

**Lab and Workplace Safety Committee (LWSC)  
Meeting Minutes  
January 26, 2015**

**Members in Attendance**

John Bartmess  
Chris Boake  
James Cantu  
April Case  
Paul Dalhaimer  
Bill Dunne  
Susan Fiscor  
Linda Hamilton  
Terry Hazen  
Robert Nobles  
Steve Oliver  
Pam Koontz  
Brian Ranger  
Mark Smith  
Marsha Smith

**Handouts**

Agenda  
Minutes From Last Meeting  
Lab Self-Assessment System Implementation P  
Laboratory Health and Safety Plan - draft  
Laboratory Door Posting Plan - draft  
Safety Manual –Table of Contents

- I. **Minutes from the Previous Meeting** – The handouts contained the minutes from the last (November 17, 2014) LWSC meeting. Corrections should be sent to Mark Smith
- II. **Statement of Support for Safety Culture** – Robert Nobles is developing a statement of support for safety that will be issued by the chancellor and president. *He will send a draft to the LWSC for review before final release.*
- III. **LWSC By-laws** – Currently there is no charter or by-laws for this committee. The following members will work to draft a charter: Marsha Smith, Bill Dunne, Robert Nobles, Susan Fiscor and Steve Oliver. The role of the LWSC was discussed.
- IV. **Department Safety Representatives** – Additional representation from the university community was suggested. *Mark will send a list of current members to Bill and Terry.*
- V. **Laboratory Health and Safety Policy** – Linda Hamilton distributed and discussed the draft policy. Suggestions regarding expanding the roles and responsibilities section and adding language to link the policy to Biosafety, Rad Safety and UTIA were made. *Linda will revise the draft and bring to the next meeting.*

- VI. **Safety Policies** – The handouts contained the table of contents from the safety manual. Suggested policies that are not found in the safety manual include 1). Chemical spills and releases and 2). Cranes (including overhead lifts). It was suggested that a policy gap analysis be delayed until after the LWSC by-laws are finalized.
- VII. **Self-Assessment Implementation Plan** - Linda Hamilton introduced a plan to implement a self-assessment of labs. Discussions regarding laboratory contacts being determined through the new door placarding system were held. The revised implementation plan was not presented in its entirety and will be on the February agenda.
- VIII. **Door Placarding Implementation Plan** – James Cantu presented this subject. He has developed an online survey that can be used to collect information for the door placard program. An implementation schedule was discussed.
- IX. **Chemicals Requiring Approval** – EHS has manually sorted the chemical inventory vs. the list of chemicals requiring approval. Less hazardous substances on the list need to be removed or have a higher (quantity) threshold established. *EHS will revise the list and send the chemical inventory to John Bartmess for comparison.*
- X. **EHS/Material Science – Acid Accident/Exposure** - Three individuals were splashed with an acid solution while conducting a safety inspection. A poorly labeled container failed and it appeared hydrofluoric acid was one of the constituents. The importance of proper labeling was emphasized in this lessons learned.
- XI. **Electron Microscopy Center Contamination** – Marsha Smith discussed a lab contamination event that involved tritium. A tritiated sample had been brought into the EMC prep lab and as a result contaminated the laboratory. The contamination was limited to prep lab. The individual who brought in the radioactive sample has not been identified, but the space was used by several research groups.
- XII. **Children in Labs** – The subject of children in laboratories and shops was discussed. *Robert will approach HR and the General Counsel's Office about this subject.* Once suggested approach was a single sentence in the Minors in Shops and Lab policy that prohibits children in labs unless they are present for university-sponsored activities.

