

**Science Safety Committee****Date:** 10.22.2025**Time:** 9:00 a.m. to 10:00 a.m.**Location:** BI -104**Committee Chairs:** Michael DeSalvio  
**Minutes Prepared by:** Lia Quintanilla

Topic	Speaker
Meeting called to order & Roll Call	Chair
Agenda Topics	Chair
Open Forum	Open Discussion

**1. Roll Call**

Committee Members
Michael DeSalvio
James Pelley
Alexis Solis
Saul Rodriguez
Lia Quintanilla
Jeremy Dodsworth
Pinthusorn Pattayakorn
Christina Hassija
Beth Jaworski
Benjamin Virzi

Doug Smith

## 2. Call meeting to order by:

Chair Michael DeSalvio called the meeting to order at 9:07am.

## 3. Introductions and approval of Meeting Minutes

*Minutes: Approved      Motion: n/a      Second: n/a      Oppositions: None*

***\*Committee meeting minutes were approved unanimously\****

## 4. Teams Channel

Chair reminded committee members about the Science Committee team channels, where they post minutes, agendas, presentations, and all relevant resources and documents for discussion topics. The channels are also used for communication about upcoming meetings.

The Chair requested a volunteer to represent the Science Safety Committee at the upcoming campus-wide safety committee meeting.

The Chair introduced Saul Rodriguez, the new member of Environmental Health & Safety Department, who will serve as the Occupational Health Specialist.

## 5. Profile, Assessment, Inventory, SOP's, and Inspection

The Chair discussed the importance of maintaining an updated inventory of materials and equipment, emphasizing that it helps identify potential hazards during inspections. Assessments will be conducted specifically for shop areas to ensure appropriate PPE (Personal Protective Equipment) requirements are met. Students working in these areas will be required to review and sign hazard acknowledgment forms outlining the risks present in their environment. The person responsible in each area will manage the inventory and must certify it annually, ensuring all chemicals are properly documented.

New members will automatically receive an onboarding email with relevant information. The Principal Investigator (PI) or designated responsible individual will oversee compliance and accuracy within their department. The team is also considering implementing chemical Standard Operating Procedures (SOPs) within the RSS

system. This feature would automatically notify users when a newly added chemical requires an SOP or related safety documentation.

The EHS Specialist noted that during upcoming inspections, he will be checking to ensure all groups are up to date and that members have read and agreed to their respective hazard assessments.

A concern was raised regarding whether there are SOPs for adding students into the system. The EHS Specialist responded that he has a one-page guide available and will share it with the team to assist with this process.

### **Action item: Website Update for RSS**

#### **6. Safety Plans and Programs**

The chair discussed updates to the Safety Plans and Programs. Previously, the documents were lengthy and difficult to audit. To improve accessibility and readability, the plans are now being kept to 16 pages or fewer and formatted in a newsletter-style layout.

The current status of the safety programs is as follows:

- **Research Safety Plan:** Draft stage
- **Chemical Safety Plan:** Draft stage
- **Biosafety Plan:** Upcoming
- **Radiation Safety Plan:** Draft stage

The goal is to create a **concise, “bulletproof” document** that addresses only the essential items—particularly those highlighted in red—and provides a brief explanation of the corresponding solutions.

#### **7. Hazardous Waste Pick-Up**

The chair shared an opportunity to centralize biohazard waste disposal through Clean Harbors, establishing an agreement for scheduled pickups. EHS specialist is coordinating the schedule, with the next quarterly and end-of-year pickup set for December 19th, followed by additional collections in March and June 2026. A high-hazard waste assessment will also be conducted to identify cost-effective disposal methods, as these materials require more expensive handling.

Currently, Veolia conducts pickups every Wednesday, and a larger category pickup is scheduled at the end of the year. The team is reviewing disposal costs and waste

volumes, particularly the large amount of red bag waste. Since the university holds a permit to autoclave certain dry materials and dispose of them in regular trash, these materials can be treated, labeled, logged, and then safely discarded. The Waste Authority conducts inspections at these sites, and both Ben and the chair will assist in ensuring proper resources and compliance. The process is fully compliant with legal requirements.

During the medical waste inspection last year, new regulations were introduced prohibiting the use of wire racks by science staff. To address this, bench bins were purchased to replace the wire racks on a one-for-one basis; any additional bins needed beyond the initial exchange will need to be purchased individually.

Overall, the team has maintained three consecutive years of strong performance in waste management, particularly with medical waste disposal, resulting in minimal findings during inspections.

#### **8. Lab Incident**

A concern was raised regarding a potential injury caused by an irritant. Upon review, it was determined that the issue was related to a ventilation problem caused by a power outage. The ventilation issue has been resolved, and no further concerns remain. It was noted that maintaining proper air handling is crucial for safety. The group discussed using an air handler card for audit purposes to help track functionality. When the air handler is down, the fume hood can still operate but with reduced effectiveness, which increases risk.

The team also suggested the possibility of bringing in a vendor to conduct fume hood inspections to ensure optimal performance and compliance with safety standards.

#### **9. Upcoming Initiatives**

EHS will be conducting inspections from December 22–23, and all labs are reminded to clean out their fume hoods prior to that time.

