

Meeting Minutes

DATE: 11/18/21

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: Bree Grillo-Hill, Laura Conrad, Migel Valero, Randy Kirchner, Liam Stanton, Victor Maraschin, Chris Smallwood, Nada Attar (arrived at 3:30pm), Miri VanHoven (arrived at 3:30pm), Carlie Pietsch (arrived later)

Members absent: Michael Kaufman, Jocelyn Douglas

Notetaker: Chris Smallwood

Review of minutes: Review and approve previous meetings minutes

1. Approve [October Meeting minutes](#). Approved.

Announcements -

1. 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).

2. Resignation of Matt Nymeyer, head of EH&S (effective 10/31).

Old business -

1. Lab coat laundering - CoS currently using Cintas.
 - a. Randy follow-up on costs and logistics of including research labs?

	weekly per lab coat	yearly cost per lab coat	estimates for a lab that needs "X" lab			cost to purchase new from Fisher
			5	10	15	
labcoat	\$ 0.38	\$ 19.76	\$ 98.80	\$ 197.60	\$ 296.40	\$ 19.64
cuffed labcoat	\$ 0.56	\$ 29.12	\$ 145.60	\$ 291.20	\$ 436.80	\$ 18.76
flame and chemical resistant	\$ 2.15	\$ 111.80	\$ 559.00	\$ 1,118.00	\$ 1,677.00	\$ 119.00

- b. BGH made Google survey to determine need to lab coat laundering #s, frequency
 - i. Please share this link with your departments:
<https://forms.gle/5URs25ti8tbotecA9>

New business

1. Announcement from Randy re: Cispro license expiration on 11/30/21
 - a. Can we generate our own QR and barcodes in Excel and upload to RSS? Randy will check with Kitty.
2. Where do college and department staff eat? There are not dedicated lunch rooms and they cannot eat in their prep spaces.
 - a. CAL-OSHA requirements: https://www.dir.ca.gov/dlse/faq_mealperiods.htm

- b. In biology, the Department chair set aside a conference room reserved everyday from 11-1.
 - c. We may want to consider advocating to have some spaces set aside for staff to be explicitly allowed to eat.
- 3. Chemical Hazard Signage needs to be present on all lab doors - Laura
 - a. See chemical hygiene plan (p. 22 for signage):
https://www.sjsu.edu/fdo/departments/ehs/lab/Chemical_Hygiene_Plan.pdf
 - b. <https://drive.google.com/drive/folders/1AczZsK29hNkdBqAONWurst50YhpbhTHS>
- 4. Implementation of chemical SOPs for courses - Miri & Randy
 - a. These are REQUIRED, and they are required before anyone is able to use chemicals in courses in the spring.
 - b. Randy's team and all are currency in the process of getting this set up.
 - i. Biology - in process
 - ii. Chemistry - in process
 - iii. Geology and Physics - Randy has reached out to the chairs.
- 5. Field Safety Program - establish sub-committee
 - a. The goal of this will be to provide a set of best practices that can be used across the college so that people who go out into the field for research, classes, etc., will stay safe.
 - b. Note from Miri - On the CoS website, there are links to a bunch of forms from the University in their updated form. See <https://www.sjsu.edu/science/resources/faculty-staff/safety/index.php>.
 - c. University forms: <https://www.sjsu.edu/fabs/services/risk/insurance/field-trips.php>
 - d. Is anybody interested in chairing this subcommittee
 - i. Target date of March perhaps?
 - ii. Carlie Pietsch has volunteered to chair the committee.
 - iii. Possible other members: Bree, Jocelyn(?), Lars(?), and maybe other biology field folks.
- 6. COVID safety announcement/reminder from Miri:
 - a. Students and faculty may be forgetting that if a student tells the faculty member they are sick or had a COVID exposure. They need to supply the student with the appropriate information. See <https://drive.google.com/drive/folders/1nzJonty9Kjj4P0JNyMceB3uwgLSmMi8f>
 - b. It is best if the faculty member cc's Miri into the response to the student to give the administration a little bit more background information.
 - c. Please send out a reminder of this information to your departments.

Next meeting: Thursday December 9th at 3pm, same ZOOM meeting
Adjournment - 3:53pm

Next meeting in December: meeting time for Spring