**Lab Safety Committee (LSC)  
Meeting Minutes  
November 2, 2015**

**Members in Attendance**

- |                   |                |                  |
|-------------------|----------------|------------------|
| 1. John Bartmess  | 8. Terry Hazen | 13. Robert Noble |
| 2. Derek Bailey   | 9. Lee Jantz   | 14. Mark Smith   |
| 3. Chris Boake    | 10. Greg Jones | 15. Marsha Smith |
| 4. Sally Brogden  | 11. Pam Koontz |                  |
| 5. Paul Dalhamier | 12. Marino     |                  |
| 6. Susan Fiscor   | Labrador-San   |                  |
| 7. Linda Hamilton | Jose           |                  |

**Members Absent**

- |                |                 |
|----------------|-----------------|
| 1. James Cantu | 4. Larry Miller |
| 2. Bill Dunne  | 5. Steve Oliver |
| 3. Butch Irick | 6. Brian Ranger |
|                | 7. Ling Zhao    |

- I. Minutes From Previous Meeting** – The handouts contained minutes from the previous meeting and were approved by members in attendance.
- II. Lab Closeout Procedures/Process** – The handouts contained a guide for moving a lab. Including a column or other identifier indicating responsibility (PI vs. EHS) in the text was suggested.  
*Action Item: Representatives from Biosafety, Radiation Safety and EHS will develop a procedure, including checklists for vacating labs and bring back to the committee for approval.*
- III. First Aid Kits** – This was a follow up from last month’s meeting. Several issues related to first aid kits were discussed including access, contents, liability and training. Based on UTK’s proximity to medical services first aid kits are not required.  
*Action Item: Environmental Health and Safety will develop a safety notice about first aid kits and bring back to the committee.*
- IV. Ovens and Mercury Thermometers** – Susan Fiscor discussed a recent event that involved a broken mercury thermometer inside an oven in a research lab. Many mercury-containing thermometers in labs have been replaced with alternatives (non-mercury). Replacing mercury thermometers in research labs is more challenging. Conducting a survey of these thermometers during the lab audit protocol was suggested. Having a safety guide for broken mercury containing devices (including Hg vapor arc lamps) was discussed.

- V. **Chemicals Requiring Approval** - This subject was discussed earlier in the year and will be brought back to the committee in December. Thresholds (quantities) have been added to the spreadsheet. Approval could be performed by the LSC or EHS.  
*Action Item: Mark will compare the current draft with one's from ORNL and UC Berkley.*
- VI. **Hesler Biology Eyewash – Room 135** – This is a lab that should have an eyewash and has been cited on several occasions in the past.  
*Action Item: Derek Bailey from Facilities Services indicated he is developing an estimate for one installed.*
- VII. **Safety Training** – Including safety training as part of the annual performance evaluation was discussed. Various formats exist for conducting this review.  
*Action Item: Terry will check with John Zomchick regarding faculty performance evaluations and Mark will check with Linda Harig for staff.*
- VIII. **Controlled Substances** – EHS is completing a survey of individuals on campus who hold a license for controlled substances. The deadline for the completion is Friday, November 6.  
*Action Item: A report on compliance will be brought to the December LSC meeting.*
- IX. **Improving Safety Culture – Next Steps** – Robert Nobles briefed the committee on the initiatives he and Dr Eighmy are taking to the national APLU EHS round table at the conference next month. They have developed a “toolbox” of 20 safety culture initiatives, and intend to send a call to action letter to all APLU Presidents, CBOs and Chancellors. He will share the toolbox with the LSC, and from that we can identify the next steps for promoting lab safety culture at UT.  
*Action Item: Robert Nobles will email the toolbox to LSC, for alignment with future LSC initiatives.*
- X. **Lab Audit Update** – Pam briefed the committee on difficulty identifying labs and their owners within departments that have not been audited yet in 2015. Difficulties discussed were: 1) Inconsistent lists of lab spaces and owners from different sources (department safety reps, IRIS, Chemical Inventories, and departmental administrators). 2) Shared lab space without obvious ownership. 3) No mechanism to access locations from the door placard database. The group discussed various ways to identify lab locations and owners. Derek Bailey has a list he compiled for his program and offered it to Pam. The lab door placard program could be a resource, but the status couldn't be determined lacking input from James Cantu.  
*Action Item: Derek will send his STAR list to Pam. Dr Boake provided Pam with the current information she has on labs within Arts & Sciences. The committee requested that James Cantu provide lab location and contacts from*

*the door placard data for Pam to use in scheduling lab audits. James is also requested to give an update on lab door sign program status.*

- XI. **Open Positions** – The following positions that are involved with laboratory safety are currently open
  - a. UTIA – Safety coordinator
  - b. UTK – Lab safety
  - c. UTK – Radiation Safety
  
- XII. **Meeting Schedule** – The next LSC meeting will be Monday, December 7, at 1:30 in the Mary Green room (258) of Hodges Library.

