

**MINUTES**  
**LABORATORY AND CHEMICAL SAFETY COMMITTEE**  
Wednesday, April 27, 2005 (2101G McGavran-Greenberg)

**Members Present:** Kimberlie Burns, Bruna Brylawski, Katherine Hamil, Kirby Zeman, Bonnie Taylor-Blake, Carolyn Bishop, Elizabeth Guthrie, Richard Hanes, James Gilbert, Ray Hackney, Brent Webber

**Members Absent:** Lorraine Alexander, Mike Fisher, Liska Lackey, Diane Shugars, Nicole Duncan, Jim Morken

**Also Present:** Pete Reinhardt and Gary Shaver (EHS), Pat Boone (UNC Health Care EH&S)

Meeting commenced at 2:30pm. Minutes from the meeting of February 2, 2005 were reviewed and approved.

**Laboratory Chemical Hood and Ventilation Policy**

Mr. Reinhardt distributed and explained a proposed Laboratory Chemical Hood and Ventilation Policy. Both capital projects (>\$300,000) and other/informal projects (<\$300,000) were covered by the proposed policy. For all new hoods, the ASHRAE 110 test (except for sulfur hexafluoride challenge) must be passed before commissioning. Twenty percent of new hood installations will also have the SF<sub>6</sub> test performed. The policy gave instructions for hood selection and purchase. Authorization for installation must be given by EHS and Facilities Services, and EHS must provide authorization for startup/commissioning of new hoods; the policy also recommended third-party commissioning of variable air volume hoods. Auxiliary air hoods are not permitted; neither are non-ducted hoods (e.g. filtered air cabinets) without EHS approval. The policy also requires EHS approval for hood modifications, and instructions for inspection, preventive maintenance, testing, and repair requests. The Committee passed the policy unanimously.

**Accidents and Incidents in Lab Buildings**

A list of the incidents and injuries occurring in laboratory buildings during the first quarter of 2005 was distributed and discussed.

Laboratory Incidents Jan-Mar 2005: 3 gas leaks, 8 odor complaints, 12 spills (9 mercury spills, 3 chemical spills), one lost radiation source, and one miscellaneous incident. Due to the large number of mercury spills, the Committee discussed whether it might be a good idea to create and display "Mercury-Free UNC" posters, similar to the posters used by UNC Health Care in the past year. EHS agreed to look into the matter.

**Laboratory Safety Manual (LSM) Revision**

EHS revealed plans for a full-scale revision of the Laboratory Safety Manual, preferably by the end of 2005. A prototype format with sequential numbering of sections and subsections was revealed. The Committee thought the proposed format was too cumbersome, and suggested that if used, the sequential numbering format should stop at three digits. The Committee stated that hard copy should remain the required method for maintaining the LSM in each lab section. The Committee supported the suggestion of an ISO-type "controlled document" format, where end users would receive e-mail updates when changes were made to the controlled (online) copy of the LSM, and instructions to replace particular pages with new pages. This would work if updates were fairly uncommon. The Committee stated that the new hood policy should be integrated into the LSM, as well as a new section to cover UNC employees who work in UNC Health Care labs, and that the glove chart (Appendix 5-A) needs to be updated.

**Controlled Substances**

EHS discussed whether there was a need for uniform guidance on the registration, ordering, storage, use, and disposal of controlled substances. The Committee agreed that the requirements for controlled substances should be written down, possibly in the Laboratory Safety Manual, in order to ensure full awareness and compliance. The Committee suggested that DLAM and the Office of Research & Development might be good resources for this information, since they might be in routine contact with DEA officials.

**OCME Update**

Representatives from NC Dept. of Labor-OSHA visited the OCME during this quarter. Due to this inspection, the OCME has begun serious discussions to create a contract with EHS to provide services such as lab inspections for OCME facilities in campus buildings. OCME has also begun employee training, to prepare exposure control plans, and lab safety plans because of the inspection.

Meeting adjourned 3:30pm.