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

Chemical User determines need to purchase hazardous chemical

Is chemical a High Hazard Chemical?
High hazard chemicals include, but are not limited to:
- Chemicals listed as Acutely Hazardous Waste
- Chemicals regulated by Homeland Security under the CFATS regulations
- Explosives
- Particularly Hazardous Substances (select carcinogens, reproductive toxins, and substances with a high degree of acute toxicity)
- Peroxide-formers
- Pyrophoric Chemicals
- Toxic and Corrosive Gases

Yes

Chemical User completes the Hazardous Chemical Order Request form and sends to US&A at safety-office@uwm.edu and their Department

User re-evaluates lab safety measures and determines necessary controls

No

US&A contacts the Chemical User; evaluates lab safety measures

US&A approves the purchase & notifies Chemical User and Department

Order placed through Department chemical purchasing procedure

US&A does not approve the purchase and notifies the Chemical User