

## Minutes

## Chemical Safety Committee Meeting

## January 30, 2014, 3:00pm – LPSC room 259

**Present:** Paul Blakemore (Chemistry, CSC chair), Lance Jones (EH&S), Kerry McPhail (Pharmacy), Staci Simonich (EMT), Dan Kermoyan (EH&S), Daniel Myles (Chemistry), Adam Schultz (Research Office), Jean Hall (Veterinary Medicine), Kay Miller (EH&S, minutes)

**Absent:** Julie Greenwood (Bio/Bio)

**Review of Chemical Hygiene Plan**

The CHP is supposed to be reviewed by the committee annually. The Occupational Safety and Health Administration (OSHA) requires OSU to have a CHP. Andy Kenst and Lance Jones, EH&S, have updated the document.

EH&S will begin conducting laboratory audits next month. The revised CHP will be introduced in conjunction with the audit program. Auditors will review lab-specific CHPs. The OSU CHP contains the minimum requirements; laboratory-specific CHPs may be more restrictive, depending on the work being conducted.

EH&S is writing some generic Standard Operating Procedures (SOPs) for common items (flammable liquids, corrosives, etc.). EH&S will have a library of the SOPs available on their web page. Some lab-specific CHPs will be web-based with appropriate links (no hard copy). As others (PIs, etc.) write SOPS, EH&S will ask to add them to the library.

It was suggested that EH&S have a representative (probably Andy Kenst) attend faculty meetings over the next 6 months to one year to explain the requirements, uses, and expectations of the CHP, and to answer questions.

EH&S will send an announcement to affected department chairs and safety coordinators with a cover letter containing a bulleted list of main points of the CHP. It will be noted that nearly half the pages are appendices in order for the document to appear less daunting.

EH&S lab auditors will meet with Principal Investigators to explain the CHP requirements.

Process for notifying campus of the revised CHP and the laboratory audit program will involve:

* Email notice/cover letter to department chairs and safety coordinators
* EH&S attendance at faculty meetings
* Laboratory audits, meeting with PIs

If items of noncompliance are found during audits, it is unclear who would pay for correction. There have been some discussions about getting university funding for major items (i.e. eyewash stations).

**Review sample SOP for flammable liquids**

It was suggested that SOPs contain fewer sections than the EH&S example. A sample SOP developed by Paul has three major sections:

* Introduction or scope
* Protection
* Procedures

In the flammable liquids SOP, the section on chemical storage should address need for explosion-proof refrigerators.

**Laboratory chair requirements**

Results of some recent audits of BSL labs indicated that lab chairs covered with fabric were not appropriate and should not be allowed. Any chair used for biological work should be made of an impervious material that is easily cleaned.

It was agreed that replacement of all fabric lab chairs is unreasonable. However, it is strongly suggested that future purchases of lab furniture be of appropriate materials.

A paragraph will be added to the CHP addressing the issue. OSU Design Criteria should be amended for laboratory spaces.

EH&S will attempt to get the word out to laboratories.

**Action items**

Committee members are asked to get additional comments on the CHP to Paul no later than Wednesday, February 5.

Paul will compile comments and forward to Lance for incorporation into the document.

EH&S will amend the flammable liquid SOP.

Design Criteria will be amended to prohibit fabric chairs in laboratories.

Next meeting: to be determined