Meeting MINUTES

Chemical Hygiene Committee

Date | time 3/2/2023 1:30 PM | Location Zoom

## In Attendance

Mark Woods, Chemistry Professor (Chair)| Scott Jaqua, Asst. Director of EHS, RSO, CHO | Lindsay Henderson, Laboratory Safety Specialist and Biosafety Officer | Shuvasree Ray, Chemistry Professor | Kim Brown, Biology Professor | Rolf Koenenkamp, Physics Professor | Becca Wilson-Ounekeo, ESM Lab Manager | Xavier Oberlander, Art Program Assistant | Kaleb Hood, Student Representative from MME | Ben Perkins, Geology Professor | Nic Meier, Chemistry Stockroom Manager (SRTC) | Mike Wendel, Biology Teaching Lab Manager |

## Absent

Jen Morse, ESM Professor | Elliott Gall, MME Professor | Shannon Roth, Director, Research Integrity & Compliance Operations | Emma Duehr Mitchell, COTA Workshops Coordinator

## 01/26/2023 Meeting Minutes Discussion

Narrative:

* The committee reviewed the meeting minutes from the previous meeting. Kim motioned to approve the meeting minutes and Ben seconded. The committee voted all in favor the approve the meeting minutes as is.

## Lab Incident Review

Narrative:

* The committee reviewed the lab incidents that were reported since 01/26/2023:
  + The first reported incident involved a dissection taking place on salamanders preserved in formalin. They were using a snorkel hood over the salamanders. At one point during the dissections, a student reported that her eyes felt like they were "burning a bit". She shared that sometimes this happens if she's dehydrated as well. The TA and staff had her step into the hall for 5 minutes and drink some of her water, and the burning went away after about 2 minutes in the hall. She returned to the lab after 5 minutes and we had them lower their fume hood closer to the specimen. The TA shared that she also felt a slight eye irritation on a few of the specimens when she was standing close for longer period of time.
  + The second reported incident took place while a TA was teaching a student how to sett up a distillation apparatus. During this instruction the still head broke and the student was cut by the broken glass and was bleeding.
* There was discussion on the concern that incidents are taking place in teaching labs where the instructor on record is not being informed that an incident has taken place. And on a greater level, Chairs and the Dean are still not necessarily being notified of these incidents.
  + Should a question be added on the form to determine which teaching lab the incident took place in? That would possibly be an issue with keeping the report anonymous if desired by reporter. Possibly add a question on room number instead.
  + What level of incident needs to be raised up the chain and how? Instructor could help decide if the incident took place in a teaching lab.
* Accessibility of how to report a lab incident will improve the rate of reports. Creating a placard with a QR code for easy access to form and then placing these placards in labs would help.

Action Items:

* Lindsay will work on a placard for Incident Reporting to present to the committee.
* Lindsay will chat with Ashely about how to auto send an email from Google Forms to necessary recipients.

## Chemical Inventory Update and Annual Review Discussion

Narrative:

* There has been a proposal to have labs go through their chemical inventories on at least an annual basis. Two motivating factors for this:
  + Inventories go “stale” if no one is upkeeping them on a regular basis, rendering them less useful.
  + Removing items that are no longer needed/over a certain age (6-10 years old)
* Ashley Wase has created a helpful document for this process. It can be found here: [Chemical Inventory Program](https://docs.google.com/document/d/1BBNY87mezDrD4Upu8C6iTer86lIiE8bqvbL4BxpVLh0/edit#heading=h.39pigwg1t7jw)
* Mark recently had his lab go through this exercise and found it to be helpful.

Action Items:

* Ben’s lab will be one of the next labs to test this process. Lindsay and Ashley will reach out after the construction in his lab has completed.

## Lab Placard Follow-up with New Chair Discussion

Narrative:

* There needs to be a process for updating all of the door placards for a department when a Chair changeover happens. Should this be assigned to the department admin?
* CLAS is in the process of a Chair onboarding process.
* Verify who the Chair is on September the 16th of each year?

## Lab Safety Awareness Event

Narrative:

* First Annual Lab Safety Awareness event was a success!
  + “Special” monthly lab safety training – hybrid 2-hour lecture/1-hour hands-on activity- how to handle a small spill
  + Coffee and donuts event followed the training
  + Possibility for more hands-on training events in the future

## Lab Assessment Schedule

Narrative:

* SRTC 261 and SRTC 321 are scheduled to take place before the next meeting.

## New Art Building

Narrative:

* Project is still in design phase and is in a little bit of a hold pattern right now. Waiting on more funding.
* It will be located right next to Shattuck Hall

## CHC Site Visits

Narrative:

* Good opportunity for CHC members to see what others do on campus.
* Field trips to various locations on campus. Not to poke holes in spaces safety plans. More as a learning experience.
* What are the various difficulties each department/space faces? Etc.

Action Items:

* Committee has interest in this. Starting with Art – Xavier and Emma – first visit would take place maybe in Spring?

## Announcements

Narrative:

* Rolf asked the question, “is the lab safety training required annually for graduate students?” And dispensing this information to the departments is key.
* The training is required and technically faculty are also required to take some sort of annual lab safety training.
* Nic and Lindsay are working on a lab safety training tailored for faculty. Coming this Fall!

Action Items:

* PI/Faculty training will be discussed in further depth at the next meeting.

## Next Meeting

4/20/2023 1:30 PM, Zoom