

**Cheryl A. Warfield**  
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### Profile

Professional with extensive experience working in support of biomedical research in the nonprofit sector and U.S. federal government. Demonstrated ability to anticipate program needs, strategize, problem-solve, and produce desired results. Exceptional organizational skills. Focused and detail-oriented. Reputation for being an effective, straightforward communicator with the ability to distill complex subject matter into understandable and concise language. Excels in situations requiring creative, innovative thinking. Possesses skill to conceive of and create award-winning multimedia educational and training materials including print, video, and Web-based instruction. Targets excellence. Strong interpersonal skills characterized by collaboration, integrity, and fairness. Enjoys teamwork in an energetic environment.

### Education

Bachelor of Art, Liberal Studies; Communication (minor)  
The American University, Washington, D.C., 1997  
Associate in Art; Advertising Art (major)  
Montgomery College, Rockville, Maryland, 1969

### Professional Experience

PROVEN PRACTICES, LLC June 2006 to Present  
Bethesda, Maryland

A two-member partnership aiding academic research institutions and the government in promoting safe, healthy, and robust biomedical research.

**Principal** and Founding Partner

Works in support of environmental health and safety within the nation's university and college community, industry, and government.

HOWARD HUGHES MEDICAL INSTITUTE, Office of Laboratory Safety 1991 – April 2006  
Chevy Chase, Maryland

A medical research organization whose principal mission is the conduct of biomedical research.

**Senior Program Manager: 2000 – April 2006**

Managed all collaborative environmental health and safety (EHS) initiatives involving HHMI and its 70 partner academic research institutions. Developed programs for annual EHS conferences and technical work groups; wrote and edited preliminary and final reports for each meeting defining best practices for the safe conduct of biomedical research. Helped establish liaison with congressional staff that led to reports from the House and Senate Appropriations committees urging EPA to participate in the HHMI Hazardous Waste Management Collaborative Initiative involving ten HHMI host institutions. Co-authored the initial report that became Part Two of EPA's Congressionally-mandated Report to Congress. This Report helped motivate EPA to develop a proposed new hazardous waste management rule for academic institutions.

- 2003 to April 2006: Member, Coordinating Committee, EPA Colleges and Universities Sector Strategies Program.
- 2003 through 2005: Associate Producer for the DVD production, “Ethics in Biomedical Research.” Developed project scope, selected sites for filming and candidate scientists for on-camera interviews; critiqued narration and video rough and fine cuts; researched filmed interview segments for optimum content and clarity of message; and conceived and developed a companion Web site to provide additional study resources.

**Manager, Safety Communications and Coordination: 1997 – 2000**

Directed the new-employee laboratory safety orientation and refresher training program. Led the development of a system to track employee participation and performance in a new HHMI online training course that roughly 3,000 HHMI laboratory employees and hundreds of non-HHMI employees completed in its first year. Conducted site visits and assessed training effectiveness. Researched, wrote, and edited content for video and online training productions. Wrote requests for proposals; coordinated contractor selection; managed and assessed contractor activities.

- 1998: Program Coordinator for the three-part video production, “Safety in the Research Laboratory.”
- 1997 through 1999: Managed the development, production, and introduction of the online laboratory safety training course, “Knowing How to Practice Safe Science.”

**Program Coordinator: 1991 – 1996**

Initiated and nurtured liaison with the EHS programs of the 70 HHMI partner institutions. Identified best demonstrated laboratory safety practices. Surveyed researchers, analyzed results, and determined areas in need of safety instruction. Proposed initiatives to enhance safety awareness, including the design and production of a new orientation booklet. Analyzed injury data. Prepared the Request for Proposal for HHMI’s first laboratory safety training video; organized the logistics for the video’s filming in more than 10 research laboratories; edited the video’s narration; fact-checked its content; and critiqued each iteration during development. Managed HHMI’s first campaign to introduce worldwide a laboratory safety training product; developed a mechanism for its efficient distribution. (More than 100,000 copies distributed worldwide through April 2006.)

- 1993 through 1995: Researched the content for and coordinated the production of a library of seven safety training videos; conceived of and managed schemes to introduce and distribute each.
- 1992: Helped to define the scope of, create, and produce the video, “Practicing Safe Science.”
- 1991: Revamped the Institute’s new-employee orientation program; managed the production of a revised orientation video; assisted in writing and edited an accompanying booklet.

NATIONAL INSTITUTES OF HEALTH, Office of Research Services  
Bethesda, Maryland

1979 – 1990

The primary federal agency for conducting and supporting medical research.

