

LABORATORY SAFETY COMMITTEE

June 18, 2013

TO: All Laboratory Personnel

FROM: John Park, Laboratory Safety Committee

SUBJECT: June 10, 2013 Safety Committee Meeting Minutes

Participants: Edith Henderson, Magdi Ibrahim, Joe Jurgevich, Heather Morgan, Max Overman, John Park, Mark Starr, Chris Cangemi

Knox Box:

Chris sent information about Knox boxes to Kent – these are used to securely maintain a building key and information that the fire department can access in the event of a fire during off-hours. Chris and Kent will determine if this is something to pursue.

Fire Alarm:

There was discussion about issues pertaining to when the fire alarm sounds, including accounting for lab employees to insure that everyone has evacuated the building and scheduling a fire/evacuation drill. Chris also mentioned that the office doors that connect to the hallway should be closed if the alarm sounds, and after hours.

Tornado Response:

There was discussion about tornados and how we would respond in the event of a tornado being sighted in the vicinity of the lab. Currently, we have weather radios in the front office area and in the modular building. As for response, there is general guidance to move away from windows and into the hallway. Chris is going to help us prepare a written tornado/hurricane response plan.

Exposure Monitoring & Physicals:

Chris has toured all of the regional offices and now has a better idea of the different safety concerns across the division. For the lab, one health and safety issue is repeated exposure to solvents or other chemicals. The committee confirmed for Chris that routine, annual physicals were suspended a few years ago. Also, it has been while since any exposure monitoring for lab employees has been conducted, such as in the extractions area. These are two items that Chris will also check out and see what can be done.

Gas Cylinder Pen:

The gate to the gas cylinder pen was accidentally left unlocked over the weekend of June 1st. There was discussion about checking that the gate is re-locked after being opened for non-lab personnel (gas cylinder deliveries, recycling pickup). However, this was the first incident of the pen not being locked in several months.

Solvent Waste Drums:

The two 55-gallon solvent waste drums in the solvent storage room were removed on May 24 by Veolia ES. Two new drums were installed. There are still some old chemicals that need to be removed for disposal (especially several cases of nitric acid in the acid storage room).

State Capitol Police:

The **State Capitol Police signs** posted at each building exit were updated and have been re-posted. Kent sent a draft version to the SCP chief, who approved the new sign and clarified when they can assist us. Basically, during after-hours and weekends, State Capitol Police should only be called for building issues (water leak, No AC); for an emergency, call 911. During regular work hours, State Capitol Police should mainly be contacted for non-emergency issues, while emergency situations should be directed to 911 and EMS personnel.

Fume Hoods:

Ten of the Hamilton fume hoods located in Wet Chemistry (G066) and Organic Extractions (G043) were tested by ECT from June 10 to 12. The hoods were tested using ASHRAE procedures, including air flow tests, visual smoke test, and tracer gas test. These tests were conducted to certify use of the hoods with the sash positioned at 24 inches (vertical height). All but one of the hoods met the ASHRAE acceptance criteria at this sash height; there is one hood in extractions that cannot be used at that height, which hopefully can be rectified in the future. The 24 inch sash height allows for full fume containment while providing better access to the hood work area for chemists (as compared to the previous certified height of approximately 16 inches).

A reminder to safety committee members: checks of the safety devices for each lab unit should be conducted and documented on a monthly basis. This includes eyewashes and drench hoses, safety showers, fire extinguishers, and smoke detectors. For fume hoods, please check each hood every three months with the velometer (located in John's office).

- The next safety committee meeting is scheduled for July 1, 2013 at 10:30 a.m. Minutes were prepared by Max Overman and John Park on June 17, 2013. MO/JP