

LABORATORY SAFETY COMMITTEE

September 26, 2011

TO: All Laboratory Personnel

FROM: John Park, Laboratory Safety Committee

SUBJECT: September 19, 2011 Safety Committee Meeting Minutes

Participants: Edith Henderson, Joe Jurgevich, Heather Morgan, Max Overman, John Park, James Staley

CHP 2011 Revision: The final draft of the 2011 revision of the laboratory's Chemical Hygiene Plan (CHP) has been completed. John handed out a copy of the draft for committee members to review. Once Anne has given final approval, the draft CHP will be sent to Steve Kaasa for final review and approval.

Building Evacuation: There was discussion about the building evacuation that occurred on Wednesday, September 14. The fire alarm was accidentally set off by Facilities Management personnel while they were working in the penthouse area. Laboratory management did not communicate this to lab personnel, so when the alarm sounded everyone evacuated the building. Although this turned out to be a false alarm, everyone did an excellent job of evacuating the building quickly and accounting for everyone at the gathering area. Committee members discussed issues including what to do if someone is not accounted for at the gathering area and the possibility of having people assigned to quickly check lab areas to insure that everyone is evacuated. No final decisions were made, but these are issues that will need to be addressed.

Solvent Waste: Max mentioned that the solvent waste drums are scheduled to be removed for disposal and replaced with new drums. Note that this was completed on September 22.

Building Renovations: There was more discussion regarding the upcoming renovations to the laboratory. The first work has been scheduled for mid-October, which will be the retrofit of one fume hood located in Wet Chemistry. The fume hood retrofits are intended to improve flow characteristics within a hood, so as to prevent fumes from flowing back towards anyone standing/working at the front of the hood. Other work, including updating ductwork for all fume hoods and lowering ceilings in the lab areas, is not likely to begin until November or December.

Gloves for Cleaning Crew: Edith raised the issue of whether the cleaning crew should be provided safety gloves for handling garbage cans from the lab units and sweeping/mopping in the units. Everyone agreed that this would be a good idea. Max and John will pass this to Kent and Joy so that they can make the cleaning company aware of this change. Safety gloves will be put in the cleaning closet for easy access.

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 October 3, 2011 at 10:30 a.m. Minutes were prepared by Max Overman and John Park on September 26, 2011. MO/JP