

LABORATORY SAFETY COMMITTEE

July 1, 2013

TO: All Laboratory Personnel
FROM: John Park, Laboratory Safety Committee
SUBJECT: July 1, 2013 Safety Committee Meeting Minutes
Participants: Magdi Ibrahim, Joe Jurgevich, Heather Morgan, Max Overman, John Park, Mark Starr, Lauren Clark

Fume Hood Checks:

Max presented a new form for recording the results for an air flow check of a fume hood. If approved, this form will be for use by all lab units. A draft of the form will be sent to the committee members for review. In addition to the new form, written guidance will be updated to provide information for conducting air flow checks.

Safety Officer:

With Anne Chandler's retirement, the laboratory currently does not have a safety officer. Hopefully, an acting safety officer will be named in the near future. For now, Kent and Chris Cangemi can be contacted for any safety issues.

Chemical Hygiene Plan:

The Laboratory CHP is due for annual review and revisions. John is going to provide a copy of the 2012 CHP to Chris. Max and John plan to work with Chris to complete the 2013 review; a draft document will be provided to committee members for voluntary review. The goal is to have the revisions completed by August and have final approval of the 2013 CHP by late August or September.

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 August 5, 2013 at 10:30 a.m. Minutes were prepared by Max Overman and John Park on July 1, 2013. MO/JP