

Laboratory Safety Committee

Meeting Minutes

January 25, 2016

Members in Attendance: John Bartmess, Derek Bailey, Chris Boake, Susan Fiscor, Terry Hazen, Lee Jantz, Greg Jones, Pam Koontz, Chris Fedo, Scott Moser, Matthew Cooper, Jacob Payne, Bill Dunne, James Cantu, Henri Grissino-Mayer, Butch Irick

Absent: Marsha Smith, Larry Miller, Steve Oliver, Brian Ranger, Linda Hamilton, Robert Nobles, Paul Dalhamier

1. **Introduction of New Members** – Scott Moser joined the EHS staff on January 4 of this year. He fills the position vacated by Linda Hamilton during the fall.
2. **Minutes** – Minutes were approved by members in attendance.
3. **Organizational Change** – Effective January 1, 2016 EHS reports to the Associate Vice Chancellor for Public Safety (Troy Lane). EHS is joined by Emergency Management and UT Police in Public Safety.
4. **Lab Safety Awareness for Facilities Services** – The handouts contained a two-sided lab safety guide for Facilities Services employees. Getting feedback from Facilities Services before a final release was suggested.
Action Item: Derek Bailey will solicit input from the Star Team.
5. **First Aid Kits** – April Case developed a one-page guide on kits following the last Lab Safety Committee meeting. Input from the group included, one minor typo, including a record sheet or some way to document a periodic inspection.
Action Item: April will make the changes and distribute the guide.
6. **JIAM Move** – Veolia was the successful bidder for the contract to move chemicals to JIAM. This is the same vendor that manages hazardous waste for the university. Veolia will be onsite next week to start moving chemicals to the JIAM building.
7. **Moving Labs & Closeout** - Pam presented revised guidelines to the committee for review and comments. Several revisions to this document were made since the last meeting to address concerns. The term “Department Head” has been modified to include facility managers. The document was approved with changes
Action Item: Pam will make changes and distribute the file
8. **2016 Chemical Inventory** – The annual chemical inventory kicked-off on January 19 with March 1st as the deadline. Notices were sent via email to individuals who have previously filed an inventory. In addition, information about the submittal process was conveyed through the Deans, Directors and Department Heads distribution list and TN Today. Next year inventories will be placed on the Archibus platform.

Action Item: Pam will send a list of areas that haven't completed their inventory and fall under the College of Engineering to Bill Dunne and Chris Boake (College of Arts and Sciences) by the end of March.

9. **APLU 20 Recommendations for Improving Safety Culture** - The handouts contained a list of 20 recommendations from the American Public Land Grant Universities (APLU) regarding improving laboratory safety culture. Taylor Eighmy (co-chair) and Robert Nobles (secretary) have been actively involved with this issue at the national level. Consideration is being given to adopt some or all of the recommendations as committee goals for the year.
Action Item: Mark will send the list to members plus a detailed version. In addition, he will develop a gap analysis and bring to the next meeting.

10. **Lab door sign program** – James Cantu reported on the status of the lab door sign program.

Other Business

11. **Buehler Power Operated Door** – It was reported that a power operated door in Buehler would not open for a period time after it closed.

Action Item: Derek Bailey will follow up

12. **Closure of the University Due to Inclement Weather and Lab Hazards** – Several safety concerns were discussed relative to inclement weather. Some lab workers elect to stay in the building. Calling the Facilities Services one-call number (946-7777) was also discussed.