**Lab and Workplace Safety Committee (LWSC)  
Meeting Minutes  
February 23, 2015**

**Members in Attendance**

Derrick Bailey	Bill Dunne	Robert Nobles
John Bartmess	Chris Fedo	Pam Koontz
Sally Brogden	Susan Fiscor	Brian Ranger
Chris Boake	Henri Grissino-Mayer	Mark Smith
James Cantu	Linda Hamilton	Marsha Smith
Matt Cooper	Greg Jones	
Paul Dalhaimer	Larry Miller	

- I. **New Members and Introductions** – There were several new committee members present.
- II. **Minutes From Previous Meetings** – The handouts contained minutes from the previous meeting. Any changes should be sent to Mark Smith.
- III. **LWSC By-laws** – Bill Dunne provided an update on the by-laws for this committee. This subject will be brought back to the next meeting.
- IV. **Laboratory Health and Safety Policy** – Linda Hamilton distributed suggested changes to the draft policy that were based on comments from the last meeting. There were additional comments and suggestions. Linda will make these updates and send the revised policy to the committee. Please email additional questions, comments and feedback to Linda.
- V. **Self-Assessment Implementation Plan** - Linda Hamilton discussed implement of the self-assessment plan of labs. Development of the program, piloting, revising, and communication of the self-assessment program will be conducted throughout 2015 and early 2016. The full program will be rolled out in 2016. EHS will perform follow-up inspections in coordination with the self-assessments.
- VI. **Door Placarding Implementation Plan** – James Cantu presented this subject. He has developed an online survey that can be used to collect information for the door placard program. The survey has been tested on a small group and minor changes have been completed. An implementation schedule was discussed.
- VII. **Children in Labs** – The subject of children in laboratories and shops was discussed. Mark has inserting a sentence in the Minors in Shops and Lab policy that prohibits children in labs unless than are present for university-

sponsored activities. This revision will be sent to members for a vote. Robert has cleared this change with the General Counsel's office.

- VIII. **Laurel Hall Fire** – A fire occurred in Laurel Apartments on Friday, February 20. The sprinkler system activated and the fire department responded. A number of safety issues related to this event are being reviewed.
- IX. **Chemicals Requiring Approval** – This subject was tabled until the next meeting.
- X. **Transportation of Injured Students on Campus** – Mark will organize a meeting with Brian Browning, Robert and Troy Lane to discuss transporting injured students for medical care. Results of the meeting will be presented to the LWSC.
- XI. **System Safety Policy on Responsibilities** – Mark will send the latest draft of policy SA 700 (Safety and Environmental Health Responsibilities) to the committee.

**Lab Safety Committee (LSC)**  
**Meeting Minutes**  
**March 23, 2015**

**Members in Attendance**

- |                   |                    |                   |
|-------------------|--------------------|-------------------|
| 1. John Bartmess  | 7. Susan Fiscor    | 12. Robert Nobles |
| 2. Chris Boake    | 8. Butch Irick     | 13. Pam Koontz    |
| 3. James Cantu    | 9. Henri Grissino- | 14. Brian Ranger  |
| 4. Paul Dalhaimer | Mayer              | 15. Mark Smith    |
| 5. Bill Dunne     | 10. Linda Hamilton | 16. Marsha Smith  |
| 6. Chris Fedo     | 11. Greg Jones     | 17. Ling Zhao     |

