

Portland Community College

Rock Creek Chemical Hygiene Committee Meeting Minutes

01/24/13 building 7 room 214
12:00p.m. to 1:00p.m.

Attendees: Chris Ells, Elaine Hunter, Betsy Julian, Jaimie Powell, Karen Radakovich, Leslie Chao, Lisa Brown-Istvan

Old Business

N/A. This was the first committee meeting.

New Business

Elaine discussed the three key areas the Chemical Hygiene Committee can be of assistance:

- Help revise the Chemical Hygiene Plan so it reflects actual laboratory standard operating procedures.
- Committee participation in self-audits or peer audits of laboratories.
- Develop chemical approval process to ensure appropriate PPE, safety equipment, storage, and disposal of new chemicals.

A chemical approval process would ensure that the College has appropriate control measures in place before purchasing any chemical. The chemical approval process could be done by the committee, but when this idea was discussed with the Sylvania Chemical Hygiene Committee, they felt it would take too long to have the committee review new chemicals and they preferred that Elaine review the chemicals as the Chemical Hygiene Officer. DeEtta Burrows will be used to consult on industrial hygiene issues related to new chemicals. The Rock Creek Chemical Hygiene Committee agreed to start sending material safety data sheets to Elaine instead of directly to IHS/Dolphin for review prior to purchase.

New chemicals are often ordered for student Organic Chemistry projects. Betsy Julian will talk to faculty members about setting a deadline for the students to provide a list of chemicals needing to be ordered, so there is sufficient time to review the material safety data sheets for the chemicals.

Currently the Chemical Hygiene Plan requires that Appendix 4 Chemical Storage Checklist be used to audit each laboratory annually, but Elaine wants to change it back to a quarterly requirement. Elaine would like the committee to give feedback on the appendix 4 by using it to inspect lab areas. Elaine asked the committee about interest in doing peer audits of labs for other departments. Betsy suggested that peer audits may be useful to do once a year.

The committee agreed to review Appendix 2 and Appendix 4 of the Chemical Hygiene Plan and provide input on revisions for the next Chemical Hygiene Committee meeting. The Committee requested that the Chemical Hygiene Plan and appendices be emailed to each member.

Inspection frequency and maintenance requirements of eyewash, showers, and first aid kits, was discussed. The eyewash and showers must be inspected monthly. Eyewashes should be flushed weekly to prevent buildup of debris. FMS inspects the fume hoods each year, but they are dirty. Chris Ells said he would look into if the fume hoods could be cleaned.

Action Items

1. Discuss chemical review process for new chemicals used in Organic Chemistry projects-
Betsy Julian
2. Committee members review Chemical Hygiene Plan Appendix 2 and 4.
3. Chemical Hood cleaning-Chris Ells.

Next Meeting

February 28, 2013 from 12p.m. to 1p.m. Front Conference Room