

LABORATORY SAFETY COMMITTEE

November 18, 2010

TO: All Laboratory Personnel

FROM: John Park, Laboratory Safety Committee

SUBJECT: November 8, 2010 Safety Committee Meeting Minutes

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

John opened the meeting by saying that he had handed out hard copies of the 2010 revision of the Laboratory's Chemical Hygiene Plan (CHP) to each lab unit. Each lab unit should maintain a hard copy of the CHP. In addition, Dana has added the 2010 CHP to the lab's web site.

John, Max, and Anne scheduled the quarterly safety audit of the laboratory and certification buildings for November 8th.

There was discussion regarding an on-site assessment of the laboratory's fume hoods that was conducted in September 2010 by ECT, Inc. The primary purpose of the assessment was to determine ways to reduce energy consumption; however, the information garnered with respect to the fume hoods brought up some safety issues:

- The older Fisher-Hamilton fume hoods that are in use throughout the laboratory exhibited average face velocity rates between 80 to 120 feet per minute, which is acceptable. The flow rates were measured with the hood sash doors at mid-level.
- There was one hood in room G066 that had a face velocity of only 40 fpm; however, this was due to a faulty belt on the exhaust motor and has been repaired.
- One issue that was mentioned in the report regarding the Fisher-Hamilton hoods is that when the hood sash doors are fully open, there may be issues regarding full containment of gases and fumes. This was indicated by smoke tests that ECT conducted on some of the hoods in the lab, and would need to be confirmed by full ASHRAE testing.
- The newer TFI hoods were found to be operating within acceptable face velocity rates and did not exhibit any problems with fume containment (even with the hood sash doors fully open).

Anne is going to check into whether we need to conduct swipe tests of the old ECD's that are stored in room G047. The frequency for swipe tests of stored ECD's, as per the CHP, is every 5 years. Anne will confirm whether the 5-year frequency is still required, and if so check into having the testing completed.

Edith brought up a few issues that need to be addressed:

- The emergency contact lists that are posted on the doors of some lab units need to be updated with current names and contact information.

- One of the fire extinguishers needed a new plastic strip for the pin on the handle (Max and Edith took care of that after the meeting).
- Regarding smoke detectors, most units replace the batteries on an annual basis, either at the start of the new year or when the clocks are set back an hour in the Fall. Either way, it is a good idea to stick with the annual schedule, and if you cannot find 9-volt batteries in the stock room, please notify Max or Joy. In addition, please test the smoke detectors in your unit on a monthly basis. That is the best way to be sure that a detector is functioning properly.

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 with the velometer (located in John's office) every three months.

The next safety committee meeting is scheduled for December 13, 2010 at 10:30 a.m. Minutes were prepared by Max Overman and John Park on November 16, 2010. MO/JP