- I. **Introductions** – Members in attendance were introduced.
- II. **Minutes From Previous Meetings** – The handouts contained minutes from the previous meeting and were approved with two changes (Spelling: Derek Bailey, Section 6 the word “inserting” should be “inserted”).
- III. **By-laws** – Bill Dunne provided an update on the by-laws, which were revised by a working group. He will send a copy to committee members for review. Comments are due to Bill in two weeks (April 7).
- IV. **Laboratory Health and Safety Policy** – Linda Hamilton has revised this document based on input from the committee. Any additional comments should be submitted to her by April 1 before the policy becomes final. Susan Fiscor requested committee feedback to revise the analogous UTIA Lab Safety Program Document. Susan will email the document to the committee.
- V. **Laboratory Scoring** – Brian Ranger discussed how the Biosafety Office addresses lab inspections. Scores below 85% trigger additional review and action. The subject of stop work was addressed by Biosafety, Radiation Safety, EHS and the UTIA safety office during the meeting.
- VI. **Positive Reinforcement** – Safety often focuses on negative aspects. There should be recognition of individuals and groups that demonstrate a strong safety culture. Having a safety slogan contest was discussed. Establishing criteria and judges were also mentioned. Mark, Robert and Terry will meet to discuss this subject and bring back to the committee at the next meeting.
- VII. **Lab Door Sign Program** – James Cantu presented an update on this subject.

- VIII. **Children in Labs** – The LSC voted by email to approve the insertion of a sentence in the Minors in Shops and Lab policy that prohibits children in labs unless than are present for university-sponsored activities.
- IX. **Chemicals Requiring Approval** – Mark discussed the status of this project. Revisions are being made to the written document and will be brought to the committee for review. The list of chemicals has also been recently updated. Mark will send John Bartmess a copy of the list. There are several challenges to implementation of this plan.
- X. **Transportation of Injured Students on Campus** – Robert, Mark, Brian Browning, Troy Lane, Melissa Shiver and Jennifer Lane met to discuss transporting injured students for medical care. There is limited understanding in general on campus of how to handle injuries. Mark will develop a document that details how to handle injuries and bring to the committee. After a clear process has been established it should be communicated to the campus.

**Lab Safety Committee**  
**Meeting Minutes**  
**April 27, 2015**

**Members in Attendance**

Derek Bailey  
John Bartmess  
Chris Boake  
James Cantu  
April Case  
Paul Dalhamier  
Bill Dunne  
Chris Fedo  
Susan Fiscor  
Linda Hamilton

Terry Hazen  
Lee Jantz  
Greg Jones  
Pam Koontz  
Robert Nobles  
Stephen Oliver  
Brian Ranger  
Mark Smith  
Marsha Smith  
Zing Zhao

- I. **By-laws** – The draft by-laws were reviewed, edited and approved by members in attendance. Bill Dunne led the discussion and revisions. *Mark will send a copy of the approved by-laws to members.*
- II. **Committee Membership**- The handouts contained a list of current committee members. Additional representation will be requested from Physics, Ecology and Evolutionary Biology (EEB) and Biochemistry and Cellular Molecular Biology. It was suggested that the Joint Institute for Advanced Materials (JIAM) have a representative for this committee. Other departments that should be invited to participate include Industrial Engineering and Kinesiology.
- III. **Roll Out of the Lab Safety Manual and CHP Template** – The Lab Safety Manual is currently under review. *Linda Hamilton will send the manual to all members of the committee with a deadline set for comments.*
- IV. **Update on Lab Safety Survey** – Pam Koontz and Linda Hamilton are using a revised process to survey labs. Overall the process is going well with some modifications being made. Chemistry and BCMB are currently involved with the review. Responses have been positive from lab personnel. Common findings include housekeeping, labeling, and flammable liquid storage. A checklist is sent to the PI

