

Attendance according to sign-in:

Member	Department	Pres.	Abs.	Member	Department	Pres.	Abs.
Doug Aaron	MABE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mariano Labrador	BCMB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Michael Allen	TCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Yingkui Li	Geography	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shawn Campagna	ORE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Long	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
James Cantu	EHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bryan Lord	Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Christine Cheney	Physics & Astronomy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Larry McKay	Arts & Sciences	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lori Cole	IACUC/OLAC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ahmad Mitoubssi	EHS/Lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matthew Cooper	Psychology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sarah Mobley	CEE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Steve Crouch	UTIA Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Scott Moser	EHS/Lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paul Dalhaimer	CBE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jacob Payne	UTIA Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Elizabeth Derryberry	EEB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sandra Prior	EHS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bill Dunne	Vice Chair -Tickle COE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sarah Pruettt	ORE	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Gerald Egeland	MSE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Brian Ranger	EHS/Lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Scott Emert	Nuclear Eng.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Darcy Rathjen	JIAM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chris Fedo	EPS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Marsha Smith	EHS/Rad	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jennifer Ferris	GSM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cynthia Swift	CEB	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jason Fogarty	Theatre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Erin Tucker	Art	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Liz Fozo	Microbiology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	David White	UTIA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sharon Hale	CEE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Andre Zeumault	EECS	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Linda Hamilton	EHS/Lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ling Zhao	Nutrition	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terry Hazen	Chair -CEE/EPS/Micro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Vacant	Grad Student Rep	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Randy Huelsman	Facilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mike Donovan	By phone	<input type="checkbox"/>	<input type="checkbox"/>
Lee Jantz	Anthropology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kim Harmon	EHS/guest	<input type="checkbox"/>	<input checked="" type="checkbox"/>
John Kobza	ISE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	James Cantu	EHS/Guest	<input checked="" type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>				

Agenda:

- I. Approve Minutes from Last Meeting
- II. Laboratory Safety Services Updates
- III. COVID-19 Response-Updates
- IV. Incidents
- V. New Business
- VI. Next Meeting

Attachments and References:

- LSS updates
- COVID-related procedures
- COVID door sign concerns (Strong)
- JIAM Lab 141 N2 Leak
- Dougherty fire pics
- <https://drive.google.com/file/d/1qLLUs4Q4o1rNgO3g-MWlpnptKTGZKLDn/view?usp=sharing>

Due to COVID-19 the university is decreasing the number of essential individuals on campus. This will continue until further notice. We will continue to have zoom meetings throughout the summer as our in-person meeting locations have canceled.

Topic Summaries

I. **Approve Minutes from Last Meeting**

Minutes from the 6-15-2020 meeting were approved.

Set up voting for future meetings.

II. **Laboratory Safety Services Updated (Ranger) (0:08:38 – 0:29:29)**

a. Since April 1st, 235 inspections have been completed. Breakdown of report status on inspections

- i. Finalized – 78
- ii. Pending Resolution – 77
- iii. Pending Inspector Review – 14
- iv. Not Confirmed (PI has not confirmed receipt) – 66

Making progress, but closing findings continues to be a challenge. Many people have not returned to campus yet. LSS will begin follow-ups as the academic year restarts.

Top 3 finding (Recent Occurrences)

1. Chemical Inventory update (143)
 - a. Working with PI's to get chemical inventory updated, EHS will send out an announcement through listserv or some mechanism about the new chemical inventory update process.
 - b. Going into 2021 we will no longer be sending out the long excel spreadsheets. It will be an active process of reviewing and updating your chemical inventory online in BioRAFT on some regular basis
2. Weekly Eyewash Testing (129) – added as reminder for labs before restarting activity.
 - a. EHS is assisting with this tasks if the lab has not been open in a while to check while in there.
3. Emergency Contact Information (109) – Update information for lab members and contacts. Door sign updates. Mostly administrative.

Buildings completed: JIAM, Mossman, SERF, Dougherty, Dabney-Buehler, and Tickle

In progress: Hesler and Strong

Biosafety walkthroughs: Linda has begun biosafety-specific reviews at UTIA.

III. **COVID-19 Response-Updates – (Ranger) (09:58 – 1:24:29)**

These came from folks from the EOC and a few others.

- a. New procedures for research lab visitors (discussion)
 - i. Bill – key change is addition of a second step.

