bloodborne Pathogens Exposure Control Plan
- Respiratory Protection Program
- GLP Testing Facility Management Responsibilities
- GLP Contributing Scientists' Reports
- GLP Raw Data
- AFRIMS' SPSS Using - Problems and Solution
- Geographic Information System (GIS) in Statistical Aspect

#### **Outside Training of Personnel**

- Achieving Guidance in Clinical trials Safety Information
- 2011 Advancing Ethical Research Conference
- 2<sup>nd</sup> Annual Proactive GCP Compliance
- 3<sup>rd</sup> Annual Proactive GCP Compliance
- 54<sup>th</sup> Annual Biological Safety Conference
- AAAHRPP 2011 Conference
- Advance Cardiac Life Support
- Air Quality in Hospital
- Appropriations Law Course
- Basic Waste Manage
- Biosafety Training
- BLS Instructor
- Certification Examination for IRB Professionals
- Cisco Firewall and Vmware Installation Configuration
- Creating Database Analysis Report with Excel 2007
- Creating Database Analysis Report with Excel 2008
- Creating Database Analysis Report with Excel 2009
- Deploy Cisco ASA Firewall
- Final Cut Studio
- Implementing Cisco IP Switched Networks
- International Course on Research Ethics
- Introduction and Awareness to ISO 9001:2008 and Lead Audit
- ISO9001:2008 Internal Quality Audit/Guideline for Documentation
- Live Sound Engineer



- Maintaining a Microsoft SQL Server 2008 Database
- Microsoft Exchange Server 2010
- Microsoft Visual Studio 2010
- Network Administration and Monitoring Tools
- Preventing and Treating Biological Exposures
- Standard Course in Clinical Trials 2011
- Storing Computer Data Traffic Creating Under the ICT Act
- Studio Sound Engineer
- Travel Medicine and Immunization

## **AWARDS**

Department of Administration staff received no awards for work at WRAIR in CY2011.

## **CORE ACCOMPLISHMENTS**

AFRIMS BSL-3 laboratory is fully operational. All BSL-3 staff completed Occupational Health and Safety screening and training, and were cleared to work in the BSL-3 laboratory. The protocol - BAS 10-01, 'Oral Chikungunya virus infection of mosquitoes by membrane feeding', began in the BSL-3 during 2011.

In addition to providing training in-house, AFRIMS Safety, Biosafety, Occupational Health and Biosecurity personnel conducted numerous training presentations outside of AFRIMS for several institutes in Thailand and neighboring countries. The training presentations ranged from general safety, risk management, PPE types and use, and animal lab safety, to occupational health surveillance and pre-/post-exposure.

## **DEPARTMENT OF LOGISTICS**

### **DEPARTMENT MISSION**

To ensure that the USAMC-AFRIMS research departments and other supported agencies receive needed general and laboratory supplies, equipment, bio-medical maintenance, facilities maintenance, transportation, glassware and contract services in a timely and cost-effective manner. That includes logistical support to numerous field elements in and around the Kingdom of Thailand and surrounding countries.