

San Jose State University  
College of Science Safety Committee

---

**Meeting Minutes**

Thursday November 10, 2022 at 2:30 P.M.

Zoom Meeting

Membership: Christopher Smallwood, Philip Dirlam, Craig Clements, Fabio Di Troia, Yan Zhang, Jennifer Johnston, Nate Bogie, Laura Miller Conrad, Victor Maraschin, Randy Kirchner, Jocelyn Douglas, Skye Kelty, Miri VanHoven (CLS, CC, FDT, YZ, JJ, LMC, VM, RK, JD, SK, PD, MVH)

Call to Order: 2:38pm

- Members present: CLS, PD, VM, FDT, SK, JJ, MVH, CC
- Members absent: YZ, LMC, RK, JD

Minutes:

- Minutes for 10/13/2022 need to be approved.
  - Motion to approve: PD, Second: MVH - Yes: 6, No: 0, Abstain: 0

Old Business:

- Charter Review. Chris incorporated the edits as suggested by the committee last meeting. We'd like a motion to approve.
  - Motion to approve: JJ, Second: PD - Yes: 6, No: 0, Abstain: 0
- Lab coat cleaning status/update. Philip was going to investigate alternative (local?) companies to Cintas. Updates?
  - Philip: nothing concrete yet, but there are possibilities in the works with as many as four companies, many of them local. Aramark might be better deal from logistics for the larger volume of lab coats used for classes (in chemistry). Might still be stuck on being on paying for weekly or biweekly service but their level of service would actually allow for this frequency to be utilized). They will not launder externally owned lab coats, which means there are continued problems with research groups. Inquiries with smaller local companies who may be able to take care of the research group laundry requirements are outstanding. Updates to follow next month.
- Field Safety Program. We have [a draft from last year](#) and decided to run it by Skye for feedback. Updates on this?
  - Many of the committee members that worked on composing the current draft are no longer on the committee.
    - SK: First part is documenting travel plans (note: much of this is based on Moss Landing protocols so there are some compatibility/accessibility issues with programs from the main campus). Currently setup as a preparative guide but does not thoroughly address what to do if something were actually to go wrong (need the "full hazard picture"). SK is working on updating the guide

to address the lack of response guidance and to compile links to the resources available. Has updated the vehicle related section and is working on transitioning the various aspects into “fillable forms”. Note that this is not a required regulatory process at present.

- MVH: in the current document: add a third column that provides guidance on the proper response – Risk | Precaution | Response
  - For comments and suggestions/edits moving forward please use [SK's version of the working document](#).
  - CLS: Proposed the formation of a new subcommittee to continue the effort toward composing a final document. Members: CLS, JJ, JD, CC, need Geology Dept. representative.
  - Tabled until next meeting.
- Chemical SOPs. An update from Miri: Talked with Matt N. and he said that we do need to have updated signatures on file for chemical SOPs in research labs each semester. There are different ways to do this though. We could go to a system where each student has a separate form that gets kept on file and only updated when the Chemical SOP is updated. The reason we need the new list updated now is that we have all the students sign the same sheet, so for the sheet to be current, we need everyone to sign again.
    - MVH: We cannot reduce the frequency for reporting/submitting electronic copies. This should be done every semester.
      - However, frequency of getting student signatures is slightly different: Students need to sign off SOP initially upon training and then renew annually. They do not need to resign every semester (just once a year).

#### New Business:

- Compressed gas SOPs are being phased in. We should figure out how to coordinate with departments.
  - They are coming. Inform your departments.
  - Recent inspections have found numerous issues with anchoring and improper plumbing.
  - This will also include  $N_{2(liq)}$
  - Anticipate phasing in by end of Spring 2023
  - [Draft of Compressed Gas SOP](#)
- Committee Representatives
  - MVH shared official/complete roster.
- Earthquake related safety
  - JJ: Asked what is best practice/requirements for securing equipment:
    - General rule: anything over 5 ft tall should be anchored.  
Recommended: to have a lip on shelves.

Adjournment: Motion to adjourn: JJ, second: FDT – 3:26pm