

San Jose State University  
College of Science Safety Committee

Meeting Minutes

DATE: 12/9/21

TYPE OF MEETING: Zoom Meeting

Current membership:

Miri VanHoven, Michael Kaufman, Laura Miller Conrad, Bree Grillo-Hill, Phil Dirlam, Randy Kirchner, Nada Attar, Carlie Pietsch, Liam Stanton, Miguel Valero, Jocelyn Douglas, Christopher Smallwood, Victor Maraschin

Call to order: 3:00 pm

Members present: Laura Miller Conrad, Nada Attar, Miri VanHoven, Christopher Smallwood, Bree Grillo-Hill, Randy Kirchner, Miguel Valero, Phil Dirlam, Liam Stanton,

Members absent: Michael Kaufman, Jocelyn Douglas

Notetaker: Phil Dirlam

Review of minutes: Review and approve previous meetings minutes

1. Approve [November Meeting minutes](#)
  - a. Motion to approve by Miller-Conrad, second by Dirlam, unanimous vote of yes

Announcements -

1. Shipping and Receiving will be **CLOSED** from Dec. 23 through Jan 3rd
  - o May want to send a notice out to the departments so that shipments are not delivered during this time.
2. Deadlines for Biological Use Authorization (BUA) submissions to the Institutional Biosafety Committee (IBC) for research and Winter or Spring laboratory courses are listed below:
  - All renewals - Must be submitted at least one month prior to the expiration of the BUA.
  - Winter and Spring 2022 Courses:**
  - Jan. 3- Last day to submit BUA amendments with updated instructional personnel for winter session courses with currently approved BUAs. (Current semester instructional personnel should be listed on the main BUA and sign the signature page).
  - Jan. 24- Last day to submit BUA amendments with updated instructional personnel for spring term courses with currently approved BUAs. (Current semester instructional personnel should be listed on the main BUA and sign the signature page).
3. Course Chemical SOPs - students must sign acknowledgement form 1 week prior to use of hazardous chemicals in the labs
  - o Clarification: Compliance is that the University has a copy of all signed SOPs on file.
  - o For Courses: The signed forms must be on file one week prior. For Research Labs: Current guidance is to submit an updated set of documentation at the beginning of each semester.
4. Quick round up of all safety training required for courses in Spring 2021:
  - o College of Science COVID-19 Safety training:  
[https://drive.google.com/drive/folders/1Vmp39U9-CNpbwRobtZsGIZPTgRwV\\_Nh6](https://drive.google.com/drive/folders/1Vmp39U9-CNpbwRobtZsGIZPTgRwV_Nh6)
  - o Biological Use Authorization (BUA)
  - o Biohazard Standard Operating Procedures (SOPs): [e.g.: Recombinant DNA, BSL-1, BSL-2, etc]
  - o Chemical Standard Operating Procedures (SOPs)
  - o CITI Training Modules (e.g.: Initial Biosafety Training; NIH Recombinant DNA, etc)
  - o Other required training (e.g.: department training)

BGH will share a previously prepared comprehensive document that lists all of the safety training in a coherent format that can be modified as needed to facilitate efficient execution and documentation of safety training as needed.

Old business -

1. Lab coat laundering - survey preliminary results - BGH.
  - a. Google survey link - <https://forms.gle/5URs25ti8tbotecA9>  
One result of the survey shows that some PIs are laundering lab coats at home. Those who are doing this need to be notified (by MV) that this is not a good practice and should not be continued.

2. Where do college and department staff eat? There are not dedicated lunch rooms and they cannot eat in their prep spaces.
  - a. biology has dedicated lunch room DH348 11am-1pm daily
  - b. Per Laura: chemistry staff in Science building do not have a space; the Duncan stockroom staff eats in Mike's/Aklilu's room
    - i. MV will communicate the issue for Sci building staff at upcoming meeting with admin regarding similar space in the future ISB
    - ii. Physics Dept support staff have their own offices and there are not chemicals stored in those rooms so there should not be an issue.
    - iii. PD will communicate to Chemistry Dept Stockroom staff in the Science Bldg. that there is a chemical free room in DH where meals/breaks can be taken.

#### New business

1. Review Committee Charter comments from Dean Kaufman
  - a. A CoS Safety Committee representative from Moss Landing needs to be established.
  - b. Proposal to invite Science-Education to send a representative if they would like to.
  - c. Discussion of term-limits (1 vs 2 years) and if there is concern regarding continuity in committee membership
    - i. No decisive outcome, the issue was essentially tabled.
2. Meeting time for next semester?
  - a. Does the same day and time work for everyone?
    - i. Proposed: 2nd Thursday each month at 3 pm
    - ii. YES - Chris, Miri, Laura, Liam, Bree, Randy, Phil, Miguel, Carlie
    - iii. Maybe: Nada (will follow up when dept. meeting has been set)
3. Field Safety Program - sub-committee meeting time?
  - a. Membership: Bree, Carlie, Miguel, Jocelyn
    - i. Need representative from Moss Landing
  - b. Proposed Meeting Time: 3-4 pm, 4th Thursdays

Next meeting: 2/10/22, same Zoom meeting link

Adjournment - 3:53 pm 12/9/21