

Attendance according to zoom:

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 checked="" type="checkbox"/>	<input 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 type="checkbox"/>	<input checked="" 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"/>
Casey Fletcher	ART	<input checked="" type="checkbox"/>	<input type="checkbox"/>	David White	UTIA	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jason Fogarty	Theatre	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Andre Zeumault	EECS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Liz Fozo	Microbiology	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ling Zhao	Nutrition	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sharon Hale	CEE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Alicia Doerr	Grad Student Rep/Chemistry	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Linda Hamilton	EHS/Lab	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Stephen Romaniello	Alternate/Fedo	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Terry Hazen	Chair -CEE/EPS/Micro	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kim Harmon	EHS/Guest	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Randy Huelsman	Facilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Brian Payne	EHS/Guest	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lee Jantz	Anthropology	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Thanh Do	Chemistry	<input checked="" type="checkbox"/>	<input type="checkbox"/>
John Kobza	ISE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Jeremiah Johnson	Microbiology	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Agenda:

- I. Approve Minutes from Last Meeting
- II. Laboratory Safety Services Updates
- III. 2021 Laboratory Inspections-Proposed
- IV. CHP Implementation
- V. Lab Safety Committee Working Groups
- VI. Incidents/Concerns
- VII. Departmental Laser Inventory-Reminder
- VIII. Draft Equipment Decontamination & Disposition Procedure
- IX. LSC Vice-Chair Nominations
- X. New Business
- XI. Next Meeting

Attachments and References:

- Acryloyl Chloride Near Miss
 - Chemical Inventories
 - Lab Equipment decon and disposal
 - Inspections
- <https://drive.google.com/drive/folders/1MLvzynyAfn9by50f-3qadMiiOT9TOAZSi?usp=sharing>

Due to COVID-19 the zoom meetings will continue until further notice.

Topic Summaries

I. **Approve Minutes from Last Meeting**

Minutes from the 11/16/2020 meeting were approved.

Laboratory Safety Services Updates (Ranger) (0:5:00 - 0:5:36)

No monthly report – 2020 annual report to be presented at February meeting

II. **2021 Laboratory Inspections-Proposed Methodology (Ranger)(0:5:40 – 0:35:20)**

Proposed a hybrid model for the 2021 lab visits to hopefully give better traction to our program, better resolutions to findings, and support the collaborative approach.

- a. Hybridized model – unscheduled visits coupled with lab consultations.
 - i. This could be onsite if there are people available
 - ii. After the lab visit is completed and a report is sent to lab leadership and we could go over that report by the way of zoom or come back to the lab to go over the report in the lab.
 - iii. One reason we would like to go back to the unscheduled visits is for logistical streamlining.
 - iv. Second reason is to see what normal operations look like in the lab as opposed to scheduled visits when labs have time to tidy up.
- b. We want to work with the lab leadership first
 - i. Try to resolve what we can if there is unresponsiveness or there are issues that are just too great to resolve, then we would go with an escalation procedure similar to what is already documented in our lab audit procedure that is posted on the website.
 - ii. Utilize the DSO if there are situations that they may be able to contribute/collaborated to help resolve issues. Not for every inspection or situation
- c. We are going back to iAuditor format to harmonize inspection reports across UTK-area.
- d. At conclusion of each department's inspections we would compile a short report as a snap shot of how the department is doing, where items might need some more attention, where the department is performing strongly.
- e. Then be able to include all these in an annual report
- f. We would like to try to find a way to incentive lab safety stewards – two proposal are
 - i. Self-inspection program for ~3 departments that have a good history or have a low risk profile. Feed them checklist and have them do it themselves and follow up with them.
 - ii. Use what we collect in 2021 to determine eligibility in 2022
 1. Set objective criteria, e.g. lowest # of findings, greatest % of closed findings within a timeframe or combination of both
 2. We want to find a way to promote and reward good practice
- g. Roll out would be if committee is agreeable and revise what the 2021 format will be. We will communicate that approach and send out the checklist of common things that we look for in labs so there will be no secrets as to what we will be looking for and what people should pay attention too through the lab listserv or we can also share this through BioRAFT, etc. We would provide updates to the LSC, including the departmental summary.
 - i. Aim to start lab inspections this in March.

