



**UAH Environmental Health & Safety Committee
Meeting Minutes –Fall 2019
November 6, 2019 2:00 pm – 3:00 pm
SSB 114, UAH Campus**

- I. The meeting was called to order at 209pm
- II. Minutes from Spring 2019 meeting were approved.

xxx	Chris Taylor, College of Arts, Humanities, and Social Sciences	xxx	Marsha Adams, College of Nursing
	<i>Ivey MacKenzie, College of Business</i>	xxx	Robert Lindquist, Office of Research (Chairperson)
	<i>Laterrica Shelton, Compliance/Title IX</i>		<i>Robert Griffin, College of Science</i>
	<i>Beth Quick, College of Education</i>	xxx	Scott Royce, Student Affairs
	<i>Shankar Mahalingam, College of Engineering</i>		<i>Elizabeth Hamrick, Office of Council</i>
xxx	Kristy Olive, Office of Environmental Health and Safety	xxx	Kevin Bennett, Risk Management
	<i>Greg Smith, Facilities and Operations</i>		<i>Donald Thompson, Warehouse Operations</i>
xxx	Kristi Dendy	xxx	Christa Creger

- III. Unfinished Business
 - a. Surplus Process – Currently a form is filled out for Surplus to pick up items left in halls, Surplus would assess the items and determine if items were surplus or trash. Then a move request is submitted to F&O for trash pickup. There is no charge for trash pickup. Kristy O. discussed this with Greg Smith. He stated that the new work order system that will be implemented should alleviate some of the need for multiple forms. Under the new work order system, if a request is submitted to pick up and dispose of an item, it will be sent to Surplus if it is a surplus item and to F&O if it is trash. Facilities will pick it up. Facilities will not be able to pick items up as soon as the work order is placed, there will be a time delay. If items need to be removed more quickly and the dept. has a means to transport them, they can be taken directly to Central Receiving with a surplus form. No solution as of this meeting but it is in the process of being sorted out; Question was asked what timeline was between the work order and the actual pick-up time. This cannot be answered as of yet due to work order just now being sorted out. Tony said there is no system in place right now but may be able to use Armstrong in the future to pick up on a monthly basis. The hope is that all issues would be eliminated with this work order. We are looking at 6 months to a year to implement.
 - b. Personal Safety / Door lock delays – Concern and issue is when entering SSB, the delay is too long between the time one enters the door and the door locks. Those here at night

or on weekends feel it is enough time for someone to enter behind them. Please contact Lt. Brady @ UAHPD, he can do a cycle time study to determine if the door lock delays need to be reviewed and adjusted. The other safety issue was whether safety camera installation would assist with this. Cameras can be added, but the Department that places the request has to speak with Keven Bennett. Note that the requesting Department will be the responsible party to pay for the security cameras being added. Other types of camera installation was also discussed. Kristy read letter from Kevin, Kevin joined the meeting late and answered questions that were brought up. A department may purchase and have a camera installed to monitor a test, Kevin will make an exception for that. The cost of adding a security camera installation will run from \$1100-\$1200.

IV. New Business

- a. Biosafety Officer Appointment, Kristi Dendy was appointed as the new Biosafety Officer. Kristi will take over protocol review and coordination once a month. With BSL2 level research, we have to have an IBC committee. With the committee Kristy and Kristi have proposed other members of the IBC, they do have a list of those that are willing to help out. Question was asked if we need approval from EHC or can Robert Lindquist make a decision, Robert Lindquist to make a decision and approve members.
- b. Revised Biowaste procedures – Kristi Dendy went over new procedures and modifications for Biowaste. Kristi Dendy will pick up the second Wednesday of each month. There has been one pick up that went very well, but she will report back any issues and/or updates at next meeting. One-quart Sharps containers have been ordered and will be installed January of 2020. This was in response to a stick to a facilities person while trash was being picked up from a restroom. Communications will be added to restroom doors and to the UAH website to communicate what restrooms will have the Sharps containers. It was suggested to let Deans and Center Directors know as well so they can pass the information to Faculty and Staff.
- c. Proposed IBC Members – Kristy Olive recommended the following, Eric Mendenhall, Tania Sysovea, Kristi Dendy, Steve Daniel and Lillie Pike, community members; Donna Everett and Tracy Gossett, Angelia Zwissler and other university staff familiar with biosafety as well as Hudson Alpha. Robert Lindquist suggested that we visit UAB and UA to see how they are structured.

V. OEHS Updates

- a. Inspection Findings: Highest number of issues are found in the following areas: Training, paperwork, SDS. OEHS plans to address issues in the following areas: monthly classroom training, annual audit of safety training records, SDS, inventories, assigning student workers to check fire extinguisher and eyewash stations. Some students cannot go into secured areas. These need to be checked on a monthly basis by laboratory staff. Door signs need to read Hazard materials inside for Fire Department in labs
- b. Changes to OEHS Website – N/A

VI. Safety Concerns from Committee

- a. Open floor- N/A

VII. Adjourn 2:54pm

Attached: Powerpoint slides

EHS COMMITTEE MEETING

Fall 2019

11/6/19

2:00 pm

SURPLUS PROCESS

- In the last meeting, the issue was raised that it would be nice if surplus communicated to facilities about items that had been submitted on a surplus form that turned out to be trash.
- I spoke with Greg Smith and he believes that the new Work Order system his department is implementing will alleviate some of this issue.
- As he explained it, people will be able to put in a work order to have surplus removed and if it is marked surplus in the system, it will get kicked over to Central Receiving and if it is marked trash in the system, it will be kicked over to Facilities.

PERSONAL SAFETY/DOOR LOCKS

- Kevin Bennett response
- Cycle times are controlled by Lt. Brady if you request a study on a particular door.
- Camera additions are at the expense of the requesting department and a quote should be requested through Kevin Bennett

BIOSAFETY OFFICER APPOINTMENT

- Kristi Dendy

PROPOSED IBC MEMBERS

- Eric Mendenhall, PhD
- Tanya Sysovea, PhD
- Kristi Dendy
- Lillian Pike / Steve Daniel (Community Member)
- Rotating member to be obtained from the following list: Tracey Gossett, Donna Everett, Angelia Zwissler, other area university staff familiar with biosafety

BIOWASTE PROCEDURE MODIFICATIONS

- List of labs generating waste
- Central storage area in each building
- Monthly pickups

OVERVIEW OF INSPECTION FINDINGS

Total Items Closed this year	287
Total Items that Remain Open this year	429
Training	44
SDS related	32
Fire extinguisher related issues	31
Chemical Inventories	30
Showers and eyewashes	24
Door signs	23
Emergency Plan	20
Waste containers labeled and closed	19
New Lab Startup forms	17
Corridors and aisles	15
Labeling	15
First Aid kits	15
Acids and bases	13
Spill kits	13
Housekeeping	13
Other random issues	105

OEHS PLANS TO ADDRESS TOP ISSUES

- Implementing monthly classroom training options
- Implementing annual audit of safety training records, SDS, and chemical inventories independent of physical inspections
- Assigning student workers to assist with fire extinguisher and safety shower/eyewash checks
- New door sign installation by OEHS
- With the others, we still need your help to emphasize their importance to your groups.

OPEN FINDINGS BY COLLEGE

- College of Science – 206
- College of Engineering – 128
- College of Arts, Humanities, and Social Science – 15
- College of Business – 0
- College of Nursing – 3
- Auxiliaries – 38
- Centers – 36
- Other - 18

OPEN FLOOR