

**External Laboratory Safety Workgroup (ELSW)
Meeting Summary
Monday, June 8, 2015
8:00 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>	✓
Kathleen Ethier, PhD, <i>Program Performance and Evaluation Office, Director, CDC</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 conducted a brief presentation on the upcoming annual laboratory safety survey. The survey will be similar to the survey conducted in the summer of 2014. The PPEO team will review data from 2014 survey responses to recommend revisions for the 2015 survey. Wording and response options of original questions will not be altered to allow comparison of pre/post changes.

The draft survey will then be distributed to the ELSW and some internal staff for review. The same methodology will be used as last year for implementation of the survey, with an anticipated launch date of August 1, 2015. An early August launch date will ensure that the survey can be extended out for three to four weeks, if necessary. A final report will be drafted for ELSW review prior to the October meeting at CDC.

Discussion Points

ELSW Members

ELSW members discussed plans and logistics for the CDC Laboratory Safety Survey

- The goal of the survey is two-fold:
 - Identify whether perceptions of safety in CDC laboratories has improved over the last year
 - Determine whether some of the targeted efforts have been effective
- Survey participants will be asked to sign up to participate in focus groups by registering to receive news via the Lab Safety Mailbox.
- Results last year indicated that overall, people felt that CDC laboratories were safe. However, there were smaller pockets of very specific groups who felt otherwise. The ability to identify such nuances is necessary and it will be important to achieve as high a response rate as possible in order to evaluate these smaller groups.
- SurveyMonkey allows for response rates to be monitored along the way, identifying the need to extend the deadline if necessary.

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

- Dr. Kanabrocki is drafting the synthesized report from the FDA site visit and will distribute to members for their review by the end of the week.

Administrative Matters and Adjournment

Sarah Wiley and ELSW members

- June 23rd and July 6th ELSW teleconference meetings are canceled as either the Co-Chairs or Sarah Wiley (DFO) are unable to attend. The workgroup will plan to meet on July 14, 2015, at 8:00 AM EDT to discuss their presentation to the ACD.
- The ACD meeting is scheduled for July 17, 2015, at 1:30 PM.
- The FDA report will be finalized by July 2nd.
- The workgroup will plan to discuss the Department of Defense (DoD) incident during the next ELSW teleconference.
- A new, agency-wide COI disclosure process is under development for all workgroups. In the interim, the ELSW will transition to a form that will be specific to the workgroup and will be valid for a year, unless information changes. Members will also verbally announce potential conflicts at the beginning of each teleconference.
- The NIH report was transmitted to HHS on May 28 and will not be released publicly until the 30-day HHS review period ends. CDC does not have any plans to proactively release the report beyond addressing it in the minutes of the public meetings.