

# Lab Safety Committee Meeting Minutes – February 22, 2016

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Members in Attendance: Terry Hazen, Pam Koontz, Linda Hamilton, James Cantu, Marsha Smith, Chris Boake, Butch Irick, Jacob Payne, Scott Moser, Paul Dalhamier, Greg Jones, Chris Fedo, John Bartmess, Lee Jantz, Matt Cooper, Derek Bailey.

Absent: Mark Smith, Brian Ranger, Bill Dunne, Robert Nobles, Larry Miller, Susan Fiscor, Steve Oliver, Henri Grissino-Mayer

1. **Minutes** – The minutes from the January 25, 2016 meeting were approved by the members present.
2. **APLU Safety Culture Recommendations – including Gap Analysis** – Marsha Smith presented that she had met with Brian Ranger and Mark Smith on the topic. The gap analysis was not complete, and would be shared at a later point. The general conclusion from the discussion was that most of safety culture recommendations would be worked on and issued from the APLU recommended campus safety culture task force. Developing this task force is the third APLU recommendation. She recommended that the lab safety committee move toward identifying different members, or groups, that should be represented on the safety culture task force to begin the process.

*Action Item: The lab safety committee requested that Robert Nobles or Taylor Eighmy present to the committee more information on the APLU recommendations.*

3. **Move to JIAM – Status Report**- The final version of the lab checkout procedure has not been approved for the labs already moving. The department heads for the labs moving have the unapproved form. Labs are in various stages of moving at this time. Pam Koontz prepared a JIAM lessons learned from the moves that have occurred thus far. Chris Boake will share the document with George Pharr. At the time of the meeting, no EHS checklists had been completed yet. There is no deadline for these forms. It assumed that the lab being vacated could be cleaned out up until the summer. Door placards for JIAM are being completed. It was suggested that EHS perform some preliminary walkthroughs in the JIAM lab. The moving forms could be signed by EHS staff at that time.
4. **EPS lab safety culture support** – The EPS department is observing the JIAM move for any lessons learned to incorporate into their process for a successful move to Strong Hall. Discussions of the moving process have already started with department PI's.

5. **Chemical Inventory** –The deadline for the chemical inventory is March 1. An email reminder and Tennessee Today reminder are being sent out in the coming days.
6. **Lab Safety Awareness for Facility Services employees** – This document has been sent to Derek Bailey for review. This training includes information on PPE, physical hazards, and hazard labeling. EHS is working with Mike Raabe in Facility Services for employee instruction implementation. EHS is waiting on feedback on the document for final approval.

*Action Item: Approval of this training document during the March meeting.*

**Other Business:**

7. An update of the door sign program was presented by James Cantu. He has been able to create an laboratory hazard summary database from the data collected through the door signs
8. Biosafety update: The BSL-III third party verification is complete. The verification revealed some changes that need to be made. The documents supporting the lab have been approved by the IBC and biosafety is ready to begin training the facility workers. Starting this spring, biosafety will begin a lab self-assessment for labs to complete. This will replace one of the semi-annual lab audits conducted by biosafety staff. The other semi-annual lab audit will be an in-person site visit. These will now be scheduled rather than unannounced.
9. Chemistry needs a new location for graduate student fire extinguisher training. The students put out real fires outdoors. Any suggested locations should be made to Dr. Bartmess.
10. Meeting adjourned: 2:05 pm.