

San Jose State University  
College of Science Safety Committee

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**Meeting Minutes**

Monday February 12, 2024 at 1:00 P.M.

ISB 132 / Zoom

Membership: Christopher Smallwood, Philip Dirlam, Craig Clements, Fabio Di Troia, Yan Zhang, Sonia Singhal, Nate Bogie, Randy Kirchner, Victor Maraschin, Jocelyn Douglas, Skye Kelty, Miri VanHoven (CS, PD, CC, FDT, YZ, SS, NB, RK, VM, JD, SK, MVH)

Call to Order: 1:06 pm

- Members present: CS, PD, FDT, SS, NB, RK, VM, JD, SK, CC, MVH
- Members absent: YZ

Minutes:

- Minutes for 11/9/2023 need to be approved.
  - Move to approve: PD, SS 2nd
  - Approved? Yes

Announcements:

- The ISB upper floors are (finally!) approved by the fire marshall and occupied.
  - ISB move safety stats from EHS:
    - all the labs and stock rooms that moved into the ISB contained a total of 7,7000 chemical containers. The chemicals in the ISB make up 45% of the SJSU teaching and research lab chemical inventory (about 17,000 total containers). The Chemistry research labs that moved into ISB contained the bulk of acute toxins, pyrophoric chemicals, and water-reactive chemicals that are the most hazardous on campus.
    - 5 research/teaching labs with live laboratory invertebrate animals were moved.
    - 22 of the 27 research/teaching rooms at SJSU with Biosafety Level 2 materials were moved.
    - safety staff inspections included: 107 pre-move origin room inspections, 57 post-move destination inspections, 100 post-move origin inspections, and about 150 hours of EHS staff time to complete daily walkthroughs.
- ISB Biohazard drop-off is ISB 620. Duncan Hall biohazard remains in DH 637. Veronica Zavala sent out an email about this on Monday, 1/22/2024. See her email for more information.
- EHS updates– reach out to Skye Kelty if you have any questions.
  - Chemical safety:
    - Semester goal to remove:
      - unnecessary gas cylinders due to some non compliance issues with CA fire code

- mercury thermometers since we have secured a recycling option that avoids less environmentally friendly waste disposal options
  - Legacy controlled substances and listed precursors – Skye will contact you if this applies to your lab.
- Raising awareness about lecture bottle disposal costs (sometimes up to \$1000 per container) and toxic/corrosive gas requirements. You must complete a new chemical procurement form EACH time you intend to order toxic or corrosive gases to ensure we stay under thresholds for County Toxic Gas Ordinance- Link to single chem request and link to multiple chem request. Skye usually processes these forms within one business day.
- Update on hallway safety doorsign progress– we are about halfway through!
- Demonstration of chemical reconciliation process in RSS Chemicals app available from Kitty or during Skye’s office hours-- inventory certification by PI is required annually
- Biosafety:
  - BUA exemption request process- about 20 exemptions have already been provided to BSL1 researchers with existing BUAs-- <https://docs.google.com/document/d/1nOfGrP09CnKZ9yOZHqBfqyqYdxqubvcJ/edit>
  - Room change process for approved BUAs- <https://apps.docusign.com/send/templates/details/1e0adc4b-f7d8-43fd-9049-43253573ab81>
  - currently interviewing the next batch of Biosafety Officer candidates
- Laser safety:
  - Laser Safety Plan update is underway to address new ANSI standard
- General updates:
  - EHS procured a SOP management app that integrates into RSS Chemical app. Skye is setting up the architecture. Rollout will start with research labs. Classes can expect to be integrated into the system in Fall 2024. The EHS goal is to transition all SOP documentation into this system by the end of 2024. Until your specific lab/class is transitioned into the new system, you must continue to follow CoS SOP documentation processes.
  - Reminder that Skye Kelty hosts EHS office hours every week from noon-1 on Tues (virtual or in person) and Wed (virtual). Reach out to Skye if another time is preferred for a consultation.
  - EHS has hired a new Environmental Specialist that is starting at the end of Feb. Their job responsibility mostly lies on the facilities side of the university, but we are happy to have them join the team!!!
  - EHS website is backup and we are working to get it updated. Additionally, we have some great fliers developed by our intern! See attached. SDS access fliers and waste management fliers have already

been printed for posting in labs/shops. Let Skye know if you want EHS to make a cool infographic for a specific safety topic.

#### Old/Recurring Business:

- ISB Updates:
  - (Miri? Randy?) Any new updates that the Committee needs to be made aware of?
  - Miri: Reminder that if there are problems with things in the ISB the issue should be reported via the ISB Repairs Google Form that has been provided to all of the CoS Chairs. These issues should not be directly reported to FDO as much of the issues will still be resolved by McCarthy (the contractor who facilitated construction of the building).
  - If there are AV problems these should be reported to Jon Espinoza .
  - Phase 2 Move is being targeted for mid- to late summer.
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- DH Flooding Recovery Updates? Anything new that the Committee needs to be made aware of?
  - (Miri? Randy?) Floor repair timeline?
  - New flooding events: Hot water pipe burst on north side of Duncan Hall basement. There was a steam line that ruptured and led to moisture accumulation and “precipitation” in labs on the north side of Duncan basement. There has been some water intrusion that is running down a sprinkler pipe on the Biology side.

#### New Business:

- NB: There is hydrostatic pressure above ground level in the wells in-between Duncan and the West Parking Garage.
  - Will follow up with Randy, go check out the wells and then see if FDO should be looped in.
- (Skye?) Lessons learned about lab transitions as we prepare for the next phase of moves.
- Ideas for Steamlining the SOP process (Phil)
  - Can Signatures be valid for a year? They are, but they need updated documentation every 6 months.
  - Can we extend the due date to the add/drop deadline?
    - SK: Yes this would still adhere to guidelines.
  - SK: Provided a demo of the RSS based SOP management that is in the works.

Adjournment: 1:46 pm