Comments on this topic:

Bill Dunne - Willing to try new things and thinks it is important that the PI needs to be in the loop.

Brian Ranger – This is in the model it may just be that this happens after we are in the lab and do the report. This is definitely our goal to have that conversation with the PI at some point in the process.

Terry Hazen – Has anyone else tried this before at any other major institution?

Brian Ranger – Yes, modeled through a couple of colleagues through the biosafety networks, seen presentations similar to this model and what is a little bit different is the hybrid approach.

Sandra Prior – This was the approach at J-Labs. There was also a journal article that came out in one of the EH&S journals that encouraged moving forward to gives labs that are performing well credit and allowing them to self-inspect. So she was implementing this process at William and Mary where she came from.

Sarah Pruett – Having the element of random unannounced visits are important, because people will show an auditor any number of things for compliance and not do them in practice. If done properly this can teach the whole group.

Stephen Romaniello – Self inspection report used at ASU with great success. It is a great way for labs that are trying to do everything right to go through to tidy up anything and when auditors come through on a lab inspection everything looks great, good, done! This saves hassle and emails. This way you can focus your attention where it needs to be.

Brian Ranger – Set through a webinar with Texas Tech that uses the hybrid model.

Doug Aaron – The hybrid model makes sense. Will some departments still be able to have annual inspections even if they are in compliance, e.g. in MABE have labs that need to be looked at every year even with the PI's being as compliant as some of them are. On the other hand there are those that clean up then 3 months later it was a catastrophe when you went back in.

Lori Cole – likes the idea prefer the 2nd option for pilot.

Consensus from Committee – everyone agrees will write up synopsis and get stamp of approval in February from the committee.

III. **CHP Implementation (Moser/Ranger) (0:35:21 – 0:38:20)**

Update – in January of 2020 the LSC approved the CHP with the additional lab process in place. We got to point to implement when COVID hit. We made the decision to table because of interaction with lab folks. Our approach will be just like it was in 2020:

- a. Communicate the CHP with our research community. Point them to where the resources exist on our website including a new FAQs section.
- b. Set up (probably by zoom) training opportunities for people to join in and have discussions
- c. Work with labs to building their CHP's and review what they have. Some may already have plans in place that meet the mark and so those would be done.
- d. In 2022 we will begin to review that as a compliance metric.
- e. Look for communication from EHS in the next couple of weeks and then we will try to make some training opportunities through the month of February and March and as we start our lab inspections in March we will begin our one-on-one conversations.
- f. Announcement and mock CHP so people can review and give feedback

IV. **Lab Safety Committee Working Groups- (0:38:33 – 0:43:49)**

- a. DSO Responsibilities – progress report (Brian Ranger)
 - i. Met and had great discussion about DSO program. Still in process of refining. We will formalize recommendations from this group and present at the February meeting.

- b. Lab Safety Metric and KPI's (Bill Dunne)
 - i. Waiting for Brian Rangers report then will continue to move forward
- c. High Hazard Chemical Review (Larry McKay)
 - i. Have exchanged emails. Setting up meeting.
- d. Lab Safety Communication Strategies (Chris Fedo/Matthew Cooper)
 - i. Going to set up meeting and will let everyone know what is going on.
 - ii. Would like to set up a sub for Chris Fedo if possible.

v. Incidents/Concerns (Brian Ranger) (0:43:50 - 1:06:00)

