

February 7, 2014

08:15 am

Bldg 1 Conference Room

Chemical Hygiene Committee

Chair: Teresa Crozier

Vice-chair: Tracey Johnson

Secretary: Erica Schatz

Members Attending: Teresa Crozier, Tracey Johnson, Erica Schatz, Melvin Lodge, Jack Spencer, Thomas Rogers, Mike Pensock

Members Absent: Ted Clayton, Wesley Adams (resource)

Minutes from February 7, 2014

Agenda Item

I. Meeting Minutes

Presenter: Teresa Crozier

- The minutes from the Jan. 24, 2014 meeting were handed out and approved.

II. Election of Officers

Presenter: Teresa Crozier

- The following officers were nominated and elected by a majority vote:
 - Chair: Teresa Crozier
 - Vice-chair: Tracey Johnson
 - Secretary: Erica Schatz

III. Meeting Schedule

Presenter: Teresa Crozier

- The group voted to keep meetings on Friday mornings at 0815. Tentatively, meetings will be held on the second Friday of each month.
- Next two meeting dates: March 14 and April 11

IV. Review of Chemical Hygiene Program Draft

Presenter: Teresa Crozier

- The committee continued to move through the Chemical Hygiene Program draft to make changes.
- There was discussion about the reporting procedures for chemical incidents on our campus. We need to defer to the Safety committee to draft reporting procedures.
- Tracey offered to take the Chem Hygiene Committee request for a draft document concerning work study students to Safety Committee meeting immediately after the Chem Hygiene meeting.
- Changes being made in document page by page. We will need to update the electronic copy.

V. Chemical Lists

Presenter: Erica Schatz

- Committee members reported on the progress of chemical lists and updated SDSs for each area.
 - Melvin Lodge – Maintenance chemical list has been updated. Updated SDSs given to Erica for

compilation.

- Jack Spencer – Housekeeping chemical list has been updated. SDSs given to Erica for compilation.
- Mike Pensock – Grounds chemical list has been updated. SDSs given to Erica for compilation.
- Tracey Johnson – Will talk to Wesley Adams regarding chemical removal of old chemicals before updating her list.
- Teresa – Master list for biology created; in the process of updating SDSs. Chemistry SDSs updated.
- Erica – MLT in process of creating master list and updating SDSs. COS has updated chemical list. SDSs given to Erica for compilation.

Other Information

Next Meeting:

Friday March 14 at 0815 in Bldg 1 Conference Room