

**University of Kentucky's  
Chemical Safety Committee Minutes**

**Keenland Room, William T. Young Library  
October 29<sup>th</sup>, 2008**

**Present**

Todd Porter, Chair	Chris Matocha	Ruth Adams
Stephen Rankin	Robin Cooper	Dong-Sheng Yang
Oliver Oakley	Lee Poore, Ex-Officio	

**Guest**

Jay Young	Lorie Jayne	Brian Butler
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**Absent**

Glena Jarboe	Jimmie Calvert	
Meg Steinman	Jan Eggum, Ex-Officio	Bob Kjelland, Ex-Officio

Todd Porter called the meeting to order at 12:06.

- 1. Approval of Minutes** – Minutes from the April 24<sup>th</sup> meeting were unanimously approved.
- 2. Introductions of New Members** – All attendees present went around the room and introduced themselves.
- 3. Review of Guidelines of Chemical Safety Committee** – The Committee reviewed the information in the By-Laws. A question was raised about the relevance of the Chemical Safety Committee. Lee Poore discussed the importance of having the PIs from different colleges and departments meet and function as a review and approval board for new policies, procedures, training, etc. Importance was also placed on the members as a resource for any issues rising from the labs and as a pathway for spreading new information to colleagues and staff. The committee also fulfills the regulatory requirement of an annual review of the Chemical Hygiene Plan.
- 4. Discussion of new Hazardous Waste Tracking System** – Brian Butler of Emergency Management (EM) discussed the new hazardous waste tracking system (E-Trax) recently put online. Training is required in order to use the system and will be required annually for continued use. Concern about getting PIs to take training annually was mentioned. EM will research if training every 5 years will be acceptable. Brian explained how to set up an account and requested that the committee members inform the staff and faculty in their department of the new system and that EM would be moving away from the “paper ticket” method of hazardous waste pick-up.

5. **Chemical Hygiene Plan** – The Chemical Hygiene Plan/Laboratory Safety Manual is updated annually by the Committee. Lee Poore requested that the members review at least one section of the CHP and record any suggestions for improvements or corrections to discuss at the next meeting. Lee also reminded the members of the regulatory requirement to update the lab information annually and to pass this reminder on to their staff and colleagues.
6. **DHS Chemical Inventory Update** – The DHS reporting status was discussed. The university is currently down to one building that must be reported to DHS and a Security Vulnerability Assessment performed. Members were informed that webpage is now available through the EHS website to review and report DHS chemicals of interest (COI).
7. **Accidents in labs involving volunteers or guests** – Lee informed the members of an accident reported recently where a volunteer was potentially exposed to acrylamide when a bottle fell off of a cart and broke. It was stressed that even volunteers and guests to the lab are required by the UK CHP to be trained in Lab Safety but additionally on Fire Extinguisher Use and Hazardous Waste disposal. PPE should always be worn if they are around or using any chemicals.
8. **Next Meeting** – The next meeting will take place in early to mid December.
9. **Adjourn** – Meeting was adjourned at 1:11 p.m.