**Division of Engineering: 1987 – 1990**

Principal staff advisor to the Director, Division of Engineering Services (roughly 700 employees, annual operating budget exceeded 50 million dollars). Analyzed and developed organizational and operational strategies. Researched complaints; initiated remedial actions to enhance the quality and efficiency of services. Served as liaison between the Director and senior NIH management.

- Executive Secretary of the Executive Board and Steering Committee, both chaired by the Director of NIH, for the Clinical Center Infrastructure Revitalization Program (precursor for the concept, design, and construction of the Mark O. Hatfield Clinical Research Center).
- Managed the reorganization of the Division’s Maintenance Engineering Branch.

**Division of Safety: 1984 – 1986**

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Principal staff advisor to the Director, Division of Safety (roughly 350 employees; annual operating budget exceeded 13 million dollars). Provided daily support to the managers of the six division branches encompassing all areas of the division's operations. Wrote memoranda distributed NIH-wide describing the services of the Division.

- 1986: Managed the administrative functions necessitated by a major, six-month animal rights protest that occurred on the NIH campus and drew national attention. Communicated information regarding animal rights activities at NIH to federal officials, including NIH-funded primate facilities.
- January through September 1995: Detailed as Special Program Advisor to the newly appointed NIH Chief of Security to help assure rapid acceptance of new leadership and elevated police authority.
- Managed the reorganization of the Division's Emergency Management Branch.
- Conceived of and designed the car-shaped NIH parking permit that remains in use today.

#### **Immediate Office of the Associate Director: 1982 – 1984**

Senior Program Advisor to the Associate Director, Office of Research Services. Analyzed and identified program and service deficiencies. Served as the NIH Parking and Traffic Control (PTC) Coordinator. Planned and developed new and revised policies for the PTC program. Oversaw the NIH Parking Office and police enforcement of parking regulations. Received, researched, and responded to parking complaints. Coordinated the Metrobus routes throughout the NIH campus (313 buses); introduced the Montgomery County Ride-On bus service to NIH; revamped the NIH intra-campus bus service.

- 1984: Served as the NIH liaison for the introduction of Metrorail's Medical Center Station located on the NIH campus. Coordinated the initial plans and policies detailing the responsibilities and areas of jurisdiction of the NIH, Montgomery County Department of Transportation, WMATA, Maryland State Police, and the local Montgomery County fire departments.

#### **Chief, Parking & Traffic Control Section, Division of Administrative Services: 1979 – 1982**

Administered the NIH Parking and Traffic Control Program. Supervised the Section's seven employees. Set and implemented program goals; prepared the Section's annual budget. Developed policies to allocate fairly and efficiently 8,200 parking spaces to 14,000 NIH employees and 200,000 annual visitors.

- September 1979 through April 1981: Developed and administered NIH's "pay-for-parking" program mandated by President Jimmy Carter. Served as NIH's Authorized Parking Official for the collection and accountability of monthly employee parking fees, and the eventual reimbursement of those fees totaling more than 1.6 million dollars.
- Created, introduced, and managed NIH's first ride-sharing program.

#### **Awards**

The Chris Statue, Safety in the Research Laboratory: Emergency Response, 43<sup>rd</sup> Annual Columbus Film and Video Festival, 1995 (awarded to the HHMI Office of Laboratory Safety).

Golden Eagle, Practicing Safe Science, The Council on International Nontheatrical Events, 1995 (awarded to the HHMI Office of Laboratory Safety).

Golden Eagle, Controlling Your Risks: HIV in the Research Laboratory, The Council on International Nontheatrical Events, 1994 (awarded to the HHMI Office of Laboratory Safety).

NIH Merit Award, 1986

NIH Cash Award: 1990, 1983, 1980

NIH Quality Performance Increase: 1991, 1990, 1989, 1988, 1987, 1979, 1978, 1977, 1971

### Professional Membership

Campus Safety, Health and Environmental Management Association (CSHEMA)

### Publications

DiBerardinis, L., First, M., Prat, E., Smith, T., Warfield, C.A, Carpenter, P., Cook, L., Walters, D., Flynn, M., Galson, E., Greenley, P., Hitchings, D., Knutson, G., Price, J., Baum, J., Burton, J., Finucane, M., Ghidoni, D., Konigsberg, J., Lyons, M., Memarzadeh, F., Norton, D., Schuyler, G., Zboralski, J., and Barkley, W.E., Report of the Howard Hughes Medical Institute's Workshop on the Performance of Laboratory Chemical Hoods, *American Industrial Hygiene Association Journal* 64:228-237. June/July 2003.

Schiager, K.J., McDougall, M.M., Christman, E.A., Party, E., Ring, J., Carlson, D.E., Warfield, C.A. and Barkley, W.E., Consensus Radiation Protection Practices for Academic Research Institutions, *Health Physics*. August 1996.