



**AIHA Laboratory
Health & Safety Committee**

Adam's Mark Hotel – Cityview 8

AIHce – Dallas, TX

Meeting Minutes – May 13, 2003

The meeting minutes will be presented in the order in which they appeared on the Agenda and not necessarily reflect the order in which these were presented or discussed. The flexibility in the Agenda was primarily due to the need to accommodate the many commitments of AIHA staff.

I. Welcome and Introductions and Interests – David Lumby

The call to order was made at 1034 CST. A warm welcome was extended to all Committee Members and participants (Appendix A). Each person introduced him/herself.

David Lumby requested all participants to submit subjects for addition to the Agenda. Tom Ouimet suggested the Committee members participate in quarterly phone conference meeting in order to provide continuity of information and activities for all interested in our activities. The meeting dates and call-in number will be provided via e-mail or listserv. Motion passed by all members voting Aye.

Action

Joe/Vilmarie

Provide information to members

II. Approval of Minutes

The meetings from 2002 AIHce Committee Meeting were unanimously approved with the following revision: Item 9 replace “Faucet” with “Fawcett.”

III. Reports on Activities

a. Leadership Meeting and 2002 PDC results – Joe Passante

Some of the issues presented by Zeke Haslam (refer to Section V) were also presented by Joe. In addition, the OSHA- AIHA Alliance was discussed and a new strategic plan was adopted. The changes in the organization and the 2002-2005 Strategic Plan are available at <http://www.aiha.org/membersonly/committees/html/ps&g.ppt> .

In the area of providing tools for enhancing communications, AIHA has acquired, and made available, a phone call system which allows better and more frequent communications with members. In addition, they have purchased 13 licenses of

Placeware, a software program that allows real-time, web-based manipulation (e.g., revision) of documents.

b. Business Plan and Budget – Joe Passante

Several aspects of the budget were presented in the meeting by Joe. The members requested for the budget to be posted on the website. Monies were authorized for support of liaison positions and the development of a document for laboratory design.

Action Item

Joe	Provide Lindsey a clean copy of the budget
Lindsey	Post budget on the webpage

c. IMC Code Activities and Position Paper – Ken Kretchman

Ken thanked the members for their valuable work and contribution in this area. The Lab H&S Committee officers asked Ken to serve as AIHA liaison at ICC, and Ken was unanimously supported by the members. As discussed in previous years [and Mike Austin cleverly summarized two years ago] the ICC has integrated three Code-defining entities in to the International Code Council (please visit their website at <http://www.iccsafe.org> . The code section at the center of the controversy is found in IMC Section 5.10 where the definition and requirements for hazardous exhaust systems are defined. For example, the Code restricts manifolding exhausts while additionally requiring fire suppressions, according to the materials used inside the hoods. The definition and requirement do not support safety criteria, such as ANSI Z9.5 and NFPA 45. An interpretation from the ICC was requested. Their response, as well as the Committee’s position paper and ancillary information are found on our website. Please follow the links for ‘laboratory ventilation’ followed by ‘hazardous exhaust systems.’

The Committee encouraged Ken to pursue the requested Code changes according to the proposal. In addition, Ken will be participating of the ICC meeting in September where the Committee’s code change proposal will be discussed.

Ken also commented on activities of the Exposure Assessment committee and his suggested recommendation to have the Lab H&S Committee work with them on modeling inside a local exhaust ventilation system.

d. ACS Liaison Report – Doug Walters

Doug pointed out he was the longest term member on the Committee and has served as the ACS liaison for several years. When he attended the ACS conference in New Orleans he presented the content of IMC Section 5.10. He also added that ACS is also suffering from lower membership enrollment (from 165 K – 161 K). However, the statistics on new members show that 25% of all members and 50% of new members are female. The Division of Chemical Health and Safety increased their dues (from \$25-\$39/year) and is financially stable with 1800 members. The impetus on ACS training is targeted to high school teachers. There is also a movement to bring safety into the college curriculum. Doug, for a second year in a row, reported the opportunity for nominating a person for the Fawcett award. The award is bestowed upon an individual who provides excellence in

chemical health and safety. In addition, recognition is also given to the institution with the most comprehensive undergraduate chemical safety program. For nominations and addition information, please visit <http://www.acs.org>. Doug also indicated that the Committee on Health and Safety Policy has a publication entitled Safety in Academic Laboratories. There are 10,000 – 12,000 copies distributed annually and Doug submitted a book review on this publication to The Synergist. The next scheduled ACS meeting will be held in New York, September 7-11, 2003.

e. Web Site Report – Lindsey Kayman

Zeke Haslam mentioned that the website maintained by Lindsey is recognized as one of the top committee websites on the AIHA site. OSHA and ABSA have added a link on their respective websites to our site. The information provided is a service to those in the laboratory health and safety field.

