Chemical Safety Committee Meeting Minutes

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


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
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