

Laboratory Safety Committee Meeting Minutes

June 19, 2017, 1:30-3:00pm

Attendees

First	Last	Organization
John	Bartmess	Chemistry
Chris	Boake	Arts and Sciences
James	Cantu	Environmental Health & Safety
Christine	Cheney	Physics
Matthew	Cooper	Psychology
Steve	Crouch	UTIA Safety Office
Scott	Emert	Nuclear Engineering
Clayton	Frazier	Risk Management
Gong	Gu	Electrical Engineering and Computer Science
Linda	Hamilton	Biosafety
Mark	Harmon	Facilities Services
Terry	Hazen	CEE, Micro, EPS
Butch	Irick	MABE
Greg	Jones	Materials Science
Pam	Koontz	Environmental Health & Safety
Mariano	Labrador	BCMB
Scott	Moser	Environmental Health & Safety
Robert	Nobles	Office of Research and Engagement
Jacob	Payne	UTIA Safety Office
Brian	Ranger	Biosafety
Mike	Rotella	Environmental Health & Safety
Erin	Tucker	Art

Absentees

First	Last	Organization
Sally	Brogden	Art
Lori	Cole	UTIA
Paul	Dalhaimer	Chemical & Biomolecular Engineering
Bill	Dunne	College of Engineering
Lee	Jantz	Anthropology
Philip	Li	Geography
Susan	McMillan	Theatre
Rosie	Metallo	Plant Science - Graduate Student
Darcy	Rathjen	JIAM
John	Salasin	GSS
Mark	Smith	Environmental Health & Safety
Marsha	Smith	Radiation Safety
Drew	Steen	Geology
David	White	UTIA
Ling	Zhao	Nutrition

I. **Welcome New Member(s):**

Mike Rotella is the new environmental coordinator for EHS

II. **Approval of Minutes:**

Minutes from the previous meeting (April 17, 2017) were approved by members in attendance.

III. **Appointment Letters:**

Robert Nobles reported that it is a standard practice for the Chancellor to issue appointment letters for organizations that act on behalf of the university to formalize the committee. This is performed annually at the change of the fiscal year. They will be ready July 1.

IV. Chemical Inventory RFP:

James Cantu reported that the Request for Proposal (RFP) for a new chemical inventory system is posted and awaiting bids. The submission term will close at the end of June, and a RFP committee will review them soon.

V. Awards:

The goal to perform recognitions from the lab safety committee was reiterated. The intention is to do quarterly awards and an annual celebration. A reception will be planned in the fall. Nominations were requested. Committee can fund three recipients. A name and explanation is required to nominate. They should be sent to Terry Hazen. Robert Nobles will facilitate a public announcement to request nominations. The deadline will be September 14, 2017

VI. Department Safety Officers Fall Meeting:

An introductory spring meeting occurred with the intention of a more extensive training event for the fall. The fall meeting is expected to take approximately one half-day. And will cover numerous topics. Topics were sought from the committee.

Topics discussed include

- i. Reporting infrastructure
 - ii. Insurance policies (Robert Nobles)
 - iii. Incident reporting (Robert Nobles)
 - iv. Lab coats (Terry Hazen)
 - v. Near Misses/Case Studies
 - vi. Lab coordination with Disability Services
 - vii. Checklist of laboratory management
 - viii. Clarification of expectations/responsibilities PIs
 - ix. Lack of English/Language barriers Post-Docs/Visiting Scholars
- There was sidebar discussion on developing a roadmap to overcoming language barriers mostly oriented around making a plan that recognizes language barriers and creates methods to overcome them. In addition these plans should be reviewable and enforceable by EHS as well as differentiate high hazard from standard lab activities. This topic will be added to the next meeting agenda.

VII. Hallway Storage in Walters Life Science:

Brian Ranger shared the problem of hallway storage in WLS.

- a. Building Services have procured floor cleaning equipment that requires unrestricted access to the corridors. Some corridors have food and drink stored in the hallways. It was determined that there is a general lack of surplus process awareness and junk accumulates
- b. Concrete action is difficult as there is a conflict between Fire Safety (clear exits) and Lab safety (food and drink space outside of lab).

