

Chemical Hygiene Committee Meeting Minutes

Committee: Chemical Hygiene Committee

Date/Time: 3/29/2018, 9-10 AM

Location: Darwin 300C

In Attendance: Jon Fukuto, Craig Dawson, Jeremy Qualls, Dan Crocker, Matty Mookerjee, Sujan Bhattacharai, Michael Kopaigorodsky

Recorder: Jon Fukuto

Agenda/Topics Discussed: This meeting was called by Craig Dawson to discuss various items of general interest to the committee. These items are described below.

1. There will be some minor modifications made to the bi-annual lab safety inspection form. The inspection form will be modified to query whether the inspections of chemical fume hoods, safety showers and eyewashes, and fire extinguishers are being performed on a regular and prescribed basis. These inspections are to be performed by Facilities and the dates of the inspections will be noted on tags attached to the inspected unit. Craig Dawson will be making these changes to the inspection form.
2. The storage of inspection records is currently being performed by Sujan Bhattacharai and/or by the individual departments. Craig Dawson will be looking into centralizing electronic storage of all records (i.e. inspections forms and other material relevant to the Committee) in a manner that allows more convenient and facile access by interested parties. Craig will keep the committee informed of progress.
3. Science and Technology will need to develop and implement a consistent "training record" form that each and every student required to where personal protective equipment will be required to sign and the records maintained for a minimum of three years in accordance to Executive Order 1031. This form will be implemented starting in the Fall 2018 semester and will require EH&S and Risk Management approval. The Chemistry form is a good template.
4. Craig Dawson will be making some slight modifications to the Chemical Hygiene Plan to more properly reflect current practices and streamline the document. The modified plan will be circulated to the committee electronically for approval. Review period ends 4/20/18.