



**External Laboratory Safety Workgroup (ELSW)
Meeting Summary
Monday, August 25th, 2014
5:00 – 7:00 P.M.**

Attendees

- | | |
|--|---|
| ✓ Joseph Kanabrocki, PhD, CBSP – <i>Co-Chair</i> | ✓ Kenneth I. Berns, MD, PhD – <i>Co-Chair</i> |
| ✓ 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 | ✓ Michael Bell, MD, Interim Director of
Laboratory Safety* |
| ✓ <i>In attendance</i> | |
| * <i>CDC Employees</i> | |

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



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- 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