

Chemical Safety Committee Meeting Minutes

Date and Time of Meeting: September 13, 2017, 9:00 - 10:00 AM Engelmann Room 242

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

Regrets: Alexander Arnold

Call to Order: 9:01 AM

Announcements:

- Campus Safety Week- Oct. 2-6 *Kuenzi provided a summary of activities for Campus Safety Day event on Oct. 2*
- October is National Fire Prevention Month
 - Focus Week- Oct. 8-14 (Safety Tips message to UWM?) *CSC agreed that a dual purpose communication to promote fire safety and the CSC was appropriate including tips for chemical safety and the CSC charter/info. **US&A to draft and send to CSC for approval before distributing.***

Incidents review: None

Old Business:

- Backup Members *Members requested. Kuenzi and Anderson already designated backups.*
- CSC Web Page *Discussed Liedhegner's comments previously received. Discussion to add Resources, the purchasing process, and highly hazardous chemical (HHC) approval process.*
- Purchasing Process Review
 - Announcement to UWM – Purchasing Process *On-hold until HHC approval process finalized.*

New Business:

- Highly Hazardous Chemical Use Approval Process (Review and Comment) *Discussed the flow chart and process. **US&A to add in where purchasing can be performed.***

Next Meeting: October 11, 2017, 9:00 – 10:00 AM, ENG 242 *Tentative. Arnold cannot attend at 9 AM. Church informed that his schedule has changed with start of classes. 2-3 PM and 3-4 PM proposed based on original survey. **Church to re-submit survey. US&A will evaluate and adjust time.***

Adjournment: 10:03 AM