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**OFFICIAL MEETING MINUTES****SUMMARY**

The following is only a summary of what the membership team planned to discuss/review/approve at the January 16, 2024, ECC Meeting. However, due to the weather event that impacted east Tennessee several days prior, campus operations were closed for safety reasons. The scheduled in-person ECC Meeting at the FSC was postponed for safety and logistical reasons and not rescheduled.

**MEMBERS PRESENT**

None

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All

**GUESTS / PROXY(S) / MINUTES TAKER(S)**

None

**HANDOUTS**

The following documents were submitted via email to all members and guests one week in advance of the scheduled meeting on January 9, 2024: Q4 – 2023 Meeting Minutes; GSM Warning Letter (TDEC)

**1. WELCOME/APPROVAL OF AGENDA**

EHS was planning to introduce Alanah Aldridge as the new Minutes Taker. That may change prior to the next meeting.

**2. REVIEW OF PREVIOUS MEETING MINUTES**

I plan to review and approve the Q4 – 2023 Minutes and this document (as potential minutes for the missing Q1 meeting) at the start of the next scheduled ECC Meeting on April 16, 2024.

**3. NEW BUSINESS**

The following “New Business” topics were scheduled to be discussed by EHS at the January 16, 2024, Meeting.

**a. 2023 ECC Annual Report Submittal**

A draft of the 2023 ECC Annual Report has been created and submitted to the Campus Safety Committee Chairperson. This annual submittal documents and highlights the achievements made across campus for the year prior. Once the draft has been returned to me, all edits and comments will be addressed. Upon completion, the report will be submitted to the membership team for their records.

**b. EnSafe Third Party Audit Update (HZW) and ELC (12/20/23) Visual LBP Inspection**

EnSafe personnel completed a “field review” of hazardous waste storage areas and labs in mid-October 2023. They completed a hazardous waste document review and audit (Contingency Plan, Reduction Plan, etc.) in late January 2024. EHS is addressing their comments and proposed edits this quarter.

c. UTSI Coal/Pitch Removal Update

Procurement Services is drafting an RFQ for outside contractors to remove, transport, and properly dispose of the coal and pitch stored onsite. Logan Hurt in Procurement Services is currently managing the bid process.

The following “New Business” topics were scheduled to be discussed by FS at the January 16, 2024, Meeting.

a. N/A

4. REGULATORY COMPLIANCE & OPERATIONS

The following “Regulatory Compliance Discussion” topics were scheduled to be discussed by EHS at the January 16, 2024, Meeting.

a. TDEC Warning Letter @ GSM – Nov 8, 2023

EHS received a Warning Letter, dated November 8, 2023, from the Division of Solid Waste Management (TDEC) stemming from their Hazardous Waste Compliance Evaluation Inspection (CEI) conducted at the University of Tennessee, Graduate School of Medicine on August 2, 2023. The Warning Letter summarized the three violations noted by Division in August and the corrective actions taken by the University of Tennessee to address each one. It also acknowledged the prompt return to compliance for the Graduate School of Medicine the same month as well.

At the recommendation of the Knoxville Environmental Field Office, the Division of Solid Waste Management decided no further enforcement action will be pursued at this time and the case was closed. However, the letter strongly urged the Graduate School of Medicine to exercise stringent hazardous waste practices in the future to avoid potential violations and/or monetary fines.

EHS presented three new corrective measures to be implemented at the Graduate School of Medicine to prevent future compliance infractions related to hazardous waste and used oil management. These corrective actions include an electronic CAA and SAA inspection platform, new hazardous waste training (computer-based) for GSM, and lastly a poster/reference sign for distribution in the labs (SAAs) to better explain the waste handling requirements, storage requirements, and holding times for PIs, etc.

b. Tier II (HazMat/Chem) & Annual HazWaste (Biennial) Reports Due by March 1

EHS staff are preparing to submit the annual Tier 2 (hazardous materials) and hazardous waste reports (including fees) for calendar year 2023.

Tier II reporting required under the Emergency Planning and Community Right-to-Know Act (EPCRA) is due on March 1 each year. By that date, facilities subject to the reporting requirement must provide information about the types and amounts of hazardous chemicals at their site to local emergency responders. Specifically in Tennessee, Tier II reporting must be submitted to the State Emergency Response Commission (SERC), the Local Emergency Planning Committee (LEPC), and the local fire department. This done by way of E-Plan.

Annual hazardous waste reports and associated fees are due by March 1 of each year. A report and fee payment is due to TDEC (Division of Solid Waste Management) for each EPA ID number assigned to a facility – UTK currently has five.

The following “Regulatory Compliance Discussion” and “Operations Discussion” topics were scheduled to be discussed by all members at the January 16, 2024, Meeting.

a. N/A

5. OTHER BUSINESS

- a. N/A

6. ROUND TABLE EVALUATION

- a. N/A

7. ADJOURNMENT

a. REMINDERS

- i. Next Meeting to be held Tuesday, April 16, 2024, at 9:00am.
- ii. Please email questions to Michael S. Barnhart ([mbarnha4@utk.edu](mailto:mbarnha4@utk.edu))