

**External Laboratory Safety Workgroup (ELSW)
Meeting Summary
Tuesday, July 14, 2015
8:00 A.M. – 9:00 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>	✓
Kathleen Ethier, PhD, <i>Program Performance and Evaluation Office, Director, CDC</i>	✓
Leslie Dauphin, PhD, <i>Deputy Director, OADLSS (proposed), Office of the Director</i>	✓
Joseph Henderson, <i>Office of Safety, Security, and Asset Management</i>	✓
✓ In attendance	

Meeting Summary

Roll Call and Call to Order

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

Discussion of CDC Laboratory Safety Survey

Kathleen Ethier, Program Performance and Evaluation Office, Director, CDC and ELSW Members

Dr. Ethier offered a brief presentation on the upcoming annual laboratory safety survey. She noted that Ms. Wiley sent the draft questions for the survey to the ELSW members. The survey is similar to the survey conducted in the summer of 2014. The primary differences are that specific questions were added to address specific efforts the agency has been making to improve safety, including questions pertaining to quality control (QC), tablets, technology, et cetera.

The survey will be sent as was done last year from Dr. Kanabrocki using an external email address. Dr. Frieden will also send an email as he did the first time to encourage laboratory staff to complete the survey, and ensuring confidentiality. The goal is to obtain approximately 500 responses. The plan is to collect and analyze the data and develop a report similar to the one prepared last year. The goal is to submit the report to the ELSW by October 1, 2015, so that they will have it to discuss during the October ELSW meeting.

Discussion Points

ELSW Members

ELSW members discussed potential questions for the CDC Laboratory Safety Survey

- Details of interest:
 - Staff perceptions of CDC efforts to improve biosafety over the past year
 - Whether or not past respondents who were critical of safety efforts in 2014 feel there have been positive changes
 - Access to information regarding the risk assessment process
 - Staff comfort and proficiency with the risk assessment process

CDC Updates

**External Laboratory Safety Workgroup (ELSW)
Meeting Summary
Tuesday, July 14, 2015
8:00 A.M. – 9:00 A.M.**

Dr. Dauphin provided an update on the agency's progress toward implementing the ELSW's recommendations and progress in other areas. In terms of leadership, one thing Dr. Frieden asked the Acting ADLSS to do is assess the current scope of the office and make recommendations about what functions should be included. A review process is underway of all of the information relative to all laboratory safety-related boards, committees, activities, and programs to define clearly what should fall under the purview of the office when it is established. The official Management Analysis and Services Office (MASO) package for the office was submitted recently and is currently under review.

- Communications and engagements updates from the OADLSS (proposed) include:
 - The OADLSS (proposed) established an official monthly newsletter to laboratory staff sent under the signature of the acting ADLSS.
 - On June 19th, Dr. Frieden convened a Laboratory All Hands meeting during which he directly updated and engaged staff in terms of what is occurring across the agency.
 - On June 23rd, the office conducted a staff engagement session to gather additional input on how to improve use of the cameras in the laboratories.
 - On July 27th, an engagement focus group will be convened to obtain feedback from staff on how to improve collaboration and engagement of laboratory staff across the agency for sharing of best laboratory practices.
- Governance, policy, technology, and external accreditation updates from the OADLSS (proposed) include:
 - The established Laboratory Safety Review Board took on a function of the previous internal Laboratory Safety Improvement Workgroup (LSIW) to review protocols and monitor adherence to the newly established procedures.
 - Formal risk assessment training began in March and has been conducted every month since then.
 - The proposed ADLSS office and OSSAM have been working collaboratively on the development of policies, including new policies and amendments or updates to existing policies.
 - Pilot laboratories are participating in benchmarking visits, with the purpose of learning from externally accredited federal and state laboratories.
 - Five BSL-3 and BSL-4 laboratories are piloting tablet technology, testing the efficiency and effectiveness of the tablets for using a checklist in their procedural steps.

Mr. Henderson gave an overview of CDC's Office of Safety, Security, and Asset Management (OSSAM) and its Environment, Safety, and Health Compliance Office (ESHCO). OSSAM addresses the business service side of CDC and is working very closely and collaboratively with Dr. Dauphin and her team and the laboratorians to collectively improve the agency's laboratory safety programs. ESHCO is CDC's general safety program, and biosafety is a component of its responsibilities, though there is also a very large program that deals with industrial safety, environmental compliance, office safety, occupant emergency planning, building evacuations, emergency response, et cetera.

Discussion of FDA Report and Plans for July 17, 2015, ACD Meeting

- Dr. Kanabrocki asked whether there was any additional feedback or any questions regarding the report he prepared on the Food and Drug Administration (FDA) site visit to be presented to the ACD on July 17, 2015. He expressed appreciation for the thoughtful and insightful comments he received from everyone, and everyone agreed that he had done a great job in preparation of the report.

**External Laboratory Safety Workgroup (ELSW)
Meeting Summary
Tuesday, July 14, 2015
8:00 A.M. – 9:00 A.M.**

- Ms. Wiley provided a draft of the report to the FDA, and they indicated that they appreciated and plan to begin addressing the ELSW's findings.
- A meeting is being scheduled with the laboratory safety leadership of CDC, NIH, and FDA to discuss ongoing issues of joint interest, progress toward improvements, and best practices.

Administrative Matters and Adjournment

Sarah Wiley and ELSW members

- Ms. Wiley will distribute information to the ELSW members regarding the new internal newsletter, Lab Links.
- A new interim COI form is being implemented for the ELSW. CDC is in the process of reviewing a proposed new policy for all CDC workgroups, so this may change again. The interim COI will be kept on file for one year, so it will not need to be updated until next summer unless CDC policy changes and a new procedure must be implemented.
- The next ACD meeting is scheduled for July 17, 2015, at 1:30 PM via teleconference.
- Given that there will be no business to address, the July 21, 2015, ELSW meeting was cancelled.
- The next ELSW meeting will be convened via teleconference on August 3, 2015, at 8:00 AM.