

San Jose State University  
College of Science Safety Committee

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**Meeting Minutes**

Tuesday December 10, 2024 at 2:30 P.M.

ISB 132 / Zoom

Membership: Christopher Smallwood (Physics), Philip Dirlam (Chemistry), Minghui Diao (Meteorology), Sayma Akther (Computer Science), Andrea Gottlieb (Math), David Ensminger (Biology), Nate Bogie (Geology), Sarah Smith (MLML), Randy Kirchner (CoS Safety), Victor Maraschin (Radiation Safety), Garren Fisher (MLML), Skye Kelty (EH&S, Chemicals and Lasers), Miri VanHoven (CS, PD, MD, SA, AG, DE, NB, SS, RK, VM, GF, SK, MVH)

Call to Order:

- Members present: CS, PD, DE, NB, SA, AG, VM, SS, MP, MVH, SK
- Members absent: MD

Minutes:

- Minutes for 11/12/2024 need to be approved.
  - Move to approve: DE
  - Approved? Yes.

Old/Recurring Business:

- SOP requirements: How are we doing? Nov 30, 2024 was the deadline to transition into RSS (exceptions may be granted on case by case basis).
  - Progress is variable across departments. Teaching labs are largely behind, for folks with labs in their departments please communicate with instructors and/or chairs prior to end of duty days to take care of before Spring 2025.
- EHS is requesting depts/colleges to develop clear lab/shop transition plans to reduce accumulation of legacy hazards. Action items from last time:
  - (Miri) – was going to check in with Michael about the scope of what needs to be done and who might be best suited to do the work. Open questions:
    - At what level should transition plans be crafted (Department vs. College? Should the Dean's office or CoS Safety Committee provide boilerplate guidance?)
      - MVH: After discussion with the Dean(s). Some general guidance/procedure could be provided by Admin and then distribute to chairs and MLML director for inclusion of Dept. specific considerations.
      - SS: Would be helpful to clearly articulate who is responsible for addressing hazards etc. for someone transitioning into a new space. Also what happens/contingency when the protocol is not followed.
      - SK: Need to consider impact on teaching staff (may be outside of their job duties).

- How big of a role should the Safety Committee play in this? (provide comments of our own? Develop plans? Just be generally aware?)
  - Communicate to respective departments that this is being developed and if departments would like to include any recommendations for particular content
- (David) – was going to check in with Biology about what kinds of plans they might already have in existence, and ask for permission to share more broadly.
  - Update: Biology has no formalized procedures. The current SOP is when someone is leaving/left, it is communicated to the department and Randy/Kitty go in to make sure there are no active hazards. To minimize waste, other faculty and staff are able to come by and take a look at if they would be able to use anything, after which Randy/Kitty/other staff come by to take/dispose of the rest.

#### New Business:

- Li-ion battery failure and resulting fire in DH basement, EHS will be issuing guidelines on i) Li-ion battery charging, and also ii) reduction of office clutter Expect jan or spring.
- HVAC issues in ISB, DH, Sci
  - ISB - break in steam pipe, has been repaired
  - DH - valves need to be manually opened/closed that allow steam into building (these need be opened). Also pumps are out. In Phase 1 - a solution is being deployed and heat should be restored. Addressing other areas of the building require more involved fixes, MVH actively working with facilities to address.

Adjournment: 2:57 pm