

**Minutes for AIHA Laboratory Health and Safety Committee Meeting- AIHCE-
Atlanta, Georgia, Tuesday Afternoon, May 11, 2004**

Attendees (indicated by Yes in last column)

		<u>Member</u>	<u>At meeting</u>
Lumby, David	david.lumby@abbott.com	Yes	No
Passante, Joseph	joe@ehrs.upenn.edu	Yes	Yes
Kayman, Lindsey	kayman@umndj.edu	Yes	Yes
Rodríguez, R. Vilmarie	vrodriguez@ligand.com	Yes	Yes
Ezekiel Haslam	ezhaslam@duke-energy.com	Yes	Yes
Austin, Michael	austi001@umn.edu	Yes	No
Gibbs, Lawrence	lgibbs@stanford.edu	Yes	No
Hahne, Rolf	rhahne@u.washington.edu	Yes	retired
Harnett, Peter	coehinc@aol.com	Yes	Yes
Hemperly, Stephen	steve.hemperly@hgst.com	Yes	Yes
Hurley, Daniel	dhurley@wfumc.edu	Yes	Yes
Johnson, Michelle	mjohnson@ehs.utah.edu	Yes	No
Kretchman, Ken	ken_kretcham@ncsu.edu	Yes	Yes
Kwong, Barry	kwongb@novachem.com	Yes	Yes
Noonan, Carl	carl.noonan@bms.com	Yes	Yes
Gordon Miller	miller22@llnl.gov	Yes	Yes
Raab, Joseph	iraab@facilities.buffalo.edu	Yes	Yes
Russell, Michael	MERuss13@merr.com	Yes	No
Walters, Douglas	waltersdb@earthlink.net	Yes	Yes
Wong, Larry	lwong@ehs.ucsf.edu	Yes	Yes
Peart, Charlyn	charlyn_peart@merck.com	Yes	Yes
Govenor, Tim	govenor.1@osu.edu	No	No
Passalugo, Robert	bpasalugo@safety.rochester.edu	No	No
Harris, Pat	patricia_harris@chiron.com	No	No
Spurgeon, Joe	jospur@mindspring.com	No	No
Greenley, Pam	greenley@mit.edu	Yes	Yes
Non Members in attendance	<i><u>Non Members in attendance</u></i>		
Baldwin, Mary	baldwin@vax2concordia.ca	Yes	No
Assenmacher, Greg	Gassenma@psqus.jnj.com	Yes	No
Kwiatkowski, Jim	jkwiatko@prdus.jnj.com	Yes	No
Turner, Kevin	Kturner@ompus.jnj.com	Yes	No
Greathouse, Lisa	l.greathouse@louisville.edu	Yes	Yes
Carpenter, J. Patrick	pcarpenter@kilng.us	Yes	Yes
Heyl, Patty	patty.heyne@pharma.com	Yes	Yes
Bakker, Anne-Marie	anne-marie_bakker@berlex.com	Yes	No
McLouth, Larry	ldmclouth@lbnl.gov	Yes	No
Finucane, Matthew	matt@ehrs.upenn.edu	Yes	No
Faw, Heidi	faw.heidi@idenix.com	Yes	Yes
Capwell, Karen	karen.capwell@covance.com	Yes	Yes
Byar, Ann	annbyar@comcast.net	No	Yes
E David Green	egreen@usuhs.mil	No	Yes
Mary Corrigan	Mary_corrigan@harvard.edu	No	Yes
John Seabury	jjseabury@lbl.gov	No	Yes
Karen Deady	kardeady@hotmail.com	No	Yes

Yong Kim	yongck@stanford.edu	No	Yes
Demetra Barlas	demetra.barlas@eyetk.com	No	Yes
Gary Shaver	gary_shaver@unc.edu	No	Yes
Richard Cravener Jr	rcravener@ciit.org	No	Yes
Lee Poore	lpoor2@uk.edu	No	Yes

Note: All those who are present for this meeting will receive the minutes.

