

1 **IDAHO BOARD OF VETERINARY MEDICINE**
2 **CERTIFIED EUTHANASIA TASK FORCE (CETF)**

3 **November 16, 2010 11:00 a.m. MST**

4 Idaho Dept of Agriculture, 2270 Old Penitentiary Rd, Boise, ID 83712
5 Conference Room Main A
6

7 **Attendees**

8
9 **CETF**

10 Rena Carlson-Lammers, DVM, Chair
11 Tami McReynolds, DVM
12 Jo-Anne Dixon, DVM
13 Dave Schulz, DVM
14 Brenda Steinebach, CET
15

8
9 **Staff**

Karen Ewing, Executive Director
Carol Youtz, Technical Records Specialist II

16 **APPROVED MINUTES**

17
18 **Call to Order:** Chair, Dr. Rena Carlson-Lammers 11:12 a.m. MST. Dr. Carlson-Lammers
19 welcomed Dr. Dave Schulz to the CETF in his role as Board President.
20

21 **1. MINUTES:** Approval of April 27, 2010 and June 4, 2010 meeting minutes

22 An error was found in item 12 of the April 27, 2010 minutes that indicated Dr. McReynolds and
23 Dr. Dixon will team teach – should have been Dr. McReynolds and Dr. Carlson-Lammers. Dr.
24 McReynolds moved to approve the minutes with corrections, Dr. Dixon seconded. Motion passed.
25

26 **2. RULES:**

27 **A. 2011 Rule change update**

28 The CETF reviewed all 2011 proposed euthanasia program rule changes to prepare Ms. Ewing for
29 presenting the rules to the 2011 legislature.
30

31 **B. 2012 Rule change ideas**

32 The CETF discussed the following potential rule changes for 2012:
33

34 1) The Certified Euthanasia Technician (CET)-in-Charge: After discussion with the Idaho
35 Board of Pharmacy (IBOP) compliance officer, Jan Atkinson, at a prior meeting, the
36 CETF considered adding a rule to require a “CET in Charge”. Upon review of the IBOP’s
37 rules regarding a Pharmacist-in-Charge, the CETF decided against this requirement. Ms.
38 Ewing will add a section to the Idaho Adjunct Manual recommending that each Certified
39 Euthanasia Agency (CEA) develop a standard operating policy regarding the steps to be
40 taken if the Lead CET leaves the agency, and the importance of having Lead CETs onsite
41 during the annual euthanasia agency inspections. Lead CETs will also be advised that it is
42 not in their best interest to have their name on the agency’s DEA registration if they no
43 longer work at the CEA, and to impress on the CET that the DEA registration must be
44 changed immediately to identify the new Lead CET.
45

46 2) CET working at more than one (1) CEA: A discussion was held regarding allowing CETs
47 to work at more than one (1) CEA. A review of the current rules by the Board’s attorney
48 indicates there is no clear answer regarding whether a CET is allowed or disallowed to

1 work at more than one (1) CEA. The CETF prefers to leave the rule as is, and interpret it
2 to mean that a CET can only work for one (1) CEA at a time. This policy can be included
3 in a CETF Policy Manual and, if desired, could become a rule change in the future, if
4 issues arise.

- 5
6 3) Require CETs to provide a photocopy of IBOP Controlled Substance Registration (CSR):
7 A discussion was held, and the CETF decided to set a policy that a copy of the IBOP
8 CSR for each CET must be supplied to the Board office to ensure compliance.
9

10 3. FINANCIAL:

11 A. Euthanasia program finances

12 The financial position of the certified euthanasia program was discussed to determine ways to
13 increase revenue and decrease expenses. Dr. Schulz recommends that rather than charging each
14 CET for the HSUS manual and Idaho adjunct manual, increase original and renewal certification
15 fees to cover these costs. All CETs attending euthanasia training must bring their HSUS and Idaho
16 adjunct manuals to class, or they will be charged extra for new books. Board staff and Dr. Schulz
17 will prepare a financial report for the next CETF meeting to determine how much fees will need to
18 be increased. In addition, Board staff is tracking their hours to determine what percentage is spent
19 on the euthanasia program. This will allow euthanasia program expenses to be distributed in a
20 more accurate manner.

21 B. Online CEA / CET renewals survey

22 A survey of CEAs was conducted to determine if most have the capability to renew the agency
23 and all CETs online, with payment by credit card. Fifteen (15) CEAs have responded that they are
24 interested in online renewals. Three (3) of the fifteen (15) reporting agencies would not be able to
25 pay online with a credit card.
26

27 4. TRAINING:

28 A. Humane Society University euthanasia training course

29 CETF members reviewed an online euthanasia training course produced by Humane Society
30 University to determine if it could be used in Idaho. The CETF felt the course provided good
31 information, but the message is diluted by extraneous materials. The CETF prefers euthanasia
32 trainees to be educated in a face-to-face course setting. Other face-to-face euthanasia training
33 courses such as those provided by the American Humane Association or the National Animal
34 Control Association may also be acceptable, but trainees would need to petition the Board to
35 receive approval for the alternate course. In addition, the Idaho CET jurisprudence exam must be
36 taken by all CET applicants to ensure knowledge of Idaho's statutes and rules concerning certified
37 euthanasia. Dr. McReynolds moved not to expand training to include online CET courses. Ms.
38 Steinebach seconded. Motion passed.
39

40 B. 2011 CET training courses

41 CETF members reviewed the student evaluations from the Boise course held in April 2010, the
42 Pocatello course held in May 2010, and the Lewiston course held in August 2010. The evaluations
43 indicate that the new course based on the HSUS euthanasia manual was extremely well received.
44 The CETF recommends that it prepare an outline of the training course to include in the Idaho
45 Adjunct Manual. The CETF also proposed that a PowerPoint presentation be prepared to provide
46 consistency of training over time, as the membership of the CETF changes.
47

48
49 Dr. Jeff Rosenthal will prepare a new domestic animal remote chemical capture training course
50 that will be presented to the Board at its January 2011 meeting. The new course will be offered in

1 2011 for the first time. Since there are too many law enforcement CETs due to recertify in remote
2 chemical capture in 2011, these CETs will need to have their remote chemical capture training
3 staggered from 2012 through 2013 to produce acceptable class sizes.

