

**CSUSB SCIENCE SAFETY COMMITTEE MEETING
MEETING MINUTES
April 11, 2018**

Attendees:

Tom Benson, *Instruction Support Technician, Biology*
Dr. Kimberly Cousins, *Chair, Chemistry and Biochemistry*
James Pelley, *Equipment Technician, College of Natural Sciences-Dean's Office*
Dr. Sally McGill, *Interim Associate Dean, College of Natural Sciences-Dean's Office*
Dr. David Maynard, *Chair, Geological Sciences*
Debra Tweedy, *Lecturer, Nursing*
Dr. Claudia Davis, *Interim Chair, Health Science and Human Ecology*
Teresa Fricke, *Director, Environmental Health and Safety*
Benjamin Virzi, *Specialist, Environmental Health and Safety*
Rominna Valentine Ico, *Specialist, Environmental Health and Safety*

Time Started: 1:02PM

Time Ended: 1:48PM

Minutes recorded by: Rominna Valentine Ico

1. Prior Meeting Minutes

- Approved with no changes.

2. Chancellor Office State Audit Findings

- CSU systems has adopted the Risk & Safety Solutions (RSS) software for laboratory safety and assessment since January.
 - The Deans offices have been notified RSS implementation and training assistance available through EH&S. EH&S will be developing criteria for lab spaces where RSS use is indicated.
 - This system will have modules for lab inspection and chemical inventory for use that are customizable for each area.
 - EH&S hopes that all the workshops/laboratory areas can utilize the software to comply with OSHA regulations.
- Procurement Department will no longer allow chemicals to be purchased using a Procard, therefore departments must plan accordingly.
 - Procurement suggest using Purchase Orders for chemicals being bought and to plan and inventory ahead of time.
- Although training for specialized jobs are being done, the auditors would like to see written documentation for safety trainings for employees and students using/doing specialized jobs.

3. Fume Hood Certifications

- All fume hoods have been certified by vendor, those that did not meet the certification are "Tagged-out" of service and awaiting repairs.
 - Once repairs are made the vendor will recertify.

4. Chemical Inventories

- All areas using chemicals are required to have Safety Data Sheets (SDSs) and a chemical inventory for those persons using such chemicals.
 - SDSs can be obtained from your chemical vendor or you may reference them on the campus' "MSDSOnline" Database.
 - EH&S has a login for using "MSDSOnline" that can search and download SDSs for most chemicals in your inventory.

- The campus has recently acquired Risk and Safety Solutions (RSS) software to be used for laboratory risk assessments and chemical inventories required by the campus Chemical Hygiene Plan.

5. Laboratory Safety

- EH&S would like to remind faculty and staff that they are responsible for the safety of their students/student assistants in workshops. EH&S suggests specific safety procedures be covered in detail before students/student assistants work in laboratories.
 - Documentation of training whether lecture-based or hands-on will be recorded for compliance purposes.
- Instructors teaching laboratories should refrain from leaving students unattended when working with specialized equipment or chemicals.

6. Laboratory Waste Management

- The campus will now have to fill out a biennial report for all the waste produced.
- One-time laboratory/shop cleanout will be offered in the summer of 2019. Details will be sent via email to campus regarding time, location, and disposal request instructions.
 - Only properly labeled chemicals will be accepted.
 - Only chemicals purchased/owned by CSUSB will be accepted.
- Microscaling Laboratory Chemicals
 - Please continue to encourage your instructional laboratories to microscale experiments wherever possible. This not only cuts back on chemical acquisition costs but also on waste disposal fees.
 - If you have questions or concerns about waste management please contact EH&S for assistance in reducing chemical waste.

7. Radiation/ X-Ray Safety

- New Radiation Safety Program was finalized and approved by the Radiation Safety Committee.
 - The Radiation Safety Committee has also agreed to incorporate the X-Ray Program as an appendix into the Radiation Safety Program.
 - With the adoption of the X-Ray Program implementation of dosimetry requirements will need to be finalized by those using X-Ray producing equipment.

8. Laser Safety

- A draft for the campus Laser Safety Program is under review by those faculty using lasers on campus.
 - Since the number of lasers is limited to a small department (Physics), a small working group instead of a committee to manage the Laser Safety program will be implemented.

9. Program Reviews

- Chemical Hygiene Plan has been updated and is in draft form. Currently awaiting feedback from Science Safety Committee for review.
 - EH&S gave deadline for final comments for June 7th, 2019. Due to audit report comments, the CSU needs to implement the new Chemical Hygiene Plan.
- Hazard Communications Policy updated and is also awaiting committee input.

10. New Items

- New Risk Manager, Beiwei Tu.
- Tom Benson, needs assistance in decontaminating unused biology equipment for property to take.

- Ben and Teresa to assist

The next meeting will be scheduled for summer 2019.

*** END ***