Lindsey made a call for submission of examples of accidents and incidents with the promise that no particular business affiliation identifier will appear on the website.

In the past Liz Gross suggested the inclusion of a “Dear Labby” section on the website. This idea did not come to fruition due to lack of a member willing to serve as Dear Labby. A call for volunteers was made.

Note: Michelle Johnson volunteered to be our Dear Labby after the meeting. Please visit Dear Labby on the Lab H&S website! Thanks Michelle!

Material presented at the Conference should be forwarded to Lindsey for posting on the website.

Since the website is highly used as reference by many, it is important that the information and links contained herein is correct and up-to-date. Lindsey called for volunteers to periodically check the technical page for dead and outdated links, and possibly make suggestions to new links. We had a great response (also refer to Appendix A), and the Committee Officers thank all who volunteered for this task.

Action Items

- All Submit examples of incidents occurring in the laboratory to Lindsey
- All Review all links in the technical section for which you committed to review, as indicated below. Provide feedback to Lindsey as to which links are outdated, dead, or new links that need to be added in a particular section. Please complete the initial review by August 31st.
- All Consider performing the duties of ‘Dear Labby’ and notify Lindsey

Volunteers to Review Links

Rolf Hahne Radiation Safety	Peter Harnett Codes Affecting Laboratories	Steve Hemperly Non-ionizing Radiation and Lasers
Dan Hurley Biosafety	Michelle Johnson Lab Ventilation	Barry Kwong Management Systems and Ergonomics
Gordon Miller Chemical Safety and MSDS	Joe Raab Ergonomics	Michael Russell Green Buildings
Larry Wong Hazardous Waste	Charlyn Peart PPE	Greg Assenmacher Laboratory Design
Jim Kwiatkowski Exposure Assessment	Kevin Turner Animal Research	Lisa Greathouse Animal Research
Pam Greenley Training	Larry McLouth Books, Resources	Matthew Finnucane Environmental Management

f. AIHA Booklet – Gordon Miller

Gordon Miller (lead) and Vilmarie Rodríguez have committed to complete the revision to the *Laboratory Chemical Hygiene, An AIHA Protocol Guide*. Gordon requested volunteers to review the revised transcript and the following members accepted the challenge: Michael Austin, Rolf Hahne, Peter Harnett, and Stephen Hemperly.

Action Items:

Gordon and Vilmarie	Complete revisions by July 15, 2003
Gordon	Edit and submit to reviewers by September 1, 2003

g. 2003 Conference Activities – David Lumby

All activities sponsored by the Committee in this year's Conference were reviewed at the meeting. PDC 429, Programming and Planning a Safe and Secure State-of-the-Art Laboratory Facility presented by Jerry Koenisberg was well received. Those in attendance agreed to offer this PDC in the future after integrating the revisions offered at the meeting and by the auditors/monitor and attendees. PDC 112, Safety, Health and Environmental Issues in Research Laboratories was well attended and received by those participating in the learning experience. There were no Technical Sessions (a.k.a. Podium) sponsored by the Lab H&S Committee due to the few numbers of papers submitted for presentation. RT 213, Navigating in Uncharted Territory; EH&S Issues in the Modern Laboratory successfully addressed a number of new requirements and needs in the laboratory setting and RT 253, The Application of Computational Flow Dynamics (CFD) to Laboratory and Hood Design was to be presented on Thursday, May 15th.

The Committee Officers recognize and appreciate the dedication of time and effort put forth by all auditors, arrangers, moderators, monitors, and presenters ensuring the success of the Conference!

