



## WELCOME!

Welcome to the Biorisk Management Principles for Management and Leadership in Malaysia! On behalf of the U.S. Department of State Biosecurity Engagement Program (BEP) and in association with the Malaysia Biosafety and Biosecurity Association (MBBA), Sandia National Laboratories International Biological Threat Reduction Program (SNL/IBTR) is honored to facilitate management-level learning and discussions to address biorisk management challenges for managers of high-risk laboratories.

## LOGISTICS

Lodging, meals, and transportation to and from the airport have all been provided for the participants of this course. There will be no per diem provided for this event. Participants will be personally responsible for paying for any items taken from the mini bar of their hotel room. Participants will stay at the **Traders Hotel, Penang** for the duration of the event. Transportation from the airport to the hotel will be arranged for each of the participants.

If you have any logistical questions or concerns over the next three days, please contact Candice Siebenthal:

### Candice Siebenthal

Senior International Business Risk Management Analyst  
 Sandia National Laboratories  
 Albuquerque, New Mexico USA  
 Phone: (505) 844-2391  
 cssiebe@sandia.gov

## INSTRUCTORS

On behalf of the U.S. Department of State Biosecurity Engagement Program (BEP), Sandia National Laboratories International Biological Threat Reduction (SNL/IBTR) program would like to introduce the two instructors you will have for this event. Please feel free to direct any questions you may have to either instructor throughout the course, or afterwards by email:

### Halley Smith, MS

International Biological Threat Reduction  
 Sandia National Laboratories  
 PO Box 5800  
 Albuquerque, NM 87185  
 phone: (505) 844-8497  
 hsmith@sandia.gov

### Lynn Fondren, MS, CIH

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## HALLEY SMITH, MS



**Halley Smith** is a Member of the Technical Staff in the International Biological Threat Reduction (IBTR) program at Sandia National Laboratories. Halley's region of focus is Southeast Asia, where she leads biosecurity and biosafety engagements on Indonesia, Malaysia, and the Mekong Delta. Halley has conducted biosafety and biosecurity training courses to a variety of audiences, from biosafety officers to managers and leaders. Halley has also facilitated and implemented physical biosecurity upgrades at several facilities, and worked with facilities to design new safe and secure laboratory environments. Prior to working at Sandia, Halley spent two years as the Ludwig Research Fellow at the Women's Sports Medicine Center at the Hospital for Special Surgery in New York where she wrote and organized all components of clinical research protocols for the Institutional Review Board (IRB). Halley was also responsible for coordinating community outreach programs and generating handouts for patients. Halley earned a Master's degree in Biohazardous Threat Agents and Emerging Infectious Diseases from Georgetown University.

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## LYNN FONDREN, MS



**Lynn Fondren** is a Principal Member of the Technical Staff in the International Biological Threat Reduction Program (IBTR) at Sandia National Laboratories (SNL). Her work is currently focused on contributing to the development and implementation of the Global Biorisk Management Curriculum (GBRMC). Prior to joining IBTR, Lynn managed the SNL Institutional Biosafety Committee, served as the SNL Corporate Biosafety Officer, and provided comprehensive industrial hygiene support for research across SNL. Prior to joining Sandia, she was the Director of Environmental, Health and Safety, served as the Responsible Official for Select Agent research, and was the chair of the Institutional Biosafety Committee and a member of the Animal Care and Use Committee at Lovelace Respiratory Research Institute. She has held industrial hygiene and research safety positions at the University of Alabama at Birmingham, Alabama OSHA 7c(1) Consultation Program (Safe State), and a VA Medical Center in addition to 14 years of research and clinical laboratory experience. Lynn holds a B.S. and a M.S. in Microbiology from the University of Alabama and is certified in the comprehensive practice of industrial hygiene by the American Board of Industrial Hygiene since 1998. Lynn is a member of the American Industrial Hygiene Association (AIHA) and serves on the AIHA Biosafety and Environmental Microbiology Committee.



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## AGENDA

Start, end, and break times are approximate and are subject to change. All participants will be expected to attend all courses for the entire three days.

Certificates will not be awarded to participants who do not attend all courses. If you have an emergency, please notify one of the instructors.

On Day 3, participants will be required to pack beforehand and will be expected to have been checked out prior to arriving in class. Luggage will be accommodated in class, or held by the hotel, but no class time will be allotted for participants to pack and check out from the hotel.

### SUNDAY, NOVEMBER 24, 2013

### DAY 1

TIME	TOPIC	SPEAKERS
07.30-08.00	Registration/Check-in	
08.00 – 09.00	Welcome & Introductions	<ul style="list-style-type: none"> <li>• US Embassy, Kuala Lumpur</li> <li>• US Department of State Biosecurity Engagement Program</li> <li>• Malaysian Biosafety and Biosecurity Association (MBBA)</li> <li>• IBTR</li> </ul>
09.00 – 12.00	Orientation to Biorisk Management	<ul style="list-style-type: none"> <li>• Halley Smith, IBTR</li> </ul>
12.00-13.00	Lunch	
13.00 – 15.00	Biorisk Characterization and Evaluation	<ul style="list-style-type: none"> <li>• Lynn Fondren, IBTR</li> </ul>
19.30	Group Dinner	

### MONDAY, NOVEMBER 25 2013

### DAY 2

TIME	TOPIC	SPEAKERS
07.45-08.00	Registration/Check-in	
08.00 – 08.15	Review Exercise for Orientation to Biorisk Management, and Biorisk Characterization and Evaluation	<ul style="list-style-type: none"> <li>• Halley Smith, IBTR</li> <li>• Lynn Fondren, IBTR</li> </ul>
08.15 – 09.15	Legal Requirements Impacting Biorisk Management in Malaysia	<ul style="list-style-type: none"> <li>• Dr. Saraswathy and/or Dr. Zalini, Malaysian Biosafety and</li> </ul>



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**MBBA**  
 Malaysian Biosafety & Biosecurity Association  
 Persatuan Biokeselamatan & Biosekuriti Malaysia



**International**  
 BIOLOGICAL THREAT REDUCTION

Enhancing US National Security by Reducing Biological Threats Globally

## BIORISK MANAGEMENT PRINCIPLES FOR MANAGEMENT AND LEADERSHIP IN MALAYSIA

Biosecurity Association (MBBA)

~09.15– 13.00	Understanding & Maintaining Facilities and Equipment for Biorisk Management	• Lynn Fondren, IBTR
13.00 – 14.00	Lunch	
14.00 – 18.00	Writing and Communicating Biorisk Management Policy	• Halley Smith, IBTR
19.30	Group Dinner	

**TUESDAY NOVEMBER 26, 2013**

**DAY 3**

TIME	TOPIC	SPEAKERS
07.45-08.00	Registration/Check-in	
08.00-08.30	Review: Writing and Communicating Biorisk Management Policy	• Halley Smith, Lynn Fondren
08.30 – 12.30	Establishing Work Program Review and Approval	• Lynn Fondren, IBTR
12.30 – 13.00	Establishing Goals, Objectives, Roles, and Responsibilities	• Halley Smith, IBTR
13.00 – 14.00	Lunch	•
14.00 – 17.00	Establishing Goals, Objectives, Roles, and Responsibilities	• Halley Smith, IBTR
17.00	Closing Ceremonies	• IBTR • MBBA • BEP
19.30	Group Dinner.	



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