4
5 **C. Board of Pharmacy Controlled Substance Registrations**

6 The Fall 2010 CEA inspections revealed two (2) CETs without the required Idaho Board of
7 Pharmacy Controlled Substance Registrations (IBOP CSR). New cover letter content was
8 approved for Board staff to send to newly-certified CETs to remind each of the need to obtain an
9 IBOP CSR before drugs can be administered, and to send a copy of the IBOP CSR to the Board
10 office for confirmation. In addition, information regarding the need for an IBOP CSR will be
11 added to the Idaho Adjunct Manual to prevent confusion.

12
13 **5. 2010 CEA INSPECTIONS**

14 Nearly all CEA inspections have been completed. Some of the shortcomings revealed were
15 corrected onsite, and others have follow-up to be completed. CETF inspectors need to inspect the
16 mobile units, the drug logs, the drug safes for both onsite and in the trucks, and the site itself.
17 Each CEA should have the HSUS manual, the Idaho Adjunct manual, and appropriate drug log
18 books onsite.

19
20 The CEAs in Dr. Dixon's area have some deficiencies that must be addressed. Burley does not
21 maintain weekly Xylazine logs, and they still have two (2) bottles of chloroform that must be
22 properly disposed of. Ms. Ewing is to work directly with Burley to ensure the chloroform has been
23 disposed of properly. In addition, the Twin Falls County Sheriff's Office is keeping drugs locked
24 in the animal control vehicle overnight, in violation of the euthanasia rules. Dr. Dixon inquired
25 about expired drugs, and Dr. McReynolds recommends recording the expired drug in the log
26 book, and then documenting the final disposal of the drug through a reverse distributor. Minidoka
27 also had a major recordkeeping issue regarding a mixture of drugs. An explanation is needed in
28 the drug log regarding the problem. A double line at the end of any error area is needed, along
29 with the CETF inspector's signature and the date corrected.

30
31 The CETF recommends that an instruction manual be produced for CEA inspections to provide a
32 standard protocol for all inspectors. This will be particularly important as original CETF members
33 leave the CETF, and new CETF members are appointed.

34
35 **6. GENERAL BUSINESS:**

36 **A. Cultivating new CETF members**

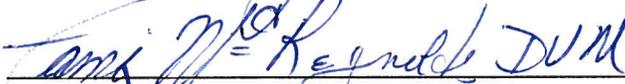
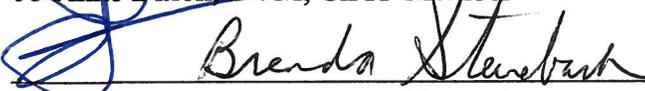
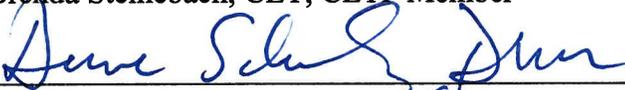
37 A discussion was held regarding recruitment and training of new CETF members, as all current
38 members have terms that expire in 2012. The CETF would like to recruit a veterinarian in the
39 Treasure Valley area who could handle CEA inspections here. This would hold down travel costs.
40 Dr. McReynolds currently travels to the Treasure Valley from North Idaho to perform CEA
41 inspections.

42
43 Dr. McReynolds recommends veterinarians who are working with humane organizations, as they
44 may be more interested in serving as CETF members than are private practice veterinarians.
45 CETF members are appointed by the BOVM members, and there are no term limits. Dr.
46 McReynolds strongly feels that a year-long transition period will work best for training on CEA
47 inspections, CET training, drug logs, and other euthanasia issues. Current CETF members will
48 work on recruiting replacements, and Ms. Ewing will prepare a newsletter article to seek
49 interested veterinarians.

1 B. Set date for Spring 2011 CETF meeting
2 Ms. Youtz will use Survey Monkey to poll the CETF members in January for April meeting dates.
3 Most CETF members can do April 6-7 or 19-20. The April CETF meeting will be held the day
4 before the Boise CET training. Dr. Carlson-Lammers will also need to pick a Pocatello CET
5 training date prior to June 30, 2011 so staff can publicize the course and solicit registrations. Staff
6 will work with Dr. McReynolds on a North Idaho course date.

7
8 There being no further business to discuss, Dr. Schulz moved to adjourn. Dr. McReynolds
9 seconded. Motion passed.

10
11 **ADJOURN – 2:36 p.m.**
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13
14

15 16		4-19-11
17	Rena Carlson-Lammers, DVM, CETF Chair	Date
18 19		4-19-11
20	Tami McReynolds, DVM, CETF Member	Date
21 22		4/19/11
23	Jo-Anne Dixon, DVM, CETF Member	Date
24 25		4/19/11
26	Brenda Steinebach, CET, CETF Member	Date
27 28		4.19.11
29	Dave Schulz, DVM, BOVM President	Date