MEMORANDUM

Date: April 13, 2021
To: Chemical Hygiene Committee
From: J. Marvin Pratt, Director of Environmental Health and Safety
Subject: Chemical Hygiene Committee

Present: Dan Clark, Jonathan Day, Chuck Sellers, Holly Swan, Betsey Tamietti, Kenny Wahl, Blain Wells

Absent: Randy Miller

The Chemical Hygiene Committee meeting commenced at 2:00 p.m. via Zoom meeting.

I. Welcome

Mr. Pratt opened the meeting by welcoming the Committee members.

II. Review of Accident/Incidents

Mr. Pratt stated due to the COVID-19 pandemic, the closure of Campus, and the Return to Campus process for faculty and staff, there are no accidents/incidents to report at this time.

III. Eyewash/Emergency Shower New Physical Science Building

Mr. Wahl reported upon completion of the new Physical Science Building, it was observed on the 1st Floor no eyewash or emergency shower was installed in the area near the radiation room, main chemical and hazardous waste storage rooms. The intent is to have large volumes/containers of chemicals on the 1st Floor, dispense what is needed from the large containers and take upstairs. Large quantities/containers are not allowed upstairs due to fire code issues. However, the pouring process is where spills and breakage could possibly happen.

As a temporary fix, a dual drench hose has been installed to be used as either an eyewash station or can be removed from a holder for a full-body rinse after exposure to harmful materials.

Randy Miller, Interim Associate Dean, is working with Facilities Management and Services, Planning/Design/Project Manager, regarding the installation of an eyewash/emergency shower.
Dan Clark asked if there is a fume hood. Blain Wells responded there is no fume hood and occasionally there is a faint smell of fumes that fade quickly. However, would have been great to have the additional ventilation, unfortunately, there is no room for a fume hood.

It was noted the closest access to water is in Geology; the room originally assigned to Chemistry was given to Electrical, and the current location is not designed for dispensing.

Marvin Pratt stated he will meet with Kris Sanders, Project Manager, regarding the design of the building and the 1st floor, the eyewash and emergency shower, and fume hood.

IV. Update on RSS

Holly Swan reported:

- Abridged checklist for labs - created to hopefully lessen burden on the Principal Investigators (PI) – open to constructive criticism.
- Shop-specific inspection checklist being created for Arts, Music and Theatre, Engineering, etc. Should be available by end of April. Similar to lab checklist with additional areas for machine guarding, Lockout/Tagout, etc.
- Recently discovered a glitch with assessment recertification link lagging by a day. Submitted a service request and RSS is currently working on it.
- Continuing to help departments move forward.

Ms. Swan asked the Committee members to forward any suggestions for improvements to RSS modules, as RSS is always looking for suggestions. Ms. Swan stated she is meeting with RSS to see if there is a possibility of creating additional help documents – recertifying assessments and checking on assessment acknowledgement to send reminders to RSS Group periodically.

Ms. Swan also noted on the Environmental Health and Safety website, under On-Campus Resources, in the drop down are tutorials for Assess, Chemicals, or Inspect by clicking on the name.

Dr. Day asked the status of how faculty in Biology is working with RSS. Ms. Swan responded she will forward information on who has not moved forward and those who have. It was suggested to visit those who have not moved forward after the start of the Fall Semester.

Ms. Tamietti advised the Media Lab set-up the initial chemical inventories for Biology, but has since transferred ownership to the individual P.I.’s. The Stockroom will act as a receiving facility for Biology and will enter chemicals into RSS before delivering them to P.I.’s; this will begin in August 2021.

Ms. Swan noted she will follow-up with Kate Ronan, Instructional Support Technician, on the status of Biology’s inventory. Ms. Swan also stated Instructional Support Technicians can assist faculty PI’s with RSS; however, it is ultimately the responsibility of the faculty PI.
Discussion followed regarding California State University, Chico is the third campus to build a new Science Building and there is a lot of focus on the maximum allowable quantity (MAQ) of hazardous materials allowed in a building and the management of the inventory quantities. RSS has improved on the Chemical module for MAQs in controlled areas and is close to launching.

The State Fire Marshal will require us to monitor MAQs in all buildings as it is a building code.

V. Regulated Carcinogen Reporting

Ms. Swan stated EHS is required to have an up-to-date list of regulated carcinogens. An electronic fill form, Carcinogen Materials Reporting Form, will be sent to departments this month.

VI. New Lab Safety Training Assignments in Psychology and Engineering

Ms. Swan reported a new faculty in Psychology was identified as a PI of a laboratory. He has been assigned applicable trainings and brought up to speed with RSS. Ms. Swan reported she noticed a gap in safety training for College of ECC faculty. She has contacted, but has not heard back from the Dean or Assistant Dean of ECC regarding this issue.

VII. CSU Learn – Student Training

As stated at the September 24, 2019 meeting, Mr. Pratt advised the Committee the Health and Safety Audit has been completed and there are 11 areas that need to be addressed, specifically assigned student training and management of student training.

Section 2 – Student Health and Safety Training, which states the campus did not always maintain records showing student completion of health and safety training.

a) Develop an effective process to ensure that students receive required HS training and that training records are appropriately maintained.

b) Establish a process to verify that all students working in laboratory settings are identified and provided with the required laboratory safety training.

The Injury Illness Prevention Plan (IIPP) states it is the responsibility of deans, directors, and department heads to develop and administer student health and safety training.

Departments need to identify labs; students using the labs; develop an effective process that students are provided and have completed the required training, and that training records are appropriately maintained.

Discussion followed:

- Blackboard Learn is the primary learning management system for students for courses, assignments, and tests.
Blackboard is currently being used for student contracts that describes the rules of the laboratory, conduct, student agrees to observe and abide by the rules, and electronic signature.

Mr. Pratt advised Chico State has been designated a pilot program in uploading all students into CSU Learn (learning management system) which will allow for automatically assigning required training. The program is in the early stages, with Athletics’ required concussion training being the first training assigned to students. There will need to be a lot more work and testing to determine: how will the training be tracked and managed, how will the students be identified for training and which courses would need to have training for example, Intro to Biology separate from Micro Biology, and when to separate the lab from the field safety requirements.

Mr. Pratt noted the training modules can be a power point, PDF, video, with an acknowledgement page at the end of each training.

VIII. Other

Ms. Swan stated particularly hazardous substance stickers for the new Science Building need to be applied.

Dr. Day stated at the Health Meeting, Ann Sherman, Vice-President for Business and Finance, stated there are relief funds for personal protective equipment such as masks and gloves for students. Mr. Pratt responded it may be the COVID relief funds through Procurement and Contracts; and the funds are identified under a special assigned account number. Mr. Pratt stated he will follow-up on the COVID relief funds with Sara Rumiano, Director of Procurement and Contract Services.

There being no further business, the meeting adjourned at 3:00 p.m.