- before the survey occurs. The disposition of these reports was discussed. *The EHS lab safety staff will send the inspection schedule to Bill Dunne and Chris Boake.*
- V. **Transporting Injured Student**– Mark has drafted a short procedure on management of injured students, staff and visitors and submitted to the Risk Management Office for review. *Mark will follow up Jennifer Lane, UT's Risk Manager and forward a revised draft to the committee.*
- VI. **Positive Reinforcements for Safety** – *Mark will schedule a meeting with Terry and Robert to address this topic.*
- VII. **Guides and Information** – April Case and James Cantu have developed a number of informational guide including ones on flammable liquids in laboratories, compressed gases and the lone star tick. These could be included the lab notebooks. The guide on the lone star tick could be directed to students/faculty involved with field work.
- VIII. **Building Occupant List** – A question was posed by an occupant of Senter Hall regarding a directory or contact list of building occupants.
- IX. **Required Training** – A building occupant inquired about a list of training programs that impact research. *Mark will send a list of mandatory training subjects that impact research to this individual via Pam Koontz.*
- X. **Compressed Gas Cylinder Accident** – A minor accident occurred recently that involved the failure of a glass vessel in a furnace. This particular container was under a positive pressure supplied by a compressed gas cylinder. The valve on the cylinder's regulator was inadvertently opened above the designed set point, which caused the container to rupture.
- XI. **Lab Move to JIAMS** – Moving chemicals from campus to the new JIAMS building could present a number of safety and compliance issues. Using Veolia (state's contractor for hazardous waste management) was suggested. They have the experience, permits, training and equipment to move hazardous materials. *Mark will follow up with Veolia.*
- XII. **Lab Door Sign Program** – An update on the lab door sign program was provided during the meeting
- XIII. **Next Meeting**- The next meeting will be Monday, August 3, in the afternoon. *Mark will confirm a location and send a notice via email.*

*Note for Future Meetings: Send Agenda and minutes one week before meeting.*

**Lab Safety Committee (LSC)**  
**Meeting Minutes**  
**September 8 2015**

**Members in Attendance**

- |                  |                         |                  |
|------------------|-------------------------|------------------|
| 1. Derek Bailey  | 8. Henri Grissino-Mayer | 14. Pam Koontz   |
| 2. John Bartmess | 9. Linda Hamilton       | 15. Brian Ranger |
| 3. Chris Boake   | 10. Terry Hazen         | 16. Mark Smith   |
| 4. James Cantu   | 11. Lee Jantz           | 17. Jayne Wu     |
| 5. Bill Dunne    | 12. Robert Nobles       |                  |
| 6. Matthew Fedo  | 13. Steve Oliver        |                  |
| 7. Susan Fiscor  |                         |                  |

**Members Absent**

- I. John Bartmess
- II. Sally Brodgon
- III. Paul Dalhaimer
- IV. Greg Jones
- V. Butch Irick
- VI. Larry Miller
- VII. Ling Zhao

- I. Minutes From Previous Meeting** – The handouts contained minutes from the previous meeting and were approved by members in attendance. *Mark will send a copy of the minutes to LSC members two weeks before the next meeting.*
  
- II. Laboratory Door Sign Program** – James Cantu reported on the status of this program. Considerable effort has taken place this summer to implement the new door sign program. The total number (826) of spaces containing chemicals has been identified based on several sources (IRIS, chemical inventory, etc). James developed a spreadsheet that identifies rooms that are in compliance. *He will send the file to the associated deans.*
  
- III. Laboratory Safety Manual** – This document contains a template for developing a chemical hygiene plan and was distributed to the LSC members for feedback. The committee voted and approved the manual.
  
- IV. Lab Audit Protocol** –The draft audit protocol was distributed for review and was approved (by vote) during the meeting.
  
- V. Positive Reinforcement** – The handouts contained a draft plan for recognition of safety performance. A number of changes were suggested including:

- a. \$100 will be the dollar value for the annual safety award
- b. Members of the LSC and EHS staff will not be eligible for awards
- c. Winners of the quarterly awards will also be eligible for the annual award
- d. The program will start October 1.
- e. The winner of the annual award should be recognized at the Chancellor's banquet. .

This plan was approved pending these changes by committee vote.

