

San Jose State University
College of Science Safety Committee

Meeting Minutes

Thursday October 13, 2022 at 2:00 P.M.

Zoom Meeting

Membership: Christopher Smallwood (Chair/Physics), Philip Dirlam (Secretary/Chemistry), Craig Clements (Meteorology), Fabio Di Troia (Computer Science), Jennifer Johnston (Biology), Yan Zhang (Math), Laura Miller Conrad (Institutional Biosafety Committee), Victor Maraschin (University Radiation Safety Officer), Randy Kirchner (CoS Safety Officer), Jocelyn Douglas (MLML EH&S Officer), Skye Kelty (SJSU EH&S Chemical and Laser Safety Officer), Miri VanHoven (CoS Associate Dean for Research)

Call to Order: 2:05pm

- Members present: CLS, CC, FDT, VM, JJ, RK, MVH, SK, LMC
- Members absent: PD, YZ, JD
- New members introduction (Ice-breaker: Favorite comfort food)

Minutes:

- Minutes for 5/12/2022 were unanimously approved.
- Minutes for 9/15/2022 were unanimously approved (1 abstention).

Announcements:

- Old Safety Committee meeting minutes are now live on the public-facing [CoS Safety Committee website](#) and all of the previously broken links have been fixed. (Special thanks to Jon Espinoza for getting this done!)
- Safety Committee documents in progress have been transferred over into a [Shared Google Drive](#). Agendas and committee work can be stored and processed there. Chris is going to delete the old shared folder that we were using last year so that we can minimize redundancy.

Old Business:

- Field Safety Program: A Safety Committee Subgroup worked on creating a Field Safety SOP Template last year (see the [Field Safety Folder](#) in the Shared Drive.). Skye would like to pick up from this. Do we need to reconcile the two efforts? Should a subcommittee be created/extended to address this? (Jocelyn had some comments. Skye may have some guidance.)
 - Skye: I am exploring creating an SoP document for this. Currently the document is very long. But it wouldn't be mandatory, just a set of resources.
 - Chris: Did we have a product from last year?
 - Miri: We had a product.
 - Jen shared a document that she had received from Bree.
 - [Chris will locate the finalized version that we had created from last year. Have Skye look over the version that we created and potentially provide feedback.](#)

- CoS COVID safety - Miri had proposed to have Jon Espinosa create and manage a spreadsheet listing all research personnel within the College of Science as a permanent replacement to the COVID personnel contact tracing. Updates?
 - Miri: I asked Jon to go ahead and make this, and so the sheet is currently in process.
 - Also useful for other purposes, including background information related to funding opportunities.
- 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 three years, and there was a proposal on the table last meeting to decrease the frequency of renewal and to combine the Chemistry Department Safety Training and The Chemical Safety Training Slides (from the binders). Updates? Also, Chemical hazard SOPs - We had some confusion about how often Chemical hazard SOPs had to be sent to Kitty. Once per semester? Or every time the lab personnel changes? Updates?
 - This information is available on the CoS Safety Website (<https://www.sjsu.edu/science/resources/safety/index.php>)
 - In particular, see <https://www.sjsu.edu/science/resources/safety/lab-safety-training.php>.
 - Can we bargain down to once/year? At the moment, no. **Miri will ask the EH&S Safety team and if the situation changes will update the committee.**
 - Chemistry Department Safety Training and The Chemical Safety Training Slides are already the same. (Needs to be in the binder to document what it was.)
- Question For Skye - any updates on barcodes? Do we really have to use the tiny QR codes? Randy said that there is the option to choose if you want to use the QR code or a custom barcode. Updates?
 - Skye: The tiny barcodes are the ones we have from RSS (owner of the chemical system). BUT, if you do not like the tiny barcodes, there is now a section called custom barcodes, and you can use custom barcodes instead if you like. Came through about a month ago.
 - Working on moving existing barcodes into the system. No need to go through labs on the part of individual PIs.

New Business:

- Review the [Charter](#).
 - Input?: Change mention of “policies” to “practices” at all appropriate places.
 - Explicitly indicate University Biosafety officer.
 - Invite (but do not require) Science Ed.
 - **Chris will incorporate the updates and send out the document for wider committee review next meeting.**

Adjournment: 2:57pm