IV. New Projects and Proposals for 2004

a. *Forums, Roundtables, PDCs, Platform Sessions, Committee Gallery*

After a healthy exchange of information the following professionals volunteered to arrange the following for the 2004 AIHce in Atlanta:

Action Items

Larry Wong and Peter Harnett	Roundtable
Patrick Carpenter, Lisa Greathouse, Michelle Johnson, and David Lumby	Roundtable – (topic centered around animal work)
Joe Passante	PDC Arranger
Mike Russell and Vilmarie Rodríguez	Committee Gallery

b. *Technical Session Arranger Help*

Vilmarie will organize a technical session and solicited assistance from all members. We are looking at a minimum 6 papers and the submission to AIHA must be completed in August (date to be confirmed). Many people volunteered to assist with this task and Vilmarie will contact them in June and July.

Action Item

Vilmarie	Organize Podium (f.k.a. technical session)
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c. *Distance Learning – CHO Training*

After careful consideration to this initiative, the membership decided to no longer pursue this project.

d. *Publications*

As a Committee we need to meet the needs of our membership, and AIHA members collectively, in our areas of expertise. Lindsey and Joe will be presenting two new initiatives for development and implementation in the near future.

- i. Lab Design – Lindsey Kayman
- ii. Factsheets – Joe Passante

V. Board Coordinator Report – Zeke Haslam

Zeke provided a focus summary of the main activities completed by AIHA in 2002. For example, professional dues increased last year. The increase was prompted by the need to balance the finance sheet at National where there was an increase in expenses and decrease in revenue. AIHA also took steps to balance its sheet by increasing expense cuts. The annual report for 2002 fared better than in previous years.

Steven Davis was offered, and accepted, the position of Executive Director.

The Technical Committee Development fund was established to stimulate innovative ideas for potential development into products or activities for the benefit of the membership and as revenue enhancing activity.

Committees and Local Sections are encouraged to nominate members in good standing for Fellow distinction within the membership of AIHA.

Long Distance Courses are not only popular but also fairly profitable for the Association. Stacy Talbot is the AIHA contact in this area. (Note: The Board met with Stacy and others in April to discuss the requirements needed to be met for consideration for having a Committee sponsored training, e.g., CHO training).

Our membership is aging and there are fewer new members joining the profession. Therefore, Zeke exhorts all members to recruit new members and potential candidates for positions in IH.

Q&A:

Dave Lumby inquired about the type of payback the Association was expecting from the development fund. Zeke replied that the expected payback was benefit to the profession and financial benefit to AIHA. Tom Ouimet contested the order of emphasis of AIHA on the payback. According to Tom, he was notified by AIHA that his submission was not considered for publication due to no 'economic benefit' to the AIHA.

Action Item

Zeke Obtain an overview of the payback expected from this Development fund and report to the Committee

Kevin Turner was interested in knowing if and when AIHA would administer the CIH examination on remote centers, alas BCSP. The question was deferred to the ABIH.

VI. Government Affairs Update – Aaron Tippler

Aaron Tippler reported on the proposed budget cuts to OSHA and NIOSH. Overall the GA group is recommending in some instances a combination of any of these alternatives: level the funding as it exists, incorporate inflation and increase budget by 15% in order to support the existing initiatives. There are a number of proposed bills in the House and Senate with potential immediate and future impact to our mission. Some of the bills with interest to the group are the respective revisions to OSHA's Review Commission, Criminal Penalty for Willful Violations and Third Party workplace reviews. Elements of emergency response are also being considered by Congress. As for the AIHA, if the dollars are allocated to the States, and with redundancy in the programs, how will AIHA get involved in the response process?

As for OSHA, the proposed employer payment for PPE will be on the regular Agenda; while the respirators APF may not be considered are planned.

The focus in the States lies on mold and the state plans. AIHA is emphatically recommending and providing guidance on the need to have recognized labs for analysis of mold samples.

Q&A:

According to Rep. Norwood there will not be legislation on PELs this year. As for AIHA, a select (AFL-CIO, ORC, and others) group has worked for 2 years to finalize the update. The group proposed choosing 30 ‘non-controversial’ PELs and implement a pilot program for global adoption of the revised values. Mr. Tippler indicates that he now understands the difficulty faced by the Agencies on implementation of new initiatives based on the delay in time and difficulty in reaching consensus by the sub-group.

