

**External Laboratory Safety Workgroup (ELSW)
Meeting Summary
Monday, December 15, 2014
1:00 P.M. – 3:00 P.M.**

Attendees

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| ✓ Joseph Kanabrocki, PhD, CBSP – <i>Co-Chair</i> | ✓ Kenneth I. Berns, MD, PhD – <i>Co-Chair</i> |
| ✓ Patty Olinger, RBP | ✓ Michael A. Pentella, PhD, D(ABMM) |
| ✓ Fred Sparling, MD | ✓ Deborah E. Wilson, DrPH, CBSP |
| ✓ Jill Taylor, PhD | ✓ Sarah Wiley, MPH, <i>Designated Federal Officer</i> |
| ✓ Debra L. Hunt, DrPH, CBSP | Thomas V. Inglesby, MD |
| ✓ Heather J. Sheeley, BA, MS, CBiol, MSB,
CMIOSH, FISTR | David A. Relman, MD |
| | Domenica (Dee) Zimmerman |

✓ *In attendance*

Summary of Meeting Notes

Roll Call and Call to Order

Sarah Wiley, Designated Federal Officer (DFO), ELSW

NIH Discussion Topics

ELSW Members and Deborah Wilson, Director of Environmental Health and Safety (NIH)

The following areas of consideration for NIH discussion topics were compiled based on the review conducted at CDC:

- Institutional Oversight Committees
- Role of Environmental Health & Safety Office
- Project Risk Assessments
- Compliance and Risk Mitigation / Audits
- NIH Staff Laboratory Safety Resources
- Training Programs
- Reporting Mechanisms
- Performance Evaluations

Dr. Wilson provided an overview for each area of consideration.

Governance: The top three oversight committees are the Institutional Biosafety Committee (IBC), the Occupational Safety and Health Committee (OSHC), and the Radiation Safety Committee (RSC).

- Dr. Wilson will provide charters for these top three committees to the workgroup.

Role of the Division of Occupational Health and Safety (DOHS): DOHS is responsible for the development and implementation of programs across NIH, including the Bethesda, Baltimore, Fort Detrick, Phoenix, and the Rocky Mountain Laboratories (RML) campuses.

- DOHS performs the safety and health services for the entire NIH, not just for laboratory issues.
- DOHS has three branches – Safety Operations and Support Branch (SOSB), Technical Assistance Branch (TAB), and Community Health Branch (CHB).

Biorisk Management: For the purposes of ARAC, all non-essential recombinant deoxyribonucleic acid (rDNA) and all human pathogen work that is considered to be Biological Safety Level (BSL)-2 and above are classified as Registered Materials or Registered Experiments.

- Risk assessments are generally performed in the BioRisk Management Program. NIH conducts protocol-based risk assessments, meaning that each protocol is reviewed.

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Reporting Mechanisms: The “Occupational Safety and Health Management” manual mandates that all NIH employees can and should report any concerns they have about their safety, health, and welfare without fear of reprisal.

- Employees may contact DOHS directly, go through their supervisor, go through their Safety and Health Committee, or make an anonymous report.

There has been significant continuity at the agency. Integration of the institutes into DOHS’s programs and a lot of NIH operations are based on personal interactions. The governance structure at NIH lends itself to communication up the chain and to the BSC.

Dr. Wilson and her team will compile a variety of documents to help to better flesh out the areas of consideration, which will be supplied to ELSW members via CD in early January 2015.

Discussion Points

ELSW Members

- Recent incidents (stand-down, inventory, and outcome of the investigation) will be added as an area of consideration.
- NIH recently received full accreditation with no recommendations from the Association for Assessment and Accreditation of Laboratory Animal Care (AAALAC).

NIH Visit February 9-12, 2015

ELSW Members

- The Chairs outlined a list of categories of NIH staff and leadership from various venues to gain a variety of perspectives during the visit.
- The ELSW also determined that touring various NIH facilities would be beneficial.

Administrative Matters

Sarah Wiley, DFO

- The ACD meeting is scheduled for January 13, 2014, from 11:00 am to 1:00 PM EST.
- The LSIW is moving forward to implement a tablet system as one method of secondary verification. Ms. Olinger and Dr. Kanabrocki, whose institutions have experience with tablet implementation, will be engaged in conversation by the CDC lab safety team.
- Dr. Ostroff (FDA) engaged Ms. Wiley in discussing the workgroup’s visit to the FDA; potential dates have been suggested for April 2015. Dr. Ostroff indicated that a response to the ELSW’s letter is being completed and is forthcoming.
- The next ELSW teleconference will be January 5, 2015, from 8:00 AM to 10:00 AM EST.

Wrap up and Adjournment

Dr. Joseph Kanabrocki, Co-Chair, ELSW