



SANTA BARBARA CITY COLLEGE

Chemical Hygiene Meeting

August 18, 2021

11 am - 12 pm

via Zoom

Present: Adrienne Betty, Tracy Reynolds, Cecilia Contreras Martinez, Sue Williams, Michelle Paddack, Sam Hammond, Blakely Barron, Alexander Horwitz, Chelsea O'Connell, Jennifer Maupin, Alyssa Barbosa

CHP RESPONSIBILITIES:

Chemical Hygiene Officer

The Chemical Hygiene Officer is responsible for:

1. Reviewing the CHP annually, with input from the appropriate faculty and staff, to determine if the safety procedures, inspections, and recordkeeping outlined in this document are adequate and meet current regulations.
2. Performing annual laboratory and chemical storage area safety inspections and discussing with laboratory technicians, Department Chairs, and faculty the implementation of the chemical hygiene practices outlined in this document.
3. Reviewing (as needed) all activities that require prior approval under this plan (see Section 3).
4. Maintaining records of annual fume hood inspections, annual laboratory safety inspections, and chemical hygiene training.
5. Providing advice as needed regarding chemical procurement, use, and disposal to lab personnel and faculty.
6. Creating and revising chemical safety rules for the Physical and Life Science Divisions.

Physical and Life Science Division Chairs

Department Chairs are responsible for:

1. Promoting safe laboratory practices and adherence to the guidelines outlined in the CHP.
2. Notifying the CHO of any unsafe or non-conforming conditions as reported by appropriate faculty, staff, or students.
3. Allowing staff availability for required chemical hygiene safety training sessions.
4. Reviewing annual lab safety inspections with the CHO and addressing safety issues that need attention with the appropriate laboratory instructors and/or laboratory technicians.
5. Provide the CHP to any new employee within the department.

Laboratory Instructors

Laboratory instructors' duties include:

1. Adhering to the safety guidelines outlined in the CHP.
2. Requiring that students follow the safety guidelines outlined in the CHP at all times.
3. Reporting any unsafe laboratory conditions to the appropriate faculty, or staff, and CHO immediately.
4. Participating in chemical hygiene safety training.
5. Reviewing laboratory procedures and demonstrations for potential safety problems before putting them into practice.

Laboratory Technician

Laboratory technician duties include:

1. Following the guidelines outlined in this document and requiring all lab personnel, including student aides, to do so as well.
2. Maintaining an accurate inventory of laboratory chemicals, which should be updated annually.
3. Notifying the CHO of unsafe laboratory conditions or practices.
4. Completing monthly safety inspections, as outlined in **Appendix D**.
5. Consulting the CHO on activities that require prior approval.
6. Participating in chemical hygiene safety training.

Clarification was requested on the process of who approves new procurement of chemicals. Prior approval must be obtained from the Chemical Hygiene Officer when a chemical is added to a laboratory inventory that is considered highly hazardous. The laboratory technician should contact the Chemical Hygiene Officer to inform them of the request. The Chemical Hygiene Officer will communicate with the instructor requesting the chemical and make a decision to either approve or provide an alternative solution.

All fume hood inspections from 2020 and 2021 have now been uploaded to the shared drive.

The student safety contract used by the Chemistry department was provided as an example and it became apparent that the other life science departments do not use such a contract. They were interested in creating one. The CHO will work with the lab technicians of each department to create their own student safety contract to cater to each of their departments.

A quote was obtained from Keenan & Associates to provide chemical inventory and it was cost prohibitive to SBCC. The quote was for \$15,000 annually. The group expressed the desire to use a barcode system in order to streamline and make the inventory process more efficient. Some ideas provided were Microsoft Access, which is free to SBCC, Sortly, and possibly a system our EH&S Consultant previously used.

An idea to ask Faculty in assistance with the monthly inspections was suggested. The group noted the inspections do take up a bit of time if only one person completes it but if Faculty can assist with the classrooms they typically use it wouldn't take much time at all.

IDEAS TO MAKE THE CHP WEBSITE MORE USER FRIENDLY:

The group reviewed the website together and it was suggested to add the Facilities & Operations work order system and the incident report form links to the page. Also a request to have the links go directly to the form and not to the general shared drive. The group was asked to continue to think about ways to improve the website and share them at any time.

CREATE AN ANNUAL MEETING SCHEDULE:

The committee discussed the difficulty of instructors being able to attend this meeting Monday through Thursday due to class schedules. All were in favor of holding this meeting on a Friday. A schedule will be sent out soon.

ANSI AND SHOWER INSPECTIONS:

It was previously discussed that ANSI calls to have shower station inspections performed weekly. In our Chemical Hygiene Plan we require them to be inspected monthly. Some research was done on ANSI Standard Z358.1 and they call for activation and not inspection in this standard. It is not a regulatory requirement like the specific Cal-OSHA requirements found in Title 8: 5162, which calls for monthly inspections. Fed-OSHA, under 29CFR, provides limited information on inspection guidance. Our monthly inspection frequency aligns with the current requirements. With all of that being said, it wouldn't be a bad idea to perform weekly "activations" of the system. ANSI does make this recommendation. This can be done by anyone and doesn't require an official inspection type of process.

QUERIES PRESENTED DURING MEETING:

None.