

CSUSB SCIENCE SAFETY COMMITTEE MEETING MINUTES

January 6, 2020

Attendees:

James Pelley, *Equipment Technician, College of Natural Sciences-Dean's Office*
Tom Benson, *Instruction Support Technician, Biology*
Tori Croom, *Instruction Support Technician, Biology*
Dr. Kimberly Cousins, *Department Chair, Chemistry*
Dr. Javier Torner, *Department Chair, Physics*
Dr. David Maynard, *Department Chair, Geological Sciences (Co-Chair SSC)*
Leanne Bactad Pulido, *Administrative Support Assistant, Nursing*
Alexis Solis, *Instructional Support Technician, Psychology*
Dr. Brett Goforth, *Professor, Geography*
Teresa Fricke, *Director, Environmental Health and Safety (Co-Chair SSC)*
Kathy Pierson, *Specialist, Environmental Health and Safety*
Benjamin Virzi, *Specialist, Environmental Health and Safety*
Rominna Valentine Ico, *Specialist, Environmental Health and Safety*

Time Started: 11:30 AM

Time Ended: 12:30 PM

Minutes recorded by: Rominna Valentine Ico

- **Prior Meeting Minutes**
 - Approved with no changes.
- **New Items/EH&S Items**
 1. **CSU Safety Audit Findings**
 - a. **Procurement card policy enforcement**
 - Due to the Chancellor's Office audit findings, the Procurement Department will no longer allow chemicals to be purchased using a Procard, therefore departments must plan accordingly.
 - Since the installation of this policy EH&S wanted to determine how the procedure has affected the department's operations.
 - Various departments have mentioned that they end up "stockpiling" chemicals instead of ordering more frequently, since the process is time-consuming.
 - Departments also agree that having a list of approved chemicals would be a never-ending challenge since chemicals being used can change frequently.
 - Dr. Maynard spoke to Monir about having a component in USBank to track chemical purchases on Procard statements.
 - Unknown if this feature is available, Dr. Maynard to follow up.
 - EH&S will continue to work with the Procurement Department to further streamline the process for ordering chemicals.
 2. **EH&S Monitoring**
 - a. **Rock shed dust monitoring**
 - EH&S would like to see how operations are run at the rock shed area to determine the extent of the dust produced.

- Dr. Maynard confirmed that the Geology Department will be purchasing a dust collection kit for the rock shed area.
 - EH&S recommends having the dust collection apparatus on a preventive maintenance schedule to ensure it operates as intended.

3. Risk and Safety Solutions (RSS) Software

a. Prospective training dates

- Training scheduled for the first week of February, Rominna to send out an email using “Meeting Time” to optimize attendance.
 - Training will cover the basics of RSS how to input chemical inventories and how to clear findings.

b. Hazards assessment for determining PPE

- Hazard assessment provided by RSS can help determine the proper PPE for the chemicals in use.
 - It is the responsibility of the PI/Supervisor to ensure proper PPE is practiced when lab work is being conducted.
 - It is encouraged that if changes occurred a recertification of the lab/work area should also occur simultaneously to ensure current hazard information is updated.

c. Completing chemical inventory and inspection

- There are still some departments that are missing hazardous assessments and therefore inspections for those locations.
 - To complete the first tier of RSS both the hazardous assessments and inventory must be completed.
 - Inventory of chemicals using RSS is simple and easy to use that allows PIs, Supervisors, and designated delegates under RSS to barcode and add to their inventory.
 - The chemical inventory works with MSDS Online to automatically populate an associated Safety Data Sheet (SDS) with an inventoried chemical.
 - Therefore, your chemical inventory should be a snapshot of any area at any point of time.

4. Laboratory Waste Management

a. Chemical purchase and waste reduction

- EH&S would like to continue to encourage your instructional laboratories to microscale experiments wherever possible.
 - This not only cuts back on chemical acquisition costs but also waste disposal fees.
 - If you have questions or concerns about waste management please contact EH&S for assistance in reducing chemical waste.

b. One time-chemical cleanup for state purchased chemicals

- Benjamin to set up one-time chemical cleanup by the end of the year.
 - Labeled chemicals purchased with state funds will be received for proper disposal.

- The idea is to update and maintain chemical inventories for a specific area and is considered a living document that should be constantly updated when chemicals are disposed of or purchased.
 - Update laboratory SDSs binders for chemicals using “MSDS Online” and maintain SDSs for the area housing the chemicals that can easily accessible to anyone who might need it.

c. Chemical Labeling

- EH&S encourages all faculty and staff that use chemicals to properly label all secondary containers and waste containers.
 - Proper labeling techniques can also help cut down on waste disposal fees and ensures waste is categorized accordingly.

5. Department Accidents/Incidents Protocol

- EH&S recommends that each department has an accident/incident protocol for responding to such events.
 - Have a step by step so that all faculty/staff members know what to do in case of an event.
 - Chemistry has pioneered a department-wide email from the chair to all chemistry employees stating a step-by-step on what needs to be done in case of a student injury (see attachment for example).

6. New Items to the Table

a. Training for Shipping and Receiving staff who handle chemicals for delivery

- Issues with chemical delivery when chemicals are spilling/fuming.
- EH&S will look into necessary training for Shipping and Receiving.

The next meeting will be scheduled for the winter of 2019.

*** END ***

EXAMPLE EMAIL

Courtesy Dr. Kim Cousins, Chair of Chemistry and Biochemistry

Subject: Safety information for all--IMPORTANT

Hi Lecturer Faculty


I know it is the end of the quarter and many of you may not be back in lab until fall, but we've had a string of safety incidents in the last quarter, that have not necessarily all been treated appropriately. The ramifications of at least two of these will extend beyond the quarter.

Here are the standard protocols (a reminder will be sent in fall, as well)

1. As soon as you are aware that an incident has happened, assume the worse, and act immediately
2. If it is a spill, use lots of water--eye or face use eye wash; arm/hands use taps; body: use shower room on first floor
3. Report to the Stockroom immediately. They have access to appropriate procedures including accompanying a student to the health center with a golf cart. They also have reporting to complete.
4. Never try to perform any procedure other than washing with water (consult the stockroom staff before taking other measures--they are there for a reason).

thanks for all you do to keep our students safe

Kim

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 We Define the Future