On December 22, AHC will be cleaning pigeon droppings from the Chemical Sciences roof, which will require a temporary shutdown of the hood system. EHS will issue a memo to all affected parties with details and reminders to keep hoods closed and remove any unused chemicals during the maintenance period.

A concern was raised regarding tagged-out fume hoods in the Chemistry building. The chair clarified that these are due to mechanical issues or housekeeping-related reasons. Additionally, sharp containers will be swapped out as part of the maintenance effort.

**Action Item:** Schedule a walkthrough of all fume hoods to ensure they are properly maintained and operational.

### **10. MAQ Status Report**

The Office of Fire Safety, under the Chancellor's Office, is now involved in reviewing the university's chemical inventory. The CSU Fire Marshal has been granted access to the inventory system to support oversight and compliance.

There will be limitations on the amount of flammable liquids permitted, based on the floor and location within each building. Several buildings are currently identified as being over the Maximum Allowable Quantity (MAQ).

EHS plans to develop clearer messaging and guidance regarding these limits and will introduce a dashboard to help users easily monitor and manage their inventory levels in compliance with safety standards.

### **11. Compliance Report & Permit Status**

As of Monday, the university received new CUPA permits for both Riverside County and San Bernardino County, which are issued through each county's Fire Department.

The Hazardous Materials Business Plan (HMBP) for Riverside County has been completed, and work on the San Bernardino County HMBP will begin at the start of the new year.

### **12. Safety Data Sheets (SDS)**

The chair shared that Safety Data Sheets (SDS) are now available in the RSS system. QR codes have been posted near light switches in each room, allowing users to scan and quickly access the SDS information.

Users are reminded to keep the data sheets updated and properly logged. It is also

acceptable to maintain a shared drive for additional access and recordkeeping.

### **13. Training Record Team**

The EHS Specialist is working on centralizing all training records into one central location, organized and broken down by groups. This initiative aims to streamline recordkeeping and improve preparedness for future audits.

During the last audit, there were challenges retrieving physical acknowledgment forms from multiple sources. The new centralized system will help ensure that all documentation is easily accessible and properly organized for compliance purposes.

### **14. Injury Reporting**

The chair distributed injury reporting cards to the committee and encouraged members to share them with their respective teams. The cards are intended for employees only and include a QR code for submitting injury reports, along with key phone numbers and resource information. He also mentioned that a separate card for MPPs (Management Personnel Plan employees) is being developed, which will include additional resources on how to support injured employees. This version will be distributed soon

### **15. Spill Kit Exchange Program**

The chair shared that the EHS department will soon have interns assisting with the Spill Kit Exchange Program. The interns will help manage and distribute spill kits across campus to ensure all areas remain properly equipped.

The chair also reviewed the contents of the spill kit, referencing items included in the Hazwik Quick Response Kit. The goal of this initiative is to make spill kit management more accessible and efficient for everyone, promoting safety and readiness in case of spills.

### **16. First Aid Kits**

There have previously been challenges with purchasing requirements for first aid supplies, but the department has now partnered with Cintas under the Omnia agreement to provide standardized, fully stocked first aid kits. These kits include medications, ointments, pain relievers, burn gels, bandages, and ice packs.

The goal is to centralize a campus-wide First Aid Kit Program. Cintas offers a small kit

designed for up to 20 people, costing approximately \$50, as well as larger wall-mounted kits available at a different price point. Cintas will restock all kits on a biweekly basis, charging only for the items that are replenished.

The chair will look further into pricing details for the wall-mounted kits with Cintas and provide updates to the team once more information is available. Plans are also underway to identify distribution points across campus to make first aid kits readily accessible in more areas.

### **17. Job Hazard Assessment for Lab Safety**

The EHS Occupational Health and Safety Specialist will assist with conducting hazard assessments in laboratories to determine if additional training or personal protective equipment (PPE) is needed for specific lab activities.

The chair raised the topic of lab coats for lab spaces, noting that laundry services are available through Cintas. The idea discussed was to order lab coats for students, allowing them to use the coats during class, have them laundered by Cintas, and then reused by future classes to maintain sustainability and hygiene.

However, a committee member expressed concerns about ongoing issues with Cintas, including delays and missed deliveries of lab coats. The member also questioned the reliability of Cintas in managing the First Aid Kit Program, given their prior performance. It was noted that lab coats have not been washed for an extended period, and Cintas has not been a dependable vendor in that regard.

### **18. Open Forum**

A committee member suggested exploring Aramark as an alternative vendor for uniform services, noting a quoted rate of \$117 per week for washing services.

Another committee member raised concerns about purchasing chemicals, it was recommended by the chair that any purchasing difficulties be forwarded to Jay Woods and that the Chair be copied on related communications to ensure timely support and resolution.

A separate committee member brought up the acquisition of a medical-grade C-arm and inquired about the necessary steps to move forward. It was discussed that the project may require fire sprinkler installation, shielding, and occupancy adjustments. While the current location may not be suitable, the matter remains a high priority, and

the team is actively evaluating alternative locations and potential solutions.

### **19. Adjournments**

No additional items were brought to the committee, and the meeting was adjourned at 10:07am by Michael DeSalvio.