

**Lab Safety Committee (LSC)**  
**Meeting Minutes**  
**February 20, 2017**

**Members Present:**

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|--|---------------------------------------|
| 1. Chris Boake – Arts and Science      | 7. Lee Jantz - Anthropology           |
| 2. Christine Cheney – Physics          | 8. Pam Koontz – EHS                   |
| 3. Matthew Cooper – Psychology         | 9. Scott Moser - EHS                  |
| 4. Bill Dunne – College of Engineering | 10. Robert Nobles- Office of Research |
| 5. Mark Wagner– Facilities Services    | 11. Darcy Rathjen – JIAM              |
| 6. Terry Hazen – Civil and Env. Eng    | 12. Mark Smith – EHS                  |

**Members Absent**

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| 1. John Bartmess – Chemistry             | 12. Mariano Labrador – BCMB                  |
| 2. Sally Brogden – Art                   | 13. Philip Li – Geography                    |
| 3. Lori Cole - UTIA                      | 14. Rosie Metallo – Plant Sci – Grad Student |
| 4. Steve Crouch – UTIA                   | 15. Susan McMillian – Theatre                |
| 5. Paul Dalhaimer – Chemical Engineering | 16. Jacob Payne – UTIA                       |
| 6. Scott Emert – Nuclear Engineering     | 17. Brian Ranger- Biosafety                  |
| 7. Gong Gu- Electrical Engineering       | 18. John Salasin – GSS                       |
| 8. Linda Hamilton – Biosafety            | 19. Marsha Smith – Radiation Safety          |
| 9. Greg Jones – Material Science         | 20. David White - UTIA                       |
| 10. Chris Fedo – Geology                 | 21. Ling Zhao - Nutrition                    |
| 11. Butch Irick – MABE                   |  |

- I. **Approval of Minutes** – Minutes from the previous meeting (January 23, 2017) were approved by members in attendance.
  
- II. **Department Safety Contact New Program Initiative** – The handouts contained an outline for a department safety contacts program. A meeting is planned for April (not the week of 4/17). *Mark will poll members in terms of dates.* Department safety contacts and their department heads will be invited to attend. The handouts contained a draft agenda for the meeting, which is anticipated to last no more than 90 minutes.
  
- III. **Moving Lab Chemicals – JIAM and Strong Hall** – The university will be using Veolia to transport chemicals to JIAM (phase II) and Strong Hall. This is the same contractor that was used for the Phase I move and also manages the university's hazardous waste.

IV. **Chemical Inventory** – The annual chemical inventory started January 17 with the deadline for submission being March 1. Pam reported the following

- a. 250 inventories in the system
- b. 135 have not responded thus far
- c. 76 have been updated
- d. 18 are in progress
- e. 21 have never had an inventory

*Pam will follow up after the deadline with Bill Dunne and Chris Boake.*

V. **Escalation – Reporting** – The topic of what events require reporting and to whom has been discussed. *Mark will include the LSC and the Safety Committee in the development of a plan to address this subject.*

VI. **Lab Closeout Process** – Not all the labs have completed the closeout procedure for the Phase I move to JIAM.

VII. **Lab Door Sign Program** – Chris Boake discussed using information from the lab door signs in response to a water leak that occurred recently. Based on this event a request was made to include cell phone numbers on the signs, not office numbers. The following changes are planned for the signs:

- a. The Facilities Services 24/7 contact number will be added
- b. Changes will be made to the personal protective equipment