Facilitators: Marc Majewski (Co-Chairs Cortez / Rosser)

Members Present: Michael Beatty, Keith Bowman, Grace Crickette, Jane Dewitt, Karina Neilsen, Susan Pelton, Linda Vadura, Christopher Pong

Members Absent: Alvin Alvarez, Dan Bernardi, Michael Goldman, Kenneth Monteiro, Linda Oubre, Helen Storrs

Alternates Present: Susan Shimanoff (for Dan Bernardi, John Elia (for Alvin Alvarez)

Minutes

Welcoming Comments: Sue and Ron

Agenda Item: Membership Changes

New: Grace Crickette, Susan Pelton

Leaving: Allison Sanders

Agenda Item: Follow Ups of Previous Agenda Items

Proposed University Policy Directive for Proper Attire in “Wet” Laboratories:

- >600 lab coats sold out of display on the quad,
- Decorated Lab Coats
- Handout: Hyperlink to policy directive – Obtaining and Laundering Lab Coats

Discussion:

Jane requested clarification of the timing of student drop off/pick up; recommended having a specific time period.

Keith suggested replacing paper vouchers with an app and scan of student ID

Linda V explained that manual handling was easiest now, due to lack of software and limited staff. Ron offered to have his office develop a database to store photos of pictures of students with names IDs and vouchers.

Rainbow Emergency Flipchart

- Still progressing, temporarily delayed by focus on evacuation drill requirement.

Medical Event Flow Chart Handout:

- Done. Posted on EHS website

Chancellor’s Audit

- Audit status reviewed by Internal Audits group
  - Actions taken in response to today’s agenda will help close several audit items
  - Compliance Calendar (display)
- Update search for a Chemical Hygiene Officer
  - Special Consultant being considered

Discussion:

Ron requested Helen Storrs to report on Audit’s assessment of open items from Chancellors Audit
**Agenda Item:** Decontaminating and Decommissioning Equipment draft Practice Directive  
**Presenter:** Marc

**Discussion:**
- **Marc:** Decommissioning goes beyond decontamination and includes issues such as physical, mechanical and electrical safeguards. Dumpster diving is routine by students, staff, faculty and...?
- **Keith:** Could we find funds to purchase a sealable dumpster?
- **Sue:** Inventory tagged items must go through a different protocol.
- **Marc:** The practice directive will explain that and include a link to that procedure

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<tr>
<th>Action Items</th>
<th>Responsible Party</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Complete work on practice directive</td>
<td>Marc &amp; Linda V</td>
<td>August 30, 2016</td>
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**Agenda Item:** Make Safety Happen Program Incentive  
**Presenter:** Marc

**Discussion:**
- **Marc:** Explained the roles of the BC/BERCs and the need to re-organize with a single BC/BERC per building. Also needed is a Make Safety Happen Point of Contact (MSH-POC) for each college to work with EHS to move the Make Safety Happen program forward.
- **Grace:** Marc’s team has developed a ready to go program. Deans just need to ID persons and make sure they get to meetings.
- **Marc:** Colleges will be eligible for an incentive allocation for safety if they agree to the reorganization, provide the names of the BC/BERCs and MSH-POCs, and begin to conduct evacuation drills each semester, starting with this summer.
- **Sue:** Need to tweak the size of the incentives to match the differences among colleges.
- **Keith:** What about Sierra field campus?
- **Marc:** Not included as a separate entity
- **Sue:** What about Downtown Campus
- **Michael:** I’ll identify someone from DTC
- **Karina:** RTC is different
- **Grace:** We will come out to RTC. Just want to make sure that RTC meets minimum requirements

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<tr>
<td>Provide incentive allocation options for Ron and Sue to consider.</td>
<td>Grace</td>
<td>April 22, 2016</td>
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<tr>
<td>Consider RTC’s organization as it applies to this Program</td>
<td>Marc</td>
<td>Next meeting</td>
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<tr>
<td>Identify BC/BERC/MSH-POC for DTC</td>
<td>Michael B</td>
<td>Next meeting</td>
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**Ron:** Wraps up a successful meeting, and reminds the committee to contact Frank or Marc if someone expresses a concern about safety.