

## Chemical Safety Committee Meeting Minutes

Date and Time of Meeting: November 8, 2017, 9:00 - 10:00 AM Engelmann Room 122

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

Regrets: Zack Steuerwald, Alexander Arnold.

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**Call to Order:** 9:02AM

**Approval of Minutes:** yes

**Announcements:** None

**Incidents review:**

- Discussed HF Incident – Chemistry.
  - All agreed that the auto sampler should function within a template so that the beaker of HF does not need to be moved to meet the sampler with each sample.

**Old Business:**

- Backup Members.
  - Elizabeth and Ben both said they both need and will find backups.
- Highly Hazardous Chemical Use Approval Process (Review and Comment)
  - Jennifer to send out final flow via e-mail for everyone to approval.
- Purchasing Process Review
  - Announcement to UWM – Purchasing Process – We need to identify who does the purchasing for each department. Perhaps a note to each department manager requesting their process. We also need to make sure the announcement goes to **all** the PIs to give them a heads up. Then we also have to make sure all who purchase chemicals will follow the process. We need to emphasize what the Highly Hazardous Substances (HHS) are. How will they know. We need to sketch a timeline, decide how to roll it out. Jenelle and Jennifer will send out an e-mail to various departments on campus to inquire on their processes.

**New Business:**

- Determining which chemicals need SOPs via the use of Chemical lists. Everyone looked briefly at the Links /lists from Duke and Maryland – Jennifer discussed the options and limitations. (we may be limited to an annual update of each list as we do not own lists nor do we want to create or have time to maintain the lists.) Duke updates at least monthly.

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Maryland is limited by the chemicals used by their PI/ Researchers. We can help each department get their lists in Duke format but it will be up to them to update them annually. Confirmation of SOPs matching HHS chemicals will be performed during annual lab inspections.

- Creating consistent/ similar templates for general Lab use, IACUC and bio toxins). We would like to create a single form but with sections for each area of compliance. Get better buy in with one form. Easier for researchers. Jennifer and Jenelle will work on this. SOP vs Protocol. SOP is detailed use for individual lab/ area use. Protocol is more generalized discussion of task.

**Next Meeting:** December 13, 2017, 9:00 – 10:00 AM, ENG 206

**Adjournment:** 10:07am