



Laboratory Safety Committee Meeting Minutes

December 12, 2016
2pm-3pm, ADM 460

Members in attendance: Ron Cortez (Co-chair and VP & CFO of Administration & Finance), Marc Majewski (Director of Environment, Health & Safety [EHS]), Jeff Madigan, Michael Beatty, Solinna Kim, Dean Keith Bowman, Michael Scott, Dean Alvin Alvarez, Jane Dewitt, Janet Remolona (for Linda Oubré), Linda Vadura, Dean Andrew Harris, Dean Guido Krickx, Christopher Wenchen Pong, Helen Storrs.

Via ZOOM: Grace Crickette, Karina Nielsen

1. Attendance. The meeting was called to order at 2:02pm.
2. Welcoming

Comment (Ron): These are quarterly meetings. Jennifer Summit, VP and Interim Provost, couldn't attend today due to a scheduling conflict, but will attend in future.

3. Introductions of members
4. Discussions:
 - a. Business Continuity Plan Update – Michael B.
 - b. Business continuity plans have been in development since 2009. In process of updating again.
 - i. Coming to Lab Safety Committee today to seek buy-in by departments/divisions represented on Committee.
 - ii. Updates – being rolled out in phases. Just wrapped up with Administration & Finance. Plan for any given department: staff will meet with departments within divisions: 30-minute intake meetings.
 - iii. Timeline for Academic Affairs departments – until Spring 2017 (first 6 months of '17).

Question (Andrew): There's a variety of units in my division, which may make the timeline difficult.

Answer (Michael B.): The 6-month timeline is for reaching out, starting discussions to begin the Business Continuity Plans.

Question (Ron): Can you demonstrate tool at next Lab Safety Committee meeting to make this process more concrete? (Suggested even a small pilot project.)

Answer (Michael B.): yes

Action item: Michael B. agreed to make more formal presentation for process at next Lab Safety Committee meeting.

Question (Guido): Is there a different process for locations with different divisions?

Answer (Michael): Yes.

- c. Chancellor's Office 2013 Hazardous Materials Management Audit Update – Helen Storrs
 - i. All recommendations made in the audit have been completed, and everything is up on the SFSU EHS website.

Question (Wenchen): Did the audit address the closure of the Science building?

Answer (Ron): No. The CSU Chancellor's audit predated closure of the building.

- d. Building Coordinator (BC) / Building Emergency Response Coordinator (BERC) / Safety Point of Contact (SPOC) Duties – Marc
 - i. BERC, BC, and SPOC assignments and contact information handout distributed.
 - ii. BERC, BC, SPOC: definition, what they do, their contacts.
 - 1. BERC: contact between emergency service providers, University Police Department (UPD), Emergency Operations Committee (EOC) and their building
 - 2. BC: contact between Facilities and their building
 - 3. SPOC: point of contact between EHS and their organization
 - iii. What EHS wants them to accomplish in 2017:
 - 1. BERC: Continue evacuation drills & build competence
 - 2. BC: Identify building safety issues; manage building safety inspection program; build/maintain chemical inventory (will work with EHS for this)
 - a. Marc will meet w/BCs and do walk-throughs: what makes the building different? Build a list of hazards, develop inspection checklists for the building.
 - b. Recommend BCs create building safety committees to help them with safety inspections

Comment Ron: Deans and Provost need a process for safety committees so they can raise issues, relay them to the Deans, and get them ultimately addressed by the administration.

- 3. SPOC: Work with EHS to identify EHS training needs for their organization
- iv. Reducing workload: *Minimizing* additional workload for BERCs/BCs/SPOCs.
 - 1. University Safety Committee: Reducing meetings to once/month.
 - 2. Meetings via Zoom to reduce commute time.
 - 3. Chemical inventory – using contractors or student aides to help complete.

Question (Michael S): Reducing stocks during inventory-taking?

Answer (Marc): Yes, before taking inventory to make the job easier, as we have been doing at the end of the Spring semester with a system-wide amnesty at no cost to the user. Will also look for opportunities to reduce during and after the inventory.

- v. UPD has assigned an Emergency Coordinator to replace Abe: Troy Liddi

Discussion of BC/BERC/SPOC roles

Comment (Alvin): We need to do this now, but we all lack staff. Despite EHS' desire to minimize any additional work required of BERCS/BCs/SPOCs, the workloads are already considerable for these individuals. What is a reasonable solution, given everyone's staffing/time limitations (including the EHS dept's)?

Comment (Andrew.): [In performing the EHS hazard assessment audit] temporary staff could be ok, as long as need for knowledge transfer taken into account; alternately, central office that would have expertise needed to do these audits, and would divide time between colleges to work with BCs.

- vi. Example of office safety checklist with images for unfamiliar terms.
 - A method to spread knowledge and lower the bar for expertise needed for task.

Comment (Ron): Why couldn't we do EHS audit centrally, then get each college's help for their specifics?

Comment (Keith): College model doesn't take into account building-by-building organization. And which items from this checklist [the example] is actually a Facilities issue? This kind of checklist may not work for every division on campus.

Question (Alvin): Expertise level within colleges to conduct audits?

Comment (Ron): Meet offline about who should own what (Facilities vs. EHS) with Alvin, Keith, Ron and Marc.

Action item: Ron's office to schedule this meeting before next Lab Safety Committee meeting.

5. Announcements

- a. (Marc) Hazard Assessment Program.
 - i. Using cameras to capture hazards and report across campus. (Feeds directly into 5b, below.)
- b. (Marc) SFSU Health & Safety Phone App for Feb 2017 release
 - i. IT has developed a section of the SFSU mobile app for EHS, UPD, IT, and Facilities: "Support and Safety" (name to change). Currently only a demo with a soft launch scheduled for Feb. 2017.
 - ii. Easy to report issues and their location with an "add a photo" option with geolocation.
 - iii. Goes to EHS admin email.

Comment (Keith): Check UPD's emergency contact numbers.

Answer (Marc): Already being addressed by UPD. Campus Safety option also being moved to "first page" of mobile app.

- c. (Marc) Draft Regulatory Inspection Practice Directive
 - Contains instructions for dealing with Regulatory Agency inspections. Describes what agencies may show up; what to do; who to call to escort the inspector; what documents

might be requested, and where to find them. Need to add DEA for controlled drugs in research.

Comment (Michael S): please also add NIH and USDA

- d. (Marc) Field Work – Safety Plan (Making safety happen for “laboratory” work away from SFSU) – Safety /Risk review of off campus outdoor work - delayed until next meeting
- e. (Marc) First Aid / CPR / AED training: Next class Feb. 3, 2017. Two four-hour sessions. Can take one or both. To sign up, contact Solinna at SolinnaK@sfsu.edu

Comment (Ron): Any questions or comments?

Comment (Linda V): What is status of plans for an Institutional Biosafety Committee? We have a local biosafety committee that we believed was in compliance based on the rules we put in place.

Comment (Michael S.): We’re not yet in compliance. We will have an IBC. This process is conducted out of my office. The staff member who was working on this just left the university. We just posted the position.

Comment (Marc): Do we have time for the lab coat video?

Comment (Ron): Let’s carry it over to the next meeting

Agenda items for next meeting of this committee (added):

1. Michael B: More formal presentation on Business continuity project
2. Video of vastly improved new lab coat product
3. Field Work Safety Plan

Action items:

1. Invite person in charge of IRB, IACUC, IBC to Lab Safety Committee meetings once they are on board.
2. Alvin, Marc, Andrew and Ron to meet about who should own what (Facilities vs. EHS)

Closing. (Ron)