
## Minutes

## Chemical Safety Committee Meeting

## February 18, 2015, 4:00 pm – LPSC room 259

**Present:** Paul Blakemore (Chemistry, CSC chair), Lance Jones (EH&S), Dan Kermoyan (EH&S), Adam Schultz (Research), Staci Simonich (EMT), Kay Miller (EH&S, minutes)

**Absent:** Julie Greenwood (Bio/Bio), Jean Hall (Vet Med), Kerry McPhail (Pharmacy), Daniel Myles (Chemistry)

**Chemical Hygiene Plan**

The University Chemical Hygiene Plan (CHP) must be reviewed annually.

Discussion:

* 1.0 – Purpose. Remove the reference to OAR 437-002-0360 and replace it with more generic wording to include both state and federal regulations. Proposed wording is “In accordance with the state and federal OSHA “Occupational Exposure to Hazardous Chemicals in Laboratories” standard (commonly referred to as the Laboratory Standard), the purpose of a Chemical Hygiene Plan (CHP) is to provide guidance and protocols for the protection of employees and visitors at Oregon State University (OSU) from the potential health hazards associated with chemicals used in the laboratory.”
* 3.0 – Definitions. Correction: Laboratory Standard should read “Laboratory Standard – The procedures and standard referenced by 29 CFR 1910.1450 and OAR 437-002-1910-1450.”
* 6.2 – Hazardous Chemical Inventory. It was suggested (by PRB) that text "… and entered into the electronic chemical inventory" be removed because samples created during the course of research (which do not have CAS numbers nor well recognized hazards) are not routinely entered into the inventory system. The need for labeling should be retained, however.
* 7 – Labeling Chemical Containers. Correction: “5. If a chemical substance is produced in the laboratory for another use outside of the laboratory, the SDS and labeling provisions of the OSHA Hazard Communication Standard apply (29 CFR 1910.1200 and OAR 437-002-1910-1200). The LS/PI shall ensure these requirements are met.”
* 12.2 – Fire. It was suggested (by PRB) that the order of instructions be revised such that the first instruction is to pull the fire alarm (i.e., similar to section 12.3). After revision, section 12.2 should appear as a simple list of numbered instructions to make the order of actions clear.
* 13 – Record Keeping. EH&S should consult with Elizabeth Nielsen, University Archivist to determine/confirm record retention procedures. State regulations must be met.
* 18 – Operations requiring prior approval. It was suggested (by PRB & AS) that this section be expanded to include mention of potentially explosive compounds and also any that may have restricted export controls or problematic for foreign nationals to work with.

All CSC members, particularly those who are not present at this meeting, will be asked to submit their comments to Paul by the end of February.

**Laboratory Clean-outs**

Concerns were raised regarding the current situation when labs are handed over to new PI's following the previous PI leaving the laboratory (for whatever reason). As noted in the CHP (section 21.1, p. 22), the PI relinquishing the space (and/or his/her home department) is responsible for lab clean-up and handing it over in a state suitable for the next PI to overtake ownership. Input is requested to improve Safety Instruction #31 - "Chemical Lab Decontamination & Checkout," available from the following link.

<http://oregonstate.edu/ehs/sites/default/files/pdf/si/chem_lab_decon_si031.pdf>

Please forward Paul any comments that you may have by Friday Feb. 27.

Discussion:

* Add biosafety-specific instructions.
* Include more specific information about the soap solution to be used.
* Include information on disposal of cleaning materials.
* Include requirements for individuals performing the clean-out regarding training and personal protective equipment, or link to relevant information.
* Add information regarding the possibility of hiring a company to do the lab clean-out and billing the charges to the responsible department.
* Add a questionnaire regarding the facilities – items that need replacement/repair, etc.

All CSC members are asked to review the Safety Instruction and submit comments to Paul by February 27.

**Laboratory Assessments**

Dan distributed a statistical summary report of lab assessments performed by EH&S during 2014. He estimates that EH&S can do about 600 per year. Some specialized assessments are still required (radiation and biosafety labs), but the general lab inspection is generally done at the same time. Shops are considered labs.

Self-assessments will need to be done in labs not covered by EH&S. So far, EH&S has completed inspections in Gilbert, LPSC, Cordley, OCB, and some Experiment Stations. The next scheduled buildings are Wiegand, Burt, Wilkinson and Crop Science. It is more efficient to schedule inspections by building than by hazard category.

Items of particular emphasis are chemical inventories and training documentation. EH&S is planning to require Lab Safety Training for all lab workers, and refresher training every three years. It may be something that could be added to graduate student requirements via the Graduate School, when applicable.

Assessment reports go to the PI, department Chair, and departmental safety coordinator.

EH&S will host a DUSC (Department/Unit Safety Coordinator) seminar in early March. Information will be provided about self-assessments, training requirements, and chemical inventories.

Regular (quarterly) reports can be sent to Deans/Chairs so they can so how their department is complying.

An information bulletin will be sent to Chairs, Safety Coordinators, and Safety Committees regarding the self-assessment requirements and tools.

**Action items**

* **All CSC members**, particularly those who are not present at this meeting, will be asked to submit their comments on the CHP to Paul by the end of February.
* **Paul** will gather and consolidate CHP comments and forward to Lance to edit the document.
* **CSC members** will send comments regarding Safety Instruction 31, Chemical Lab Decontamination and Checkout to Paul by February 27.
* **Lance** will edit CHP and Safety Instruction 31.
* **Lance** will contact Mark Peters to discuss Export Control and International Compliance.
* **Dan** will contact Elizabeth Nielsen to discuss records retention.

Next meeting: to be determined