**UAHuntsville Environmental Health & Safety Committee Meeting**

**September 25, 2014**

 **UAHuntsville Campus**

**Von Braun Research Hall; Room M-33**

**10:35 – 11:30 a.m.**

I. Call to order by Tom Koshut

II. Roll Call of members:

Compliance Officer – John Cates - present

College of Liberal Arts – Dean Glenn Dasher – present

Associate Vice President, Facilities & Operations – Mike Finnegan – present

College of Science – Dean Sundar Christopher – present

Dean of Students – Regina Hyatt – present

Associate Vice President, Research – Past Chairperson – Tom Koshut – present

College of Engineering – Dean Shankar Mahalingam – present

Ex-Officio Office of Environmental Health & Safety – Marcia Pendleton – present

Associate Vice President, Research – Chairperson – Bob Lindquist - present

III. Approval of Minutes

Motion to approve: Regina Hyatt

Second to motion: John Cates

 IV. Unfinished Business

a. New Employee Safety Orientation - How to get this information to existing supervisors and employees.

 How do we notify supervisors that they need to go over information? We need to identify what levels of information. We need to inform current employees of the standard emergency information including where fire extinguishers are, that level of information. It was suggested that EHS visit all departments and organizations over the fall to go over the information.

 **Action Item:** Each committee member should email the contact information to Pendleton. She needs the person to contact within each area (supervisors, department chairs, center directors, etc.) to facilitate this training.

 Discussion regarding the new faculty orientation and the information provided during that meeting. The information provided is generalized and not department specific. There is a matrix on the last page of the Employee Safety Orientation document that should be completed and used. The supervisor should select the specific information for his/her department that needs to be covered.

 Also discussed was the multi-colored safety flip chart. HR will be handing out the flip chart and going over the information with new employees. This form and the necessity of its completion can also be communicated to supervisors during Deans’ meetings, Center Directors’ meetings, Staff Senate meetings, and Faculty Senate meetings.

b. Chemical procurement policy review – OEHS is approving all chemical purchase orders and adding this information to the campus chemical inventory, which shows what chemical is stored where.

 Procedures for storage of chemicals is already addressed on the OEHS web site. Not covered are procedures for delivery personnel and Central Receiving. These two topics are covered in the draft document, Regulated Materials Procurement Procedure. Also addressed in this document are procedures to follow when items are transferred from another university or outside entity to UAH. Items purchased using the UAH Purchasing Card are also reviewed/approved by the OEHS office (Pendleton). If you know of any items coming on to campus, please notify OEHS.

 Question to group: Take more time to review document or make a motion to pass the wording of the Regulated Materials Procurement Procedure document? Additional time to review was requested; this item will be addressed at the next meeting.

c. No additional Unfinished Business

V. New Business

a. Compliance with the Department of Homeland Security Chemical Facility Antiterrorism Standards (DHS CFATS). <http://www.dhs.gov/files/laws/gc_1166796969417.shtm>.

i. Provide Chemicals of Interest List and the threshold for monitoring and reporting.

1. Inventory system with the capability to identify these items

 Pendleton needs an inventory lists from each lab – submit information to OEHS (studios, labs, etc.); any place using hazardous gas, paint, solvents, or any type of chemical. Pendleton must submit the list to the Department of Homeland Security and they will notify UAH if there is a high level risk.

 The list Pendleton will supply to DHS CFATS is a list of labs and hazardous areas, who is responsible for that area, and what type of hazard there is.

 OEHS does annual lab reviews throughout the year. Reports are submitted to the Dean of the area. Alabama Department of Environmental Management (ADEM) also reviews information as does the Environmental Protection Agency (EPA). UAH was fined a few years ago for an infraction. If the agency comes back and finds the same infraction, they can charge a penalty per day from the date of the first infraction.

 Charger Union has a student paint room where they paint signs, etc. Pendleton will visit the room to review the storage of paint.

 Returning to the new business, Pendleton needs the inventory from all labs to comply with government rules and regulations. The labs should update their inventory at least every twelve months. With the new procurement procedures where Pendleton approves all chemical purchases, she will know when items are purchased. Pendleton will notify the lab contact person of a new item. There is a schedule for lab audits; the audits are coordinated with the Principal Investigator/administrative assistant. An inventory of chemicals is asked for at that time. Currently a two-week audit notice is given; a request for four-week notice was requested. This is for all labs including optics. Christopher (not new to UAH but is the new Dean for the College of Science) and Pendleton are to meet off line to go over procedures.

 **Action Item:** Suggested that requests for lab inventory audits be sent four weeks prior to inventory date instead of two weeks.

VI. OEHS Updates

i. OSP – EHS required and recommended training

 Principal Investigator required training chart. Pendleton is working with Tonia Pitts (OSP) to coordinate training. Pendleton met with Gloria Greene (OSP) and Pitts to go over what training is needed by whom. They are proceeding on making safety a minimal training requirement in the future. Most of these will be web based training modules. OEHS would like feedback as to what training each department, lab, studio, etc., would like to see offered. Discussion concerning the integration of safety requirements integrated into the ANGEL program to ensure a student takes the required training.

ii. NIH Biosafety Month

 The lab safety agreement is currently being used to address chemical hazards; it does not address biological hazards. A document has been drafted for review concerning pregnant students in the chemical labs. Discussion concerning which department should handle this area of safety and if this should be in the student handbook. It was agreed that this is not only an OEHS item and that Human Resources, Legal, and Student coordinator(s) should push this document through. Also involved should be the people in charge of the labs and stockrooms as well as the Chair of Chemical Engineering. There are hoods in the labs to ensure fumes are removed from the room. Hyatt: We/UAH don’t want to take specific action against an specific student. Pendleton: Consider making a recommendation to the pregnant person to take all precautions and perhaps move/work close to the exit and away from any potential hazard.

 Koshut: There are two issues. One is a general statement that involves student affairs and legal issues. The second is a specific student; are there accommodations needed, recommend she move to a different hood, etc?

 Hyatt would like a conversation with the faculty to ensure that we have not violated any students’ rights.

 It was agreed that a separate meeting will be held within one month to discuss the specific topic of pregnancy situations and labs.

 Finnegan: We need to prepare a document that can be given to the student to read, make their decision, and then sign.

 Radiation exposure – you must self-disclose.

 Mahalingam: There currently is a Lab Safety Agreement that is strongly suggested to be use.

VII. Safety Timeout – No topics discussed

NOTE: Dr. Tom Koshut passed the gavel to Dr. Bob Lindquist as the Committee Chair.

VIII. Adjourn

 Motion to adjourn: Bob Lindquist

 Second to motion: John Cates

/dsg