

Agenda:

- I. Visitor/New member Introductions
- II. Last Meeting Minutes Approvals
- III. Co-chair Election
- IV. Updates from EHS Lab Safety
- V. Lab Space Survey
- VI. Departmental Safety Officer Qualifications
- VII. Minors in Labs
- VIII. Lab Decommissioning / Moves
- IX. Chemical Inventory
- X. New Business

Attending:

Doug Aaron - MABE	Terry Hazen- CEE, Micro, EPS
John Bartmess - Chemistry	Lee Jantz - Anthropology
Chris Boake - Arts and Science	Greg Jones- Material Science
Alex Bruce - EHS	Pam Koontz - EHS
James Cantu - EHS	Mariano Labrador - BCMB
April Case - EHS	Brian Long - Chemistry
Christine Cheney - Physics	Jacob Payne - UTIA Safety
Matthew Cooper - Psychology	Brian Ranger - Biosafety
Bill Dunne - CoE	Darcy Rathjen- JIAM
Scott Emert - NE	Kimberly Sheldon - EEB
Chris Fedo - EPS	Marsha Smith - Radiation Safety
Sally Fridge - Lab Animal Safety	Erin Tucker - Art
Gong Gu- EECS	Mark Wagner - Facilities Serv.
Linda Hamilton - Biosafety	

Absent:

Lori Cole - Vet School
 Steve Crouch - UTIA Safety
 Paul Dalhamier - CBE
 Will Farrell - MABC
 Clayton Frazier - Rick Mgmt
 Susan McMillan - Theater
 Rosie Metallo - Plant Science
 Scott Moser- EHS
 Robert Noble - ORE
 Kristen Vandergriff - GSM
 David White - UTIA
 Ling Zhao - Nutrition

Discussion:

- I. Visitor/New Member Introductions
 - Sally Fridge - Lab Animal Safety
 - Kimberly Sheldon - EEB
 - Brian Long - Chemistry, filling in for John Bartmess this summer
 - April Case - EHS, Interim EHS Director
- II. Meeting Minutes Approval
 - Some changes to last meeting minutes' attendance were noted
 - A misspelling of Ling Zhao's name was noted.
 - Minutes from the previous meeting were approved, as noted, by members in attendance.
- III. Co-chair Election
 - The position of Vice Chair was voted upon in blind balloting. Bill Dunn was selected to serve for the 2018/19 and 2019/2020 academic years.
 - This position is an elected position with a two-year term. Nominations come from the committee membership, are made to the Chair, and are submitted to the Committee prior to the next-to-last meeting of the school year. The election occurs by secret ballot, with attending members submitting ballots in person and absence members submitting ballots 24-

hours prior to selection. The term of appointment begins at the end of the meeting in which the election is held.

IV. Updates from EHS Lab Safety

- EHS provided a “Lab Progress Report” detailing efforts and outcomes for 2017/2018.
- EHS noted that all spaces currently identified in Archibus as labs have Door Placards, regardless of hazards, and that Core Facilities were being included in the Safety Inspections.

V. Lab Space Survey

- EHS provided two documents regarding designated laboratory/support spaces on Campus:
 - “Current Lab Demographics”
 - “Lab Space-by-Space Survey in Square Feet.”
- This data was calculated three ways: by lab Door Placards, by Chemical Inventory counts, and Archibus’ Building Space Allocation reports. These are just initial data gathering measures and EHS will continue exploring whether there are more labs on campus than are covered here.
- The Committee would like for EHS to identify, over the upcoming year, all space allocated as “Research Group” space.
- The Committee asked that EHS make distinctions between three different types of labs and to include these in future reports:
 - Dry Labs (e.g. electrical)
 - Wet Labs (e.g. chemical)
 - Human Subject Labs (e.g. psychology)