- c. Messages to minimize the problem will be communicated to occupants through various parties Bio office etc.
- d. Chris Boake is seeking solutions. Dr. Boake communicated the need to identify people who can move and free space for potential breakroom space as a potential long-term solution.

VIII. Hands on Lab Safety Training:

Brian Ranger presented a desire between the lab safety groups to request lab space for a permanent/semi-permanent hands-on lab safety learning environment. This is based on examples from numerous other universities including a University of Nevada, Reno webinar. A more detailed proposal will be presented at the next LSC meeting and an endorsement by the committee is sought.

IX. JIAM Hazardous Gas Detection System Exercise:

The exercise occurred. Darcy Rathjen may have the best information on this and may be able to present the results at the next LSC meeting.

X. Lab Safety Culture Meeting Update:

(Hazen/Nobles/Dunn/Cheney)

- a. A letter was send to Chancellor Davenport.
- b. Her response was forwarded to the committee. She appointed Chris Cimino and Taylor Aimee to look at issue and get back to her.
- c. Taylor Aimee had a meeting with Chairs of the LSC and Chris Cimino.
- d. They want to set up a longer term major committee to look at this for a long period of time.
- e. The desire of the LSC stands to have rapid improvement to lab safety capabilities (staffing).
- f. There may be a possible task force to be appointed to assess lab safety culture. The mechanism undetermined is undetermined, but third parties or the CSHEMA assessment were considered as possibilities.

XI. Hazmats Among us on College Campuses:

Mike Rotella presented an statement on hazardous materials on campus.

- a. Monthly waste pickups are going well
- b. Lab moves positive
- c. EHS is monitoring hazardous waste training of individuals bringing waste to the waste rooms.
- d. New wastes rooms coming online as buildings are completed
- e. UTIA TDEC fine has been paid (reported by Steve Crouch)
- f. TDEC inspected the Graduate School of Medicine (minor findings were corrected immediately).

XII. NFPA 70E, Arc Flash Protection:

This topic is tabled until the next agenda

XIII. When is an SOP for an experiment required?

Pam Koontz discussed when Chemical Hygiene Plan Standard Operating Procedure (SOP) is required.

- a. This is addressed in the Lab Safety Manual (p.23) when a particularly hazardous substance is being used.
- b. It was noted that UCLA has a library of SOPs. Pam to send out UCLA list to committee.
- c. There was a sidebar extension on this topic involving how researchers are informed. The onboarding process was discussed which is currently brief meetings with EHS lab safety staff on request. There currently is no standard systemic policy on researcher onboarding.
 - i. This topic should be on the fall departmental liaison meeting
 - ii. A New Faculty list to should be sent to Safety and Compliance offices by ORE. Safety offices can then send a standardized email to new faculty as appropriate and/or to liaisons of the relevant departments.
 - iii. The idea that initial visits may need to be prioritized over audit visits was raised. Limited staff to perform this task was raised in light of current capacity and load.
 - iv. It may be the duty of liaisons to identify new researchers.

XIV. Fall Meeting Schedule:

The schedule was shared. No action needed.

XV. Lab Moves – Strong Hall and JIAM:

Scott Moser and Mike Rotella shared the status of lab moves

- a. Strong went well; small problems rectified
- b. One more round at JIAM to be completed.
- c. Mossman in future.
- d. May have moves with repurposing of SERF (other open spaces) etc.

XVI. Lab Closeout Process:

Pam Koontz shared that some have been completed and that the documents involved are being modified now that some experience with them has been gained. This should reduce paperwork and administrative burden.

- a. The revised procedure (still under review) will be as follows
 - i. Appendix A- just for those leaving
 - ii. Appendix B- just for moving
 - iii. Appendix C- just for new PIs
- b. Pam to share before next meeting. (this should be added to the next agenda)

XVII. New Business

- a. EHS was notified that a compressed gas cylinder appeared to be delivered in an unsafe state (standing in a room, unsecured). EHS will notify Airgas about the finding.