- a. Exothermic reaction near miss – (Scott Moser) Chemistry – December 1st – Acryloyl Chloride small volume reaction. Reported all though chain quickly. The only thing that was concerning is they left a voicemail instead of talking to a person directly in EHS.
 - i. Dr. Long – Scott was able to provide report to him so that he could share with the chemistry committee as a lessons learned and also shared with the chemistry listserv and encouraged everyone to read over it. Moving forward the lessons learned and corrective actions with also go out along with attachments in an email.
 - ii. Dr. McKay – when these incidents occur do you normally inform the college? Ranger – It is part of our process where we let the ADR know, this particular incident may have just been to the department head.
- b. Laser/acetone fire – (Scott Moser) CBE report pending
 - i. Scott Moser – the report has not been finalized. A fire occurred in Senter Hall that involved approximately 50 ml of acetone. A laser was in the process of being focused and the focal point was thought to be in the vapor phase of the acetone, which ignited the acetone. A fire extinguisher was used to put out the fire.
 - ii. Communication will be added to be sure that ADR's are included on the emails that go out
 - iii. Brian Long – suggestion that when DSO disseminate the email to go ahead and copy the ADR's even if they get the information twice
 - iv. We were also delayed in notifying EHS as well. The incident happened December 16 and EHS was not notified until December 24th. There was a delay all the way around.
- c. Natural gas leak – (Steve Crouch) CVM
 - i. An inactive lab that was undergoing a complete renovation. On Friday afternoon when leaving someone inadvertently hit a valve and the gas was left on overnight. It was obvious when people came in the next morning.
 - ii. KFD was called onsite and it took about 3 hours to get the building cleared out. No one was in the building.
 - iii. Lessons learned will be turned in for website posting.
 - iv. There are a lot of labs that have gas outlets that are not using them. Perhaps part of the annual inspection could be that if a lab is not using the gas there may be an external shut off that you can kill the gas to those areas.
 - 1. We will look at the lock out/tag out process. We will have to partner with facilities services on the process as well.

VI. Department Laser Inventory-Reminders (Marsha Smith) (1:06:01 – 1:09:34)

This is a reminder because the near miss that we just heard about was not on the normal registration evaluation list. We have a list of equipment that we are aware of the PI's we know it belongs too and room locations. She would like to send this out to DSO's just to let her know if there is someone else you aware of in your department if we may be missing something.

Brian Ranger – moving forward has suggested that LSS add a question to the checklist as a normal inspection to see if there any lasers in your lab that fall into these categories and if so have you notified the Radiation Safety office.

Marsha Smith – There has not been a request sent out recently so there will not be anything in email. The laser safety program started on paper probably around 2010 but most started around 2014/2015. So at different points they had sent out information to departments and different units trying to gather information about individuals who may have high powered lasers. This is just something that needs time and attention because these can be purchased without our knowledge.

VII. Draft Equipment Decontamination & Disposition Procedure (Ranger) (1:09:36 – 1:17:53)

Procedure that we put together recently for labs that may move, or vacated or PI's leave or retire. This procedure applies basically to equipment. Outlines roles and responsibilities of the PI, department, and/or equipment owner on what to do, who to contact, how EHS gets involved, etc. Sharing to LSC for input. This has already been shared with facilities services including recycling as well as warehousing for surplus.

Comments:

Bill Dunne – Department head's "shall" do they even know they have an awareness. Communications stage? We need to work on how to communicate it.

Brian Ranger – once approved would like to share with everyone very broadly. Maybe even an annual reminder. Get out questions comments and concerns by February 5 so that he can present at February meeting.

VIII. Updated Chemical Inventory Procedure (Moser) (1:17:54 – 1:20:01)

Update the old procedure from when it was in-house in excel spreadsheet. To introduce chemical inventory management system. Puts more responsibility on the chemical user. This is FYI for LSC it has not gone out to DSO's yet.

IX. LSC Vice-Chair Nominations

THANK YOU BILL DUNNE! Appreciate everything you have done.

Send all nominations to Terry Hazen by email

X. New Business - None**XI. Next Meeting** – February 15, 2021, 1:30-3:00 pm; Zoom Meeting**Chat messages from meeting:**

14:09:07 From Stephen J Romaniello : Brian, you are efficient and organized. Thank You.

14:13:40 From Elizabeth Derryberry : agreed!

- 14:23:20 From Larry McKay : I didn't receive any emails from EHS or Chemistry about the incident, until I received the reports for this meeting
- 14:34:16 From sfhale to Kimberly M Harmon(Direct Message) : must step out very briefly when a student arrives for mtg w/ me around 2:30PM but will look at your minutes later when provided
- 14:47:55 From sfhale to Kimberly M Harmon(Direct Message) : Back now thanksSH
- 14:54:39 From Ahmad Mitoubi : <https://covid19.tn.gov/covid-19-vaccines/eligibility/>