

**External Laboratory Safety Workgroup (ELSW)
Meeting Summary
Monday, August 17, 2015
9:00 A.M. – 10:00 A.M.**

Attendance	
Joseph Kanabrocki, PhD, CBSP – <i>Co-Chair</i>	✓
Kenneth Berns, MD, PhD – <i>Co-Chair</i>	✓
Debra L. Hunt, DrPH, CBSP	✓
Thomas V. Inglesby, MD	
Patricia Olinger, RBP	✓
Michael Pentella, PhD, D(ABMM)	✓
David Relman, MD, PhD	
Heather J. Sheeley, BA, MS, CBiol, MSB, CMIOSH, FISTR	
Fred Sparling, MD	✓
Jill Taylor, PhD	✓
Domenica (Dee) Zimmerman	✓
Sarah Wiley, MPH, <i>Designated Federal Officer (DFO)</i>	✓
Steve Monroe, PhD, <i>Acting Director for Laboratory Science and Safety, OADLSS (proposed)</i>	✓
✓ In attendance	

Meeting Summary

Roll Call and Call to Order

Sarah Wiley, Designated Federal Officer (DFO) and ELSW Members

Laboratory Safety Survey Update

Sarah Wiley

Ms. Wiley shared that the annual laboratory staff survey was underway. Response rates were lower than expected, however another reminder was sent to staff to complete the survey. The deadline will be extended, as it was for the 2014 survey, and staff members will also receive reminders through other channels. The goal is to provide the ELSW a survey report in advance of their October in-person visit.

Discussion Points

Sarah Wiley, ELSW Members

ELSW members discussed survey updates, including OADLSS efforts to increase response rate. The next Lab Links newsletter will include highlights of the survey and encourage response.

Update: October 5-6, 2015 CDC In-Person Visit

Dr. Monroe, Acting ADLSS, Sarah Wiley, ELSW Members

Ms. Wiley provided the ELSW members with a draft agenda for the October visit. Dr. Monroe and Ms. Wiley emphasized that the schedule was flexible, and that a meeting with Dr. Frieden was confirmed. ELSW members reviewed the draft agenda for the October visit and made the following comments/suggestions:

- The IBB, IBC, and LSRB sessions would be combined into one longer session that would include a general discussion period of all three boards and committees.
- The group would like to meet with some specific staff, including representatives from ESHCO and the occupational medicine group.
- Dr. Monroe will cover training efforts in his introductory presentations.

Discussion Points

Dr. Monroe, Sarah Wiley, ELSW Members

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The group discussed planning and reporting details related to the October in-person visit. These points included:

- ELSW's concerns that there was no permanent ADLSS yet. Ms. Wiley was hopeful that someone would be announced by October.
- Ms. Wiley has shared the ELSW's concerns regarding the ADLSS position with CDC leadership.

Administrative Matters and Adjournment

Sarah Wiley, ELSW Members

- The next ELSW teleconference is September 9 at 9am EST.
- ELSW members have made hotel arrangements for their visit, and CDC will begin booking travel through the system shortly. Final ticket purchases cannot be made until transition to the new fiscal year accounting system happens in mid-September.
- Angela Early and Gayle Hickman will be handling travel and other administrative arrangements.
- Julia Bell will send new calendar invites to ELSW members for remaining 2015 teleconferences.
- Ms. Wiley will follow up to acquire a copy of the final ACD report on FDA that was transmitted to HHS and will share it with ELSW members when she receives it.