

LABORATORY SAFETY COMMITTEE

June 24, 2011

TO: All Laboratory Personnel

FROM: John Park, Laboratory Safety Committee

SUBJECT: June 20, 2011 Safety Committee Meeting Minutes

Participants: Anne Chandler, Edith Henderson, Joe Jurgevich, Heather Morgan, Max Overman, James Staley, Mark Starr

Chemical Hygiene Plan (CHP): It's that time of year again - the annual revision of the laboratory's CHP. John put together an assignment of CHP sections for each safety committee member to review, which Max handed out at the meeting. Max will email an electronic file of the 2010 CHP to each member. Edits can be done by hard-copy or electronically. It was requested that committee members have their edits completed by the August safety committee meeting. John will oversee the revision of the CHP, which we hope to have ready to send to Steve Kaasa by September or October.

Fire Drills: A fire drill was held at the laboratory on May 23, and the response was excellent. All lab employees exited the building in just over 50 seconds, which is excellent. Garland checked the fire alarms and found them to all be working properly. All but 2 doors to the hallway were closed, which is very good.

Lab Safety Audit: The lab is due for a quarterly safety audit. Anne, John, and Max will conduct the audit, which was tentatively scheduled for June 27 (Monday).

Road signs / entering Reedy Creek Road: The street sign for the lab's east entrance was relocated to help provide a better view of on-coming traffic. There are still some tree branches that need to be pruned, but hopefully this will help drivers as they turn onto Reedy Creek Road. If you have any concerns regarding this issue, please contact John or Max.

Smoke Detectors: Joe said that there are two smoke detectors in the metals unit that are not testing properly, even after fresh batteries were installed. Two new detectors will be purchased.

Hazardous Waste: Max and Anne have reviewed the hazardous waste guidelines that Dana had provided, as well as guidelines on the website of the Hazardous Waste Section (Division of Waste Management). Max discussed some of the requirements. For the chemistry lab, the following items are needed or have been completed:

- The solvent waste drums have been labeled with "Hazardous Waste."
- A weekly inspection log has been initiated for the solvent waste drums.
- Emergency contact information has been posted near the drums.

- The intermediate solvent waste bottles in SV/Pesticides extraction and Wet Chemistry will need to be labeled with "Hazardous Waste." The chemical name(s) must also be clearly marked on the bottles.
- One or two people from the lab should receive some level of hazardous waste management training.
- The lab needs a contingency plan on file for how a spill or threat of explosion of hazardous waste would be handled. Max has put together a draft plan, which was submitted to Anne and Kent for their review.

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, safety showers, fire extinguishers, and smoke detectors. For safety hoods, please check every three months with the velometer (located in John's office).

The next safety committee meeting is scheduled for July 11, 2011 at 10:30 a.m. Minutes were prepared by Max Overman and John Park on June 23, 2011. MO/JP