

San Jose State University
College of Science Safety Committee

Meeting Minutes

Thursday September 15, 2022 at 2:00 P.M.
Zoom Meeting

Call to Order: 2:04 pm

- New members introduction

Announcements:

- Matt Neymeyer returning as Director of EHS 9/19
- Compressed Gas/Cryogenics SOP next in line (likely) to be required by SJSU. I am currently reviewing the template.
 - Request to establish an “awareness” level information sharing for rooms with compressed gas cylinders. SOP would be required only for those directly working with compressed gas cylinders.
- Skye will be the Laser Safety Officer and will support users and catch up on old work orders
- Chemical fume hood testing will be happening in the next few months
- SOP office hours with Skye Tuesdays and Wednesdays at noon – 1pm. Contact skye.kelty@sjsu.edu
 - Randy to double check with Skye that she has the CoS template to use for consistency.

Old Business:

- Lab coat cleaning status/update
 - Sent to departments. Chemistry has been having issues with Cintas. Philip to investigate alternatives to Cintas. Potential local companies for laundering services once per semester.
- Field Safety Program (From Skye) - *I will be working on a field safety SOP template over the next few months-- jumping off from where the CoS safety subcommittee left off. I am currently optimizing this with the CoE student competition teams and some other stakeholders on campus (like the Diversity/Inclusion Office). Please let me know if EHS can help support the CoS efforts for field safety plans.*
 - Need to follow up with Bree for access to documents with current draft of Field Safety Plan.

New Business:

- New CoS Safety Committee Chair and Secretary to be appointed and approved by Dean and need to review and approve Charter for AY22-23.
 - Chair
 - Nomination: Christopher Smallwood
 - Yes: 8, No:0, Abstain: 1

- o Secretary
 - Philip Dirlam
- CoS COVID safety - are we still required to document our room occupancy on Google calendars? Any other changes? Is there a new PI training?
 - o No longer required for contract tracing
 - o Proposal to retire COVID-era research personnel tracing with Google Forms and create a new Shared Spreadsheet that is more easily maintained by allowing PIs to add/remove research personnel.
 - Jon Espinosa will create and manage the new shared spreadsheet.
 - o There not a specific “new PI training” but there is an updated COVID and Monkeypox training. It was made available to the College of Science by Miri in her welcome back email at the start of the semester.
- The Chemical Safety Training Acknowledgement Form is supposed to have annually updated signatures. Could we discuss the required frequency of these signatures? Other trainings like CITI Biosafety trainings are good for 3 years.
 - o Request to combine the Chemistry Department Safety Training and The Chemical Safety Training Slides (from the binders).
 - o Proposal to decrease the frequency of renewal.
- Chemical hazard SOPs - is the research lab requirement to send Kitty a copy of documentation once a semester or every time lab personnel changes? Can we discuss that frequency as well?

Question For Skye - any updates on barcodes? Do we really have to use the tiny QR codes?

 - o Randy: There is the option to choose if you want to use the QR code or a custom bar code.
- Monthly meeting day/time and committee goals for AY 22/23
 - o Chris and Jocelyn will check with scheduling poll (or send out for an update).

Open Forum:

Adjournment: 2:58 pm