

Chemical Safety Committee Meeting Minutes

Date and Time of Meeting: July 12, 2017, 2:00 - 3:30 PM Engelmann Room 206

Members Present: Pat Anderson, Alexander Arnold, Ben Church, Jennifer Herriges, Rick Koehler, Jamie Kuenzi, Elizabeth Liedhegner, Jenelle Reick, Zack Steuerwald

Members Excused: None

Guests: None

Call to Order: 2:02 PM

Announcements:

- Welcome to the Committee
- Introductions of Members

Incidents review: None

New Business:

- Charter Review and Approval by CSC. See attached.
 - Roles and Responsibilities discussed
 - Charter approval motion by B. Church, P. Anderson second, Vote: All in favor
- Chairperson Nominations and Appointment
 - E. Liedhegner volunteered for one-year term. J. Herriges motion, A. Arnold second, Vote: All in favor
 - Note: B. Church stated he could serve as chair in 2018-19
- Backup Members to attend meetings during member absence requested
- Purchasing Process Review
 - Final draft of process reviewed and discussed by CSC
 - Standard operating procedures developed as part of process to be made available to UWM community for efficiency
 - Lead time for approval 2 weeks or less
 - Motion to approve process and move forward with implementation by A. Arnold, second by E. Liedhegner, Vote: All in favor
- Committee Tools, Resources discussed
 - Duke chemical inventory spreadsheet for hazard identification for purchasing process
- Announcement to UWM – Committee – Zack to draft announcement informing of the CSC
 - Purchasing Process – Zack to draft announcement

Other Business:

- Preview information provided on future topic – Chemical Use Approval Process

Next Meeting: August 17, 2017, 3:00 – 4:00 PM (tentative)

Adjournment: 3:07 PM

Highly Hazardous Chemical Purchasing Flow Chart