Kevin Turner asked what training session or involvement will there be by AIHA in a catastrophic emergency similar to September 11, 2001. Mr. Tippler indicated that the ACOEM requested \$100,000 to set a protection program, which would include training and assessment, for first responders. ACOEM solicited the participation of AIHA.

Dave Lumby requested information on how the AIHA coordinates with other groups to maximize efforts. Mr. Tippler indicated that ACGIH does not get involved in political activities. The AIHA coordinates and collaborates with about 20 other trade organizations. However, it seems there is competition on the ‘mold’ issue with ASSE, although apparently both groups have the same goal.

The ergonomic rule is dead and the Health and Safety rule has been refocused under Henshaw’s direction of prevention initiatives.

VII. Secretary 2004 – Joe Passante

In order to provide guidance to the Board and the volunteers to the position of Secretary, Joe and Vilmarie worked on an outline of responsibilities for the incoming secretary. The guidelines were e-mailed to the members just before the Conference. A call for volunteers was made at the meeting. The selection of Secretary for 2004 will be decided and communicated in two weeks.

Action

Joe and Vilmarie Communicate the selection of incoming Secretary

Note: Peter Harnett was selected as the incoming Secretary. Thanks to all who volunteered. We are grateful for your enthusiasm, commitment and dedication to the Lab H&S community.

VIII. Recognition for Valuable Contribution

The valuable contribution of our expert volunteers was recognized at the meeting. The following professionals received a demonstration of gratitude and recognition from peers.

Doug Walters, Ph.D, CSP was recognized for his long-term contribution to the Committee with special recognition for his intervention with the Z9.5 group and as the liaison to the ACS.

Lindsey Kayman, CIH was also recognized for her spirit and enthusiasm by Zeke Haslam of AIHA. In addition, Lindsey received a well deserved recognition from the Committee for serving as Chair in 2002 and the valuable website which she developed, manages and maintains.

Richard Fink, CBSP was recognized for developing and maintaining the BIOSAFETY listserv and enhancing the communication amongst professionals.

Ralph Stuart was recognized for developing and maintaining the SAFETY listserv and enhancing the communication amongst professionals.

Jerry Koenisberg was recognized for his services to the AIHA Lab H&S community.

Doug and Lindsey received their recognition at the Committee meeting. The plaques for Richard, Ralph and Jerry will be mailed to their attention.

IX. Workgroups (Appendix A has the list of volunteers in each category)

a. Fact Sheets – Joe Passante

The development of fact sheets where processes and procedures are explained concurrent with a H&S assessment has the indication of providing to the community we serve, as well as EH&S professionals, with a quick overview and understanding of laboratory specific issues. Matt Finnucane offered the group the series of related information that he assisted in developing for his institution.

The following were active participants in the sub-committee: Joe Passante (lead), Rolf Hahne, Michael Russell, Charlyn Peart, Mary Baldwin, and Lisa Greathouse.

b. Codes Affecting Laboratories – David Lumby

Ken Kretchman, the new appointed liaison with ICC, indicated that he will take the necessary steps to successfully influence the Code Commission into incorporating information supportive of adequate H&S practices. Mike Austin has been very helpful at providing historical information. A plan of approach will be developed after the monograph is published in July 2003.

The following were active participants in the sub-committee: David Lumby (lead), Ken Kretchman, Peter Harnett, Mike Austin, and Vilmarie Rodríguez.

c. Lab design Publication – Lindsey Kayman

The scope of the group is to develop an annotated Laboratory Design publication to provide guidance to professionals in various fields about EH&S considerations when planning and executing new construction of tenant improvements to existing structures. This group completed the publication proposal to be submitted to AIHA for consideration of this initiative. This is a long-term project and is expected to last approximately two years. Communication amongst members of the group will be via e-mail with two face-to-face meetings per year.

The following were active participants in the Sub-committee: Lindsey Kayman (lead), Dan Hurley, Barry Kwong, Gordon Miller, Joe Raab, Doug Walters, Larry Wong, Patrick Carpenter, and Pam Greenley.

X. Adjourn

Meeting was adjourned at 2:57 p.m. (CST).

Respectfully submitted,

R. Vilmarie Rodríguez, CIH, CPEA
Secretary 2003