

AGENDA

FSSC Environmental Health & Safety Sub-Committee (EHS)

Tuesday, July 2, 2024 | 1 PM
Room B2230

1. Call to order

2. Approval of Meeting Notes/Minutes:

- May meeting notes approved

3. Old Business

- Announcement and Discussion of Draft Chemical Hygiene Plan (CHP)
 - New draft to replace lab safety manual. This is in our Teams folder. This includes suggestions from the team review. Please contact Niki with any comments. We need this within two weeks from today.
- Announcement and Discussion of UT-Health SHERM Peer Review Draft Report
 - They have provided a report in two parts. We will address these shortly. This is from addressing the audit from UH Lab audit

4. Updates to Laboratory Audit Findings

- Review CHP: Roles and responsibilities among EHS, OSP, and the colleges/departments
 - This is for Chemical Hygiene Plan. Please see the Final Draft UHCL
- Review CHP: Working Alone and Working After Hours
 - Some experiments run overnight with people staying. How to address? Have to have a written SOP and must have two people at all times. We can revise this draft for this.
 - Can we have draft revised to say 1 or more professors on working after normal hours? Can specify with an SOP or sign in/sign out? Maybe add to call PD if working after hours. **A** Should this specify to say 1 professor and 1 student?
- Review CHP: Lab Access Control
- Review CHP: Procedures regarding laboratory room registrations, training, laboratory inspections, inspection reports, follow-ups on items requiring correction, and communication about inspections
 - If participants are not wearing proper PPE. Do we provide or they buy their own? Supplies are available in bookstore. Some are provided. Can be paid by students or we may purchase some. Should this be managed unilaterally? EHS is not funded to do this. **A** We will verify if this is part of the class fee.
- Review SHERM Report: EHS's organizational setup handling laboratory safety duties
 - This can also be found in our Teams folder.
- Review SHERM Report: Number of EHS staff dedicated to laboratory safety
- Update: Review and update of EHS Job Descriptions
 - Two out of two are up for review.

5. New Business/Announcements



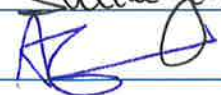

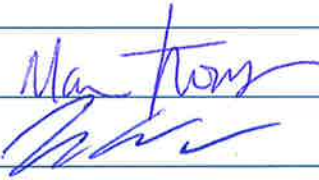
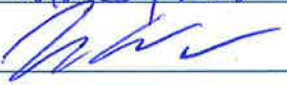

6. EHS Software EHSa

- *Updates on Implementation*
 - *We are meeting for training weekly throughout the end of the month. After EHS is trained there will be an implementation on training the users.*
- *Software is operational and on our website: <https://onsite.uhcl.edu/EHSA>*

EHSa Software can:

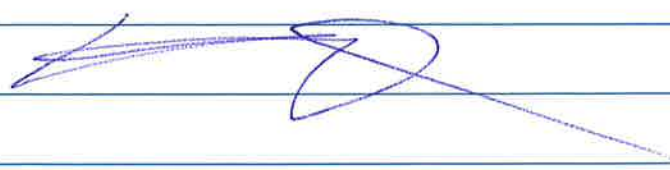

- *Track laboratory room registrations, responsible parties, licenses and training logs*
- *Manage hazardous waste manifests and DOT profiles and door sign updates with hazard categories designation*
- *Administer reports, equipment logs, inspections and issue tracking*
- *Perform inspections, notifications, and follow-ups*
 - *Hoping to inspect 4-6 labs per week starting in the next semester for fall and spring.*
- *Provide automatic reminders to PIs and noncompliance notifications*
- *Maintain inventories for RAM, Bioagents, Chemicals, etc.*
- *UHCL Modules: Radiation/Laser, Chemical and Biological Management*

**FY2023 - FY2024
FSSC Environmental Health and Safety Sub-Committee Attendance Sheet**

NAME	SEAT	ABSENT/PRESENT?
Niki Pearce	Co-Chair	
Jennifer Arney Cuevas	Faculty	Online
Mukeshkannan Dhanasekar	SGA	
Sarah Jack	Student Accessibility Services	
Allison Gillespie	Chair	
Dorothy Kirkman	Faculty	
Monica Khural	Faculty	
Russell Miller	ULC	
Sai Manikanta Nagam	SGA	
Susan Ryan	FSSC Administrative Support	
Marlene Thomas	Office of Research & Sponsored Programs	
Miguel Venegas	USA	
Carol Waters	Faculty	
Doug Wells	Alternate Co-Chair	

ALTERNATES

ABSENT/PRESENT

Kim Edwards	
Festus Fajuyigbe	
Kathleen Garland	
Ciara Evans	
Sheeba Thomas	
Victoria Vourganis	
Chris Ward	
Lisa White	
Omah Williams-Duncan	
Paul Withey	

7/2/24