- VI. **Framework for Biosafety in Teaching Laboratories** – The handouts contained this documented and was introduced by Brian Ranger. This policy will be taken to the Institutional Biosafety Committee (IBC) for a vote. Comments and suggestions should be sent to Brian by the end of the week.
- VII. **Use of Biohazards in Research, Teaching and Diagnostic Testing** – The handouts contained this policy, which was approved by the IBC
- VIII. **Offsite Safety Checklist** – The handouts contain a guide that's found in the campus safety manual. It was suggested that sources of training be included in the document. The word "require" found in the title of section XII will be removed. Mark will contact Pia Wood regarding dissemination of this document.
- IX. **Safety Org Chart** – Mark will be developing an org chart of the Knoxville area safety groups (Biosafety, Radiation Safety, EHS and UTIA Safety). The chart will be including reporting lines and major program elements.
- X. **Radiation Safety Update** – The state will be on campus in October for an inspection. A new vendor is being used for dosimetry badges. There is a water leak in a lab in SERF that appears to involve a scrubber. Equipment that generates ionizing radiation or that contain a source and that are given (gift) to the researchers must be reported promptly to Radiation Safety. Failure to notify can result in a penalty (\$) from the state.
- XI. **Meeting Schedule** – The next LSC will be Monday, October 5, at 1:30 in the 6<sup>th</sup> floor conference room of Hodges Library

**Lab Safety Committee (LSC)  
Meeting Minutes  
September 8, 2015**

**Members in Attendance**

- |                 |                             |                  |
|-----------------|-----------------------------|------------------|
| 1. Derek Bailey | 7. Henri Grissino-<br>Mayer | 12. Steve Oliver |
| 2. Chris Boake  | 8. Linda Hamilton           | 13. Pam Koontz   |
| 3. James Cantu  | 9. Terry Hazen              | 14. Brian Ranger |
| 4. Bill Dunne   | 10. Lee Jantz               | 15. Mark Smith   |
| 5. Matthew Fedo | 11. Robert Nobles           | 16. Jayne Wu     |
| 6. Susan Fisor  |                             |                  |

**Members Absent**

- |                   |                 |
|-------------------|-----------------|
| 1. John Bartmess  | 4. Greg Jones   |
| 2. Sally Brogden  | 5. Butch Irick  |
| 3. Paul Dalhaimer | 6. Larry Miller |
|                   | 7. Ling Zhao    |

- I. **Minutes From Previous Meeting** – The handouts contained minutes from the previous meeting and were approved by members in attendance. *Mark will send the minutes to LSC members two weeks before the next meeting.*
  
- II. **Laboratory Door Sign Program** – James Cantu reported on the status of this program. Considerable effort has taken place this summer to implement the new door sign program. The total number (826) of spaces containing chemicals has been identified based on several sources (e.g. IRIS, chemical inventory). James developed a spreadsheet that identifies rooms that are in compliance. *He will send the file to the associated deans.*
  
- III. **Laboratory Safety Manual** – This document contains a template for developing a chemical hygiene plan and was distributed to the LSC members for review and comments. The committee voted and approved the manual during the meeting.
  
- IV. **Lab Audit Protocol** –The draft audit protocol was distributed for review and was approved (by vote) during the meeting.
  
- V. **Positive Reinforcement** – The handouts contained a draft plan for recognition of safety performance. A number of changes were suggested including:
  - a. \$100 will be the dollar value for the annual safety award
  - b. Members of the LSC and EHS staff will not be eligible for awards

- c. Winners of the quarterly awards are not excluded from the annual award
- d. The program will start October 1.
- e. The winner of the annual award should be recognized at the Chancellor's banquet.

This plan was approved pending these changes by committee vote.

- VI. **Framework for Biosafety in Teaching Laboratories** – The handouts contained this document and was introduced by Brian Ranger. This policy will be taken to the Institutional Biosafety Committee (IBC) for a vote. Comments and suggestions should be sent to Brian by the end of the week.
- VII. **Use of Biohazards in Research, Teaching and Diagnostic Testing** – The handouts contained this policy, which was approved by the IBC. Brian provided an overview of this document.
- VIII. **Offsite Safety Checklist** – The handouts contain a guide that's found in the campus safety manual. It was suggested that sources of training be included in the document. The word "require" found in the title of section XII will be removed. Under the "Responsibilities" section, the instructor of record, department safety officer or PI will be included with the department head. . A suggestion was made to keep the focus of this document on institutional activities related to instruction or funded research in remote areas. *Mark will contact Pia Wood regarding dissemination of this document. In addition, he will contact ORNL to determine how they approach this subject.*
- IX. **Safety Org Chart** – *Mark will be developing an org chart of the Knoxville area safety groups (Biosafety, Radiation Safety, EHS and UTIA Safety).* The chart will be including reporting lines and major program elements.
- X. **Radiation Safety Update** – The state will be on campus in October for an inspection. A new vendor is being used for dosimetry badges. There is a water leak in a lab in SERF that appears to involve a scrubber. Equipment that generates ionizing radiation or that contain a source and that are given (gift) to the researchers must be reported promptly to Radiation Safety. Failure to notify can result in a penalty (\$) from the state.
- XI. **Meeting Schedule** – The next LSC will be Monday, October 5, at 1:30 in the 6<sup>th</sup> floor conference room of Hodges Library.