1. Step one: Before a visitor comes to campus to conduct a self-screening just like an employee would do. Whoever is hosting the visitor should send them the pdf form that has been created.
 2. Step two: Veoci site that the host goes to. The host will input very limited information about the visit. Who it is, where they will be on campus, and the dates. <https://veoci.com/veoci/125309/forms/233703907/entries#tab=entryForm>
 3. Doug Aaron- Airgas deliveries will contact Doug for Engineering and Arts & Sciences. This is to help keep vendors screenings to a minimum when coming to campus. You can contact Doug at daaron@utk.edu if you need his assistance.
 - a. Doug will do Airgas for the entire campus this will be Tuesdays and Thursdays. Airgas has 1 guy will get with Doug to come to campus on those days.
 4. Other contractors and deliveries will have to go through this process as well so it might be good to have an individual campus contact for these situations.
 5. Advantra – if it is a special request in an animal facility it should be through the animal care people.
 6. Sarah Pruett –visitors coming to campus as human subject research? They are not to be used on the Veoci form. There is a separate parallel procedure for participants and human subject research.
 7. Jerry - How will this work for FedEx, UPS, etc?
 - a. During pandemic all those are going through Mail Services. Bill will contact Mail Services to see what their process is for those drivers.
- b. Long-term research project approval request (Bill)
- i. If you have a long term research project going on be sure that you have this form filled out and turned in just in case there is a setback. <https://veoci.com/veoci/p/w/d973tu97d4x6>.
 - ii. Question from faculty: Who approves this process or is this just for recordkeeping purposes? Bill answer: Vice Chancellor for Research approves this. Authority for this approval resides at the level of his office.
 - iii. Question about animal care facilities: so far this has been lengthy in time. Approvals is where it gets held up? There is no message sent out for approval.
 1. Bill is checking into this.
- c. Updating health safety plans for research labs being used for instructional purposes
- i. You do not have to update your health safety plan for a visitor that is only going to be there for one-to-a-few days.
 - ii. If you are going to have someone coming for 2 weeks they should be in your plan.
 - iii. If you have additional students that will be joining your lab they should be in your health safety plan.
 - iv. If you will be stopping a research project and you are introducing a new one that is going to require certain differences in health safety, you should submit that as a change.
 - v. Question Sarah Mobley: Adding undergraduate students for a teaching class to a research health safety plan if that class uses the lab periodically? That would mean that she would need to add 90 students to that plan, what is the easiest way to do that and does she have to have cell phone numbers for each one of those students? Bill – if they are students we will have their NetID's and we can tag them that way. Don't know that we would need those cell phone numbers for contact tracing we should be able to work from emails.
- d. Guidance for COVID-related lab/space closures

- i. Brian Ranger – came up because of concerns from EPS where there was a mystery door sign that popped up. After some investigating found out that it was housekeeping custodial staff that posted the sign and so wanted to remind DSO's that there is an approved process on how to appropriately report when a confirmed or suspected case is out there and then how that solicits building services to actually go in a clean (procedure linked in the agenda).
- ii. Fedo update: This was discovered by people coming into the lab with no further information. The PI was never informed, the DSO was never informed the department head was never informed. As of this date still no information of why this was done or who authorized hanging that sign.
- iii. McKay feedback: He did receive feedback and shared with Ed, were mistakes made and this was a good example of why it's important for people to know what to expect in the event of a room COVID closure. McKay sent email with supporting documents to Arts & Sciences department heads saying what to expect when this happens and he gave examples of 2 case studies
 1. Strong Hall (as described above);
 2. Mossman, where proper procedure was followed, there was very little confusion, and the situation was quickly resolved.McKay included what he will do and what the stakeholders are expected to do when closures are announced. Communication about closures does not go out to deans and department heads; rather, it goes out to building stakeholders and some people may not know they are on this list.
- iv. Bill Dunne - General guidance about what to do for COVID-19 cases reported <https://www.utk.edu/coronavirus/guides/what-happens-when-a-covid-19-case-is-reported>
The EOC research team is completing an upgrade to deal specifically with research labs. Message will come from Matthew Mench.
 1. Who is responsible for posting the official room closed sign? Dunne – Facilities services is the responsible party for posting the signs, closing, and cleaning the rooms.
 2. CBT- Someone went to get tested and no signs were posted. They were told room was closed and could not go in for 4 days and they do not know if the room was cleaned. McKay will report this.
 3. They do have guidance on how to clean labs. Will not clean a room unless there is a confirmed positive.
 4. Mossman – no one is informed except the building stakeholders. It is the stakeholder's responsibility to get the word out to the department heads and then the department head is responsible to get that information to the PI's.
 5. Amend to include DSO's to the stakeholder list.
No personal information is to be revealed if there is a COVID case.
Facilities Services and PI's need to discuss at cleaning process before it is done when needed.
- v. Obtaining cleaning supplies for instructional labs (Linda)
 1. Question was the difference between cleaning supplies and cleaning procedures for regular classroom vs. instructional labs. They hope to have large supply of cleaning wipes for instructional labs as well.
 2. Bill– same request process for cleaning supplies for offices should be used for instructional labs too. FS is providing to classrooms but instructional labs need to request these materials.
- vi. Annual and refresher lab safety training during COVID restrictions
 1. EHS have given departmental talks, overviews, and training. This will be challenging this year due to COVID restrictions. We are prepared to offer online

