

San Jose State University
College of Science Safety Committee

Meeting Minutes

Thursday May 11, 2021, at 1:00 P.M.

Zoom Meeting

Call to order 13:05

Members present: JND, MVH, AB-J, LM-C, CS, BR, BG-H, LS, DB, MV, CP, RK

Member absent: VM

Announcements -

AB-J leaving SJSU

JND stepping down as Chair (replacement discussion under New Business)

Review of minutes March 11, 2021, meeting minutes were accepted.

Old business -

For Biology and Chemistry the Course or department coordinator will assist the instructors to ensure training and documentation is completed

Biology responses to the query about hazardous materials shipping showed that a few labs do require shipping of some haz mat and biological samples. BG-H will share the survey with other departments to get some data to determine the best way to address shipping needs.

MVH sent out the proposed text for the CoS safety website for comments. LM-C already looked it over and updated the biohazard parts and the chemical hazard SOP link info. The documentation sections could likely be made more consistent throughout in their wording. CITI training information document that LM-C sent for IBC was also shared. Instructions for that access need to be updated.

https://web.archive.org/web/20180131222052/http://www.sjsu.edu/science/faculty/safety/safety_training/

New business

AB-J has set up links and templates for creating SOPs for 5 hazard classes that pose significant danger. All labs that have/use these chemicals (see link to list) must have SOPs created by October 1, 2021. (EHS Office has set a deadline of 12/31/21 for SOPs to be completed.) These will be checked during regular lab safety inspections. CS created an email template to let faculty and researchers know this is happening. Questions regarding SOPs can be directed to RK or Kitty.

The committee discussed Lab coat laundering including what is the current need, if we can use a vendor, cost and whether other departments can bundle the lab coat cleaning to share the cost.

The Committee Charter will be reviewed by JND and any edits submitted to the Dean. RK noted that the word 'policy' may not be appropriate to use in this context (that the Committee will create 'policy'). JND will talk with Dean about that and appointments or reappointments for next AY, including a new Chair.

CP would like to discuss the Field Safety Program with regard to collection of certain types of plants and permit conditions for access.

Next meeting will be September 9, 2021 @ 14:00

Adjournment - 14:17