**Lab Safety Committee (LSC)  
Meeting Minutes  
October 5, 2015**

**Members in Attendance**

- |                                    |                                              |                  |
|------------------------------------|----------------------------------------------|------------------|
| 1. John Bartmess                   |                                              | 11. Steve Oliver |
| 2. Mark Wagner for<br>Derek Bailey | 7. Philip Li for<br>Henri Grissino-<br>Mayer | 12. Pam Koontz   |
| 3. Chris Boake                     |                                              | 13. Brian Ranger |
| 4. Matt Cooper                     | 8. Linda Hamilton                            | 14. Mark Smith   |
| 5. Bill Dunne                      | 9. Terry Hazen                               |                  |
| 6. Chris Fedo                      | 10. Greg Jones                               |                  |

**Members Absent**

- |                   |                 |
|-------------------|-----------------|
| 1. Sally Brogden  | 4. Susan Fiscor |
| 2. James Cantu    | 5. Butch Irick  |
| 3. Paul Dalhaimer | 6. Larry Miller |
|                   | 7. Ling Zhao    |

- I. Minutes From Previous Meeting** – The handouts contained minutes from the previous meeting. Two changes were noted with respect attendee names. Mark will make these changes. Minutes were approved by members in attendance pending these revisions.  
*Action item: Mark will send the minutes to LSC members approximately two weeks before the next meeting.*
- II. Lab Audit Protocol** –Linda Hamilton provided an update on the lab audit protocol. Overall it has been well received, although more time consuming than the previous process. Comparing the list of labs in the audit process with the chemical inventory was discussed.
- III. Moving Chemicals to JIAM-** Environmental Health and Safety has developed an RFP to move chemicals to the JIAM building and will be sending to Purchasing.
- IV. Laboratory Closeout** – It will be important to have a process to verify that a lab is safe once it has been vacated.  
*Action item: Biosafety, Radiation Safety and EHS can establish a process to address these spaces.*
- V. Positive Reinforcement** – The positive rewards plan became effective this past Thursday.  
*Action Item: Mark will advertise this program via the Office of Research and Engagement*

- VI. **First Aid Kits** – First aid kits are present in some labs on campus. The University is not required to provide these in the workplace, but they should be maintained if present. First aid kits could be added to the lab audit checklist. A proposal was made to have central first aid kits, which could be located in common areas.  
*Action item: Mark will develop a proposal to provide central first aid kits in buildings with labs and bring back to the group.*
- VII. **Safety Culture, Next Step-** The handouts contained a list of projects that were identified earlier this year that could be used to advance the safety culture of the campus. Some have been completed, while others remain to start. Discussion points included:
- a. **Field safety parameters** – *Mark will check with ORNL and others who may have these similar documents.*
  - b. **Produce and share “At a Glance” one page safety sheets** – This is part of the bi-weekly communication effort that’s started recently by EHS and the Office of Research and Engagement.
  - c. **Self-assessment plan** – the list of review factors could be distributed to labs prior to the annual audit.
  - d. **Support for Safety from top management** – this is key to improving safety culture. Support could be obtained from the Faculty Senate. It was noted that some of the faculty who hold Governor’s Chair positions came from national labs or other employers with strong safety cultures.
- VIII. **Meeting Schedule** – The next LSC will be Monday, November 2, at 1:30 in the 6<sup>th</sup> floor conference room of Hodges Library.