I. Welcome & Introductions & Interests- Joe Passante

Meeting started at 2:05 PM. All in room were introduced. Joe Passante made his opening remarks at 2:15 PM.

II. Approval of Minutes from 2003 Meeting

The 2003 AIHA Lab Health and Safety Committee (H&S Committee) minutes were voted on and approved. Although the minutes were not distributed at the meeting, they were made available to attendees by e-mail and are available online at: <http://www2.umdnj.edu/eohssweb/aiha/administrative/2003minutes.pdf>

III. Reports on Activities

A. IMC Code Activities & Liaison Report- Ken Kretchman

Ken Kretchman updated the Lab H&S Committee on efforts to revise IMC 510, "hazardous exhaust systems." He provided background on ICC. Mentioned map for States that have adopted portions of ICC. Can find out status of your respective State or municipality by viewing map on ICC Website. Final action hearing will be held next Monday and Tuesday (May 17 and 18, 2004) in Kansas. The 2004 code supplement should be published in July stating the results of the final action hearing. ~~If exceptions are accepted, they will go into effect in 2006; however, a supplement to IMC 510 will be published in September 2004.~~ There is still a comment period with a deadline of August 20, 2004 for comments on all ICC Sections. If no comments are received on section 510, the final action results will become the 2006 IMC. If comments to change IMC 510 are received by the August deadline, the comments will be heard at the February 2005 Public hearing, then discussed at the 2005 final action hearing in the Fall. Results of the final action hearing would go into the 2006 Code. AIHA may assist with code commentary if the ICC approves our exception for laboratories next week. Ken is looking into becoming a member of the Industry Advisory Council to ICC. Lindsey Kayman added that IMC 510 history is posted on the Website.

Ken indicates that some of the language is not as AIHA may desire. In the future, we may be able to improve it. Joe Passante asked Ken about the definition for "laboratory" used in the exception language. Ken indicated a laboratory is a facility involved in testing, analysis, research and does not manufacture. Joe P. indicated that Pennsylvania adopted many ICC codes and mentioned going to Philadelphia Board of Fire Safety. Philadelphia was agreeable to change certain codes regarding storage of chemicals at

height in a laboratory building. Ken emphasized that change is easiest to bring about on the local level.

B. Leadership Meeting- Vilmarie Rodriguez

Vilmarie Rodriguez discussed her participation at the AIHA Leadership Conference held in Fairfax, Virginia in January 2004. Break-out sessions addressed publications, recent development, and public relations programs and initiatives. Discussion also included the ever popular: “What should we call our organization?” There was some agreement that the name may need to change to better reflect what modern industrial hygienists do. Financial recovery of the organization is attributable to assertive management and utilization of a zero-based budget process by AIHA. A distance learning course was offered entitled “The Industrial Hygienist role in Terrorism Response.” Leadership Conference attendees participated in a motivational exercise exploring different kinds of rewards that can be shared with volunteers to our respective groups, e.g., pins, plaques, “pat on the back.” AIHA has completed their strategic planning for the 2004 to 2006 period. AIHA plans to further explore interactions with other organizations, e.g., ABSA, ASSE, ACGIH, in order to strengthen our efficacy as an organization and eliminate dilution of resources. The AIHA Lab H&S Secretary will have the opportunity to attend the Leadership Conference in 2005.

C. Lab Design Publication- Lindsey Kayman

In December 2003, AIHA approved the development of a lab design publication by the Laboratory H&S Committee. A subcommittee is continuing to look at different formats for working together. There was a videoconference at Kling in Philadelphia and individuals from California were linked into the videoconference. Format concerns, design specifications, work on a table of contents were among the actions at this meeting. The anticipated new IMC code wording is not easily understood. Lindsey discussed this as the next topic for an upcoming phone call. The development of a fact sheet on IMC 510 would be useful both for the publication