

## LABORATORY SAFETY COMMITTEE

May 27, 2010

**TO:** All Laboratory Personnel

**FROM:** John Park, Laboratory Safety Committee

**SUBJECT:** May 17, 2010 Safety Committee Meeting Minutes

**Participants:** Anne Chandler, Amita Desai, Edith Henderson, Joe Jurgevich, Max Overman, John Park, Heather Parker

John began the meeting by announcing that Anne Chandler is the new chemical hygiene officer for the chemistry laboratory. Anne said that she plans for Max and John to continue in their current roles, and that she will work with Kent and people downtown to insure that the lab's safety needs are fulfilled.

Max presented a new form for transferring old chemicals from a lab unit to one of the storage rooms. This form, which will be sent to the safety committee representatives and unit supervisors, is intended for old chemicals or standards that are to be discarded by a private waste disposal company. It will help to maintain an updated inventory of chemicals intended for disposal. Note that this form would not apply to solvent waste being transferred to the solvent waste barrels located in the solvent storage room. Anne recommended that a folder be made available on the lab's network that could be used to inventory old chemicals being stored in a lab unit, with separate files for each lab unit.

Heather talked about recycling used plastic bottles from the lab units, such as the bottles for dry chemicals. It was agreed that each lab unit should rinse and dry the plastic bottles, and store them in a plastic box. Once the box is full, it can be transferred to the receiving room. Heather will check with the recycling company to be sure that they will accept these bottles.

John mentioned that the next facility safety inspection for the lab will be conducted in June 2010.

Max briefly reviewed the quarterly Safety Audit Subcommittee meeting, which was held on May 14<sup>th</sup>. Steve Kaasa reviewed the revised facility audit form that includes more laboratory-related items, and gave his approval to use the form. Steve also said that for the quarterly safety audits for the lab, the laboratory building and the new modular building can be recorded on one audit form.

John said that it is time to begin the annual CHP revision. He will assign sections of the CHP to each safety committee representative at the next meeting. In addition to the regular review and revision, information regarding particularly hazardous substances will be added to the CHP per Steve Kaasa's request.

The next safety committee meeting is scheduled for June 7, 2010 at 10:30 a.m. Minutes were prepared by Max Overman and John Park on May 24, 2010.

JP/mo