# **Laboratory Safety Committee**

## **Meeting Minutes**

### **December 7, 2015**

**Members in Attendance:** John Bartmess, Derek Bailey, Chris Boake, Sally Brogden, Paul Dalhamier, Susan Fiscor, Linda Hamilton, Terry Hazen, Lee Jantz, Greg Jones, Pam Koontz, Robert Nobles, Chris Fedo, Matthew Cooper, Ling Zhao, Jacob Payne, Bill Dunne, James Cantu, Henri Grissino-Mayer, April Case

**Absent:** Marsha Smith, Butch Irick, Larry Miller, Steve Oliver, Brian Ranger, Mark Smith

1. **Minutes** – Minutes were approved by members in attendance.
2. **First Aid Kits** - April handed out a one-page guide on kits that EHS developed. There was discussion about how to ensure they are inspected. Some wording revisions were suggested. April will make changes and send to the committee. There was a recommendation to include a question on first aid kits on the lab safety inspection form.
3. **AEDs** - Bill Dunne inquired as to whether AEDs should be a central life safety function that the administration finances. Dr Nobles asked if AEDs are the right path to follow and should there be a campus plan to determine where AEDs should be located. A question was posted as requested briefing: why are we doing this, and what are best practices? Chris Boake recommended conversation move back to Safety Committee agenda (not the Lab Safety Committee).
4. **Moving Labs & Closeout** - Pam presented guidelines to the committee for review and comments. This topic will be brought back to the next meeting for final approval. Bill wants to see a checkoff indicating the lab is cleared and that accountability has been established. Facilities Services should also sign the checkoff. A better process is needed, not just for moving, but also for all closeouts, include turning in keys. The general guidelines should be shorter for quick accessibility. Make this focus on lab closeout, with a checklist for PI to use. There should be separate guidance for lab moves. Terry suggested getting the DOE lab exiting checklist for labs. A request was made for Robert to investigate the HR process for exiting faculty. The department head's signature should be added to the close out. A mechanism should be developed to trigger the close out process and establish who has knowledge and information at the beginning of faculty departure or move. A final draft should go to DDDHS for review, as it will include requirement for DH and faculty.
5. **DEA Controlled Substances** - Current survey response may not be good capture of the situation. Dr Nobles and April will revisit this subject. This topic was tabled pending additional review.
6. **Safety training and Performance Evaluations** - James Cantu briefed that this is being considered as an addition to the annual performance evaluations.

**7. Lab door sign program** - Dr Dunne asked for list of "empty" door holders (rooms which haven't completed sign information).

**8. Chemicals Requiring Approval** – Tabled until the next meeting

**9. Improving Lab Safety Culture** - Dr Nobles briefed the committee on APLU toolbox and lab safety initiative. Dr Hazen asked Dr Nobles to present this information to the faculty senate.

**10. Update on positions**

UTIA - new Safety Coordinator hired recently

UTK EHS - newly replaced lab safety person (refill position Linda Hamilton vacated when she went to Biosafety)

UT Rad Safety - open position, revising PDQ

**11. Annual Chemical Inventory Kickoff** - The annual chemical inventory is set to start early mid-January with a due date of March 1. The process will be similar to last year.

**12. SERF 303 Incident** - This event involved a laboratory oven that overheated. This was described as a near miss with the biggest concern being miscommunication to the EHS on-call person. It was recommended that the responding officer call the EHS on-call person directly. This process change will be addressed in the spring training for UTPD. It was requested that EHS develop a written lessons learned document for next meeting.

**13. Workers Comp Changes**- James Cantu gave introduction to upcoming changes.

**14. 2016 Spring Meetings**- It was requested that Mark send meeting invitations to the committee for 2016 dates. Care should be taken to note holidays, such as the Martin Luther King Day.

Other business:

**15a. BSL Lab Preparations** - Linda Hamilton reviewed the status of BSL3 lab preparations. The self-assessment process being developed for labs was also discussed. In addition, Linda discussed the IBC self-assessment. The main finding of this review was the need to have the charter updated. A committee has been formed complete this task.

**15b. Laundering Lab Coats** - Dr Zhao responded with the information thru Biosafety program, and the option of laundering thru the vet school central sterilization. A question was posed as to whether this can also be done as a departmental contract with cleaning vendor.