



SANTA BARBARA CITY COLLEGE

Chemical Hygiene Meeting

June 30, 2021

1 pm - 2 pm

via Zoom

Present: Adrienne Betty, Tracy Reynolds, Cecilia Contreras Martinez, Sue Williams, Michelle Paddack, Janice Lawson, Sam Hammond

All were welcomed to this initial meeting and introductions were made.

REVIEW CONCERNS BY SCIENCE DEPARTMENTS:

CONSULTANT AVAILABILITY AND CHO COMMUNICATION:

To assure reasonable access to the CHO, Adrienne Betty will now fill that role, and will be the primary contact person for safety related issues pertaining to the CHP. The Consultant's role will now be under the direction of the CHO. If technicians have questions or concerns regarding laboratory departmental practices they should contact their supervisor first, and follow up with the CHO if necessary.

Department Chairs must communicate with the CHO when there is a new employee in the department. Once the CHO is made aware there is a new employee in the department, the CHO will ensure the new employee is shown where to locate the Chemical Hygiene Plan, IIPP and the SDS system as well as review and answer any questions they have on these plans. The CHO will coordinate mandatory training (GHS, PPE and Science Laboratory Chemical Spills) for the new hire. However, specific laboratory procedural processes will be conducted by the department. If the new hire is a laboratory technician, the CHO will ensure they are added to the Lab Technician email group to coordinate hazardous and bio waste pick-up.

SUFFICIENCY OF TRAINING:

Initial Training: Upon notification of a new lab employee, the CHO will deliver necessary initial orientation.

Continuing Training: We moved annual training to online at the request of laboratory technicians for GHS, PPE and Science Laboratory Chemical Spills. If it is desired to return to live training we are happy to work with management on implementing this.

We understand the desire for more advanced training such as LSI training. HR and Risk Management do not have funding for this training. Funding will need to be identified. Requests for advanced training should be directed toward department chairs and Deans. While the three courses currently assigned annually may be basic for some employees they are required to be completed.

To clarify the Consultant's role, they are to provide monthly training to various employees, not limited to lab technicians alone. The CHO is responsible for assuring appropriate safety training is made available, but more specific job-related training comes from the department.

FAILURE TO CONSULT ON CHP:

Some Science department employees were requested to provide feedback on the 2019 and 2021 CHP but prior to this the Science departments were not consulted with and this was a mistake.

Moving forward the CHP will be presented by the CHO for annual review by the Facilities & Safety Committee. Prior to bringing it to the Facilities & Safety Committee the CHO and EH&S Consultant will reach out to the Science employees for their recommendations on any changes. This will be in addition to any Cal OSHA or SBCC practical changes. Once finalized, the CHO will communicate any revisions made to the plan with the Science employees and update the website with the most recent version.

The Facilities & Safety Committee recently updated and finalized the CHP and it is available, as was the 2019 version, on the [Risk Management website](#). The CHP has its own [web page](#) now with links to the plan, laboratory checklist, Lab Safety Shared Google Drive and more.

FUME HOOD CONCERNS:

Traditionally, the fume hood inspection was coordinated by F&O because it was facilities related equipment. We recognize this created a gap with the process. Going forward the responsibility of coordinating the inspection will belong to the CHO. The CHO will then have the option to use a certified and qualified vendor to conduct inspections and certifications of hoods.

FUME HOOD TURNED OFF WITHOUT NOTIFICATION:

We were unable to verify this concern. When the HVAC Technician noticed the hood was inoperative, he should have immediately notified the department. The CHO will clarify this accountability with HVAC staff.

CHO ANNUAL INSPECTIONS:

Are inspections being completed? Yes. These annual inspections are very important to our process and we expect that being in partnership with the Sciences employees will enable a systematic approach in identifying and mitigating safety related issues.

Staff will now be informed when an inspection is scheduled. In collaboration with Science employees, a Google shared drive has been created as a repository for all completed CHP inspections available to anyone and can be found [here](#). These two systems will assist us in tracking and accountability of all.

Safety Concerns Not Addressed: We are working on a number of concerns we knew about, below. We were unaware of some of the issues raised, such as a need for a sharps container and replenishment of spill kits. It is important to inform us of issues and concerns immediately between annual inspections.

Laboratory technicians should use the [work order system](#) to report issues arising from monthly inspections, and any other safety related concerns.

