

**UNIVERSITY SAFETY AND SECURITY COMMITTEE  
MINUTES  
June 9, 2005**

Members Present: Lorraine Alexander, Neal Caudle (for Tony Waldrop), Laurie Charest, Carolyn Elfland, Ray Hackney (for Pete Reinhart), Derek Poarch, Michael Rolleri, Nancy Sutfenfield, Marie Zeldin

Members Absent: Lorraine Alexander, Margaret Jablonski, John Olsen, Bruce Runberg, Gene Scarborough, Leslie Strohm

Guests: Brian Boehlecke, Carolyn Bishop, Donii Fox, Phyllis Petree, Gary Shaver

**1. Approval of a Medical Surveillance Policy for BSL-3 Laboratory Workers**

Donii Fox presented a new medical surveillance policy for workers in BSL-3 laboratories. Research universities are adopting such policies following the infection of 3 Boston University laboratory workers that went unrecognized for a significant period. The policy requires that employees of BSL-3 laboratories receive targeted medical histories and physical examinations including baseline serum collection and vaccination if available, be provided with a description of the symptoms of infection associated with the agent(s) in use in the laboratory, and be instructed regarding how to report exposures or symptoms, and how to receive treatment. Symptoms are to be reported to the employees' supervisors, the University Employee Occupational Health Clinic, and the Department of Environment, Health, and Safety, which is responsible for notification of external agencies. The Committee requested some minor strengthening of the language regarding reporting symptoms, and unanimously approved the policy as revised.

**2. Approval of a Laboratory Chemical Hood and Ventilation Policy**

Gary Shaver presented a new policy for laboratory chemical hoods and ventilation. The policy requires that hoods be designed in accordance with University Design Guidelines, that Facilities Services inspect the adequacy of the building HVAC system to support the hood and approve the hood purchase, that all new hoods be equipped with flow monitoring devices, that all hood installations and startups be approved by the EHS Director, that hoods may not be modified (by drilling, cutting, or removing parts), that hoods must be inspected periodically by Facilities Services, and that hoods be retested and recertified annually by EHS. The Committee asked questions about the availability and cost of flow monitoring devices and hoods that meet the policy requirements. Mr. Shaver reported that monitoring devices and hoods meeting the requirements are being specified now in construction documents, and are found in recently-opened laboratory facilities. The Committee unanimously approved the policy.

**3. BSL-3 Laboratory Facility Assessment Report**

Donii Fox presented a report on the recently-completed assessment of BSL-3 laboratories. The assessment was completed to assess how existing laboratory facilities meet current standards.

**4. Research Compliance Communication System**

Phyllis Petree presented a report on the University's new anonymous reporting system. The University has contracted with an external vendor to provide confidential telephone and web-based reporting of safety, fraud, and compliance issues. The new system will not handle human resources issues. It will supplement existing resources such as the State Auditor's hotline. It will be implemented soon and will have a one year trial period, then a decision will be made on whether to retain it.

There being no further business, the meeting was adjourned.