VI. Departmental Safety Officer Qualifications

- The question was raised whether Departmental Safety Officers ought to be tenured faculty, so that they would feel comfortable confronting (if necessary) Primary Investigators of labs regarding safety issues.
 - It was clarified that the Committee and its DSOs are intentionally currently comprised of a diverse group of professionals – staff, faculty, tenured, not tenured – and that the DSO positions are expected to be supported at a higher level / Department Head level.
- The discussion of DSO support and the understanding of DSO roles continued:
 - EHS provided a DSO “Roles and Responsibilities” document (attached). More information about DSO roles may be found here: <https://ehs.utk.edu/index.php/laboratory-safety/departmental-safety-officers/>
 - It was requested, by several Committee members, that a formal University-wide socialization/messaging be made regarding the DSO roles and the APLU’s Culture of Safety (<http://www.aplu.org/library/safety-culture/file>). Terry Hazen and Bill Dunn will reach out to Robert Nobles to discuss.
 - One suggestion for promoting the Culture of Safety message was to host a “Safety Day” on campus, possibly coinciding with awarding Safety Recognition Awards. (Future Agenda item)
- “Stop Work” and “Refusal to Work” were also discussed. These policies also need better messaging as they do not seem to be readily known or understood.
 - It was clarified that “Stop Work” refers to the UT policy that ANYONE has the ability to order that work be stopped in a lab if they feel there is imminent danger. <https://ehs.utk.edu/index.php/table-of-policies-plans-procedures-guides/imminent-danger/>

VII. Minors in Labs

- EHS provided copies of the 10 page “Minors in Laboratories and Shops GS 93” (Attached)
- This was provided in response to two recent events (Research Day, March 24th; Geological Society tours, week of 4/9/18) that illustrated the need for better communication with EHS and better understanding of the University’s policies regarding minors in laboratories.
- The policies regarding minors at UT also extend to any minors who are volunteers in labs as well.

VIII. Lab Decommissioning / Moves

- The “Lab Progress Report” includes some recent data regarding lab decommissioning and moves.
- EHS is finding the Decommissioning Process is not being well communicated to lab units. They are making greater efforts to reach PI’s and labs well before they move, but DSO’s and department heads could also help with this messaging and planning.
- EHS currently working with Strong Hall moves, and Earth and Planetary Sciences moves. There are still Histology Labs in the Stadium and additional labs in the Annex. Mossman moves are planned for early June. Moves to Walters will occur at least 6 months after emptied.

IX. Chemical Inventory:

- The “Lab Progress Report” includes current status of the annual Chemical Inventory update.
- Chief Troy Lang had previously directed EHS to meet with OIT to see if an in-house system for managing the Chemical Inventory could be developed. They met last week and, next, James and April will meet again Chief Lang to discuss. (Future agenda item)
- The Committee feels strongly that any Chemical Inventory management system would need to readily accept the inventory data in a format that users are relatively familiar with, would need to be easy to understand/use, and would need to meet our needs.

X. New Business

- EHS Director: April Case is serving as Interim Director for EHS while a search for a new director is being conducted.
- Lab Coats:
 - April will be meeting with Chief Lang to discuss numbers.
 - From 3/19/18 LSC meeting: Estimating data is based on usage for about 800 lab workers, with three coats each (one clean, one worn, and one at laundry). Its estimated 2/3 of participants will need bi-weekly cleaning, and 1/3 will need monthly. Rough estimates were \$5K or 24¢/lab coat for a traditional pickup/drop-off service vs. vending machine approach, though these numbers are not firm yet.
 - Labs are to determine the number and type of coats needed per lab - including for visitors, if the Lab’s Hazard assessment determines that lab coats are required of visitors.
- PPE requirements:
 - Visitors/non-lab users: In general, if a visitor is NOT working at a bench and is accompanied by a PI or Primary Responsible Person, then they only need to wear eye protection – UNLESS the PI/lab’s Hazard Assessment determines otherwise.
 - Facilities Services Maintenance and Construction: should know, per representative of Facilities Services, that eye protection is required - at a minimum. These and any additional PPE required by the lab / lab’s Hazard Assessment must be provided by their department (Facilities Services).

- Facilities Services Custodians: should also be wearing protective eyewear at a minimum. They should only remove/replace “landfill” trash cans and NOT come in contact with any Hazardous Waste. If they have any concerns they should leave the waste they encounter and contact their supervisor. They may also contact the DSO or Building manager if available.
- Funding: PI's and Lab managers seeking funding for PPE for visitors / lab users should approach their departments first.
- Prescription eye-wearers: are required to wear eye protection that fits over their Rx glasses.

XI. Next Meeting

The next meeting of the LSC will be Monday, June 18th at 1:30 p.m. in the Mary Greer Room, of Hodges Library. We will need a volunteer on that date to take minutes.

Attachments: Lab Progress Report, EHS, 1p
Current Lab Demographics, EHS, 2p
Lab Space by Space Survey Square Feet, EHS, 1p
Roles and Responsibilities, EHS, 2p
Minors in Laboratories and Shops G3 93, EHS, 10p

Written by: Darcy Rathjen

Please contact me regarding any errors or omissions.

04/17/18