SECONDARY CONTAINMENT:

We understand secondary containment is only partially complete and it has been an ongoing effort to find an economical solution. Measurements have been taken and quotes have been obtained. These will need to be custom made as they are not standard sizes. Facilities will pay for them and the CHO will order them.

HAZARDOUS WASTE & BIO WASTE SERVICE:

Previously there were issues with waste pick-up in the labs when the hazardous waste shed was full because there was no other place to safely store the lab waste. We have identified an alternative space on campus to house hazardous and bio waste in the event the primary location is impacted. Unless there is a campus-wide closure, hazardous and bio waste will be picked up as scheduled.

Hazardous waste has always been scheduled for pick-up at the end of Fall and Spring semesters. The Consultant has informed technicians via email about two weeks in advance as to when the pick-up will occur, provides them with the disposal form and a deadline as to when the form is due. Technicians can expect this to continue but the communication will come from the CHO instead of the Consultant.

The department chair should inform the CHO when there is a new Lab Technician. This will trigger the CHO to add the lab technician to the already formed Lab Technician email group and

shared Google Drive. This will ensure all are aware of the hazardous and bio waste pick-up schedule, have access to pertinent documents and improve communication.

For every additional campus stop, regardless of location, the bio waste vendor will charge \$150. Currently, we pick up all of the bio waste and store it at the field house to only incur only one stop charge, not including the disposal charge.

NUMBER OF NFPA SIGNS:

Despite staff desire for widespread signage, the fire department specifically asked the district to minimize the number of signs we were utilizing to make it less confusing for them. Ultimately, we compromised by using one sign per floor. We can discuss a different compromise if desired, that still meets the fire department needs as well as our own.

PROCUREMENT OF SAFETY DATA SHEETS:

Any employee who orders chemicals must request an SDS and either add it to MSDSONline or send it to the CHO for uploading. Concurrently, if the Purchasing Department receives an SDS they must send it to the CHO.

ACCESS TO SDS ONLINE:

We will offer a live online training session for our SDS online system for those who aren't familiar and a refresher course for those who are. The department chair must inform the CHO when a new employee needs access to the SDS online system. Additionally, the CHO will send an annual email to science department employees reminding them of this resource.

LAB TECHS WORKING OUT OF CLASS:

Lab Techs should not perform tasks outside of their job description. Lab Techs should inform the CHO and their supervisor of such tasks.

REQUEST TO HAVE OTHER DEPARTMENTS INVOLVED IN THE CHP:

The purpose of the CHP is specifically to address safety in science laboratories. Other departments on campus who utilize hazardous materials/chemicals fall under a separate standard known as the Hazard Communication Plan.

UPDATING AND MAINTAINING CAL OSHA REQUIRED PLANS:

The Hazardous Material Business Plan is updated annually, due March 1st every year. This is a task the Consultant completes with insight from Risk Management and F&O. The plan only applies to departments that meet the following hazardous material thresholds for any one type of hazardous material: 55 gallons, 200 cubic feet or 500 pounds of hazardous materials.

Departments not meeting the threshold generally do not participate since it is not directed toward them. Our science departments have not historically met these thresholds, but we are happy to discuss how they may add value to this process. For security reasons, we do not post this publicly due to guidance from the Department of Homeland Security.

The Hazcom Plan is updated on a regular basis and in the future this will be housed on the Risk Management website. Similar to the Hazardous Material Business Plan, the Consultant works primarily with F&O to solidify any changes. Moving forward we will review this plan with the Facilities & Safety Committee. Additionally, every department involved in this plan will now be consulted before finalization.

The CHP and the IIPP will now be reviewed by the CHO on an annual basis with the Facilities & Safety Committee. As changes are made to the IIPP plan, the CHO will inform employees by email. Updates to the CHP will be shared with science departments who have laboratories. Both plans will be published on the Risk Management website.

QUERIES PRESENTED DURING MEETING:

Tracy Reynolds requested to know laboratory capacities in regular time but also during the pandemic. Adrienne Betty advised Facilities & Operations would have this information and suggested this could be something a work order could be created for due to safety concerns. Adrienne Betty offered to reach out to the Director of Facilities & Operations to obtain this information. An email was sent to Rob Morales on Jun 30, 2021 requesting the information.

Tracy Reynolds brought up the monthly safety inspections and showers being tested monthly. ANSI states they should be tested weekly. Tracy requested the checklist be updated to reflect weekly instead of monthly.