# External Laboratory Safety Workgroup (ELSW)

## Meeting Summary

**Monday, August 25th, 2014**  
**5:00 – 7:00 P.M.**

### Attendees

- Joseph Kanabrocki, PhD, CBSP – Co-Chair
- Kenneth I. Berns, MD, PhD – Co-Chair
- Debra L. Hunt, DrPH, CBSP
- Patty Olinger, RBP
- Michael A. Pentella, PhD, D(ABMM)
- David A. Relman, MD
- Heather J. Sheeley, BA (Hons), MS.,CBiol MSB, CMIOSh, FISTR
- Thomas V. Inglesby, MD
- Jill Taylor, PhD
- Fred Sparling, MD
- Elaine Baker, ELSW DFO*
- Domenica (Dee) Zimmerman
- Heather J. Sheeley, BA (Hons), MS.,CBiol MSB, CMIOSh, FISTR
- Michael Bell, MD, Interim Director of Laboratory Safety*
- In attendance  
  * CDC Employees

### Summary of Meeting Notes

#### Roll Call

*Elaine Baker, ELSW Designated Federal Officer (DFO)*

#### Laboratory Safety Internal Workgroup (LSIW) Updates

*Dr. Michael Bell, Interim Director of Laboratory Safety at CDC*

- Status report on Moratorium: 15 of 45 completed releases of moratorium have been evaluated.
- The LSIW is making plans to develop a 2-year Biosafety Program/Fellowship
- Determine gap between Clinical Laboratory Improvement Amendments (CLIA) labs and other research labs
  - Main problem: Lack of standardized documentation practices
  - Benchmarking practices: in order to move toward Good Laboratory Practice (GLP and CLIA certification, funding requirements mandate proper documentation for private institutions and research labs

#### ELSW Discussions

*Dr. Joseph Kanabrocki and Dr. Kenneth Berns, Co-Chairs, ELSW and ELSW members*

- **Document Request Materials**
  - Documents to be used as background materials and not remain as the main focus of ELSW
- **CDC to focus ELSW’s efforts and determine top five issues/priorities to advise on**
  - Sub-divide ELSW into smaller groups and determine future planning
  - Short-term: Creation of check-lists and protocols
    - Risk/Issues: Individuals disregarding checklists and protocols
    - Study lessons learned from the moratorium
  - Long-term goal: Provide options that impact the laboratory safety culture of CDC
    - Build individuals’ attitudes
    - Determine process and quality measures
    - Ensure that consistent information is being relayed to all staff
    - Establish a culture where staff are willing to report safety issues
- **ELSW In-Person Meeting Itinerary**
  - Meet with Principal Investigators (PI), staff, and Chairpersons of various safety committees
    - Determine the role of each committee and the role of Safety Officers
    - Determine why EH&S is missing from organization
  - Anticipate additional input from survey and engagement sessions
Training Programs
- Should all PIs take standardized training program?
- Demonstrating competency; how is it monitored?
  - CDC labs vary on how competency levels are measured
  - Determine the rigor with which individuals show competency across all labs (BSL2-BSL4)
- Short-term: ELSW to tour CDC labs during in-person meeting
- Long-term: State and local labs to adapt CDC’s lab safety culture in the future
- Create forums across various disciplines to encourage communication

ELSW Areas of Consideration
Dr. Joseph Kanabrocki and Dr. Kenneth Berns, Co-Chairs, ELSW and ELSW members
- Determine Mission Statement of Lab Safety for CDC
- Construct road-map for ELSW: Outline high-level areas of recommendation (other areas to be determined moving forward):
  - Communication
  - Reporting structures
  - Reporting mechanisms
- Status report on Laboratory Safety Survey
  - Will be distributed 8/26/14
  - Risk/Issues: collection and analysis of data prior to September 15th live meeting
    - Divide and group responses based on level (PIs, staff, technician etc.)
    - Send 2 reminder emails

Timeline to Conduct Review for Secretary Burwell (CDC, NIH, FDA) and Administrative Matters
Elaine Baker, DFO, ELSW
- Deadline is September 30th
  - Determine timelines for reviewing CDC, NIH, and FDA
  - Agenda draft to be completed by Monday, September 1st
- ELSW Live Meeting—September 15th – 17th
  - Determine subgroup discussions
  - Determine timeline of meetings effective January 2015 until December 2015
    - Twice a month to start: 2nd and 4th Monday of each month
    - Survey Monkey will be distributed to gather scheduling availabilities

Operational Protocol

Wrap up and Adjournment
Dr. Michael Bell, Interim Director of Laboratory Safety at CDC