seminars and additional supporting materials. EHS will send out information following the meeting on this annual training (James Cantu to follow up).

- vii. COVID lab safety plans-database updates (Bill)
 - 1. Database being created through ORE and OIT and being funded by ORE. This database is meant to replace all of our current information tools. Contingency Plans, Health Safety Plans, going to add Continuity of Operation Plans, Research activity level in the labs and also information to what is going on in the labs. So this will have some utility even when there isn't a crisis going on. In Process.
- viii. ORNL COVID restrictions and impact on graduate students (Terry)
 - 1. Change in restrictions to not allow graduate students that work for PI's until the COVID pandemic is over if funded through ORISE.
 - 2. If students are funded through Oak Ridge then they may not be affected but if they are funded through ORISE they are.
 - 3. Does not affect UT funded students.

IV. Incidents (Ranger) (1:24:31 – 1:38:53)

- a. Dougherty soldering fire & stop work (Prior, Aaron, Mitoubsi)
 - i. HVAC contractors soldering inside has caused the smoke detectors to go off. After a review they did not have a hot work permit and the overseer or university supervisor had not seen their program and had not required them to have a hot work permit. There have been 3 activated alarms and 1 (small) fire.
 - ii. Fire trend analysis shows that during first quarter it was contractors were number 1, second quarter contractors were second and this quarter so far contractors are back at number 1 for activation again.
 - iii. Developing a permit program is imperative for when there is work being done inside a building with an active detection system that you can do a permit where you can bypass those detectors in that area as long as you provide equivalent means of protection which is usually a fire watch.
 - iv. EHS looking into getting a portable snorkel.
- b. JIAM nitrogen leak (Rathjen)
 - i. Darcy recounted a near miss in which a house-provided nitrogen hose became detached from a piece of equipment. There were no O2 sensors in the room and handheld monitor was not functional (low batteries); used buddy system prior to entering to correct situation.
 - ii. Dr. Liby would like to be able to add more O2 sensors in JIAM due to the endless supply of nitrogen gas to the building.

V. New Business (1:39:00 – 1:42:01)

- a. Sharon Hale – question about cleaning products used to clean the stadium (strong smell of bleach). Told by local custodians in Perkins that UT uses green cleaning supplies. Are contractors using bleach based products, which may be an environmental concern? Facilities said that they use a diluted bleach solution.
 - i. Sandra will follow up on this question.

VI. Next Meeting – August 17, 2020, 1:30-3:00 pm; Zoom Meeting

Important chat messages from meeting:

Scott A Moser : ORE Visitor Information page: <https://research.utk.edu/covid-19-research-faq/research-facilities/#visitors-labs>

Darcy Rathjen : Tim Price at UT Mail: tprice18@utk.edu - all non-freight deliveries should be going through UT Mail

From EPD : Where is the link for updating health safety plans?

From Ahmad Mitoubssi : I will send it

From Ahmad Mitoubssi : <https://research.utk.edu/covid-19-research-update-june-30/#more-9351>

Elizabeth Marie Fozo : In the guidelines that will be released from Office of Research, will there be details/guidelines about timing of lab shutdown and cleaning? And given essential equipment running/experiments, estimated shutdown?

From Bill Dunne : Liz, the details of shutdown and cleaning needs to be worked out between PI for lab and Facilities Services. Facilities Services is willing to collaborate on the details with the PI, but the key issue is getting the PI informed so that they can engage with Facilities Services (PI informing most likely flow through the department head and DSO). The checklist that will come out in Matthew's message will help with essential equipment and procedures. bill

From Darcy Rathjen : fs.utk.edu/buildingrep/ - they send out requests to update 2x a year. Last updated in Feb.

Elizabeth Marie Fozo : https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html