

Chemical Safety Committee Meeting Minutes

Date and Time of Meeting: February 14, 2018, 9:00 - 10:00 AM Engelmann Room 206/208

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

Call to Order: 9:02 AM

Approval of Minutes: *Approved*

Announcements:

- Meeting Schedule- 2nd Wednesday of month, 9-10 AM
- Occupational Health and Industrial Hygiene Program Manager position- *Zack announced the changes to the position (previously Research Safety Program Mgr.) and how impact chemical safety*
- Specific chemical safety programs- Methylene Chloride and Formaldehyde- *Zack informed that US&A was working on written programs that include exposure monitoring*
- Compliance Reporting Season- WDNR Hazardous Waste, SARA Tier II- *Zack introduced the annual chemical reporting that US&A performs, due March 1st*
- Local Emergency Planning Commission- 5 yr. Review- *Zack informed of the reports and scenario that US&A provides for review by LEPC*
- PPE Vendor Fair- *Jennifer announced that on Friday March 2nd three vendors would be displaying gloves, lab coats, and other personal protective equipment in the KIRC from 1-3 PM*

Incidents review: None

Old Business:

- Backup Members- *Ben and Alexander informed they would have backup members in near future, Alexander will be on sabbatical next Fall*
- Finalize Highly Hazardous Chemical Use Approval Process (Review and Comment) – flow charts- *flow charts are final draft*
 - *Need to plan implementation and start informing departments- US&A responsibility*
 - *Discussed best ways to reach out to departments from L&S, CEAS, CHS-BMS, and SFS*
- Purchasing Process Review
 - *Announcement to UWM – Purchasing Process*
 - *Labs help with populating the Duke spreadsheet*
 - *US&A has been populating the spreadsheet with Chemistry info as pilot and largest quantity of chemicals*

University of Wisconsin-Milwaukee

- *Need to place information such as example of highly hazardous chemicals on website*
- *Those that purchase chemicals will be trained on how to check for chemicals needing approval.*
- Determining which chemicals need SOPs via the use of Chemical lists
 - Example of Chemical list
- Creating consistent/ similar templates for general Lab use, IACUC and bio toxins)

New Business: *None*

Next Meeting: March 14, 2018, 9:00 – 10:00 AM, ENG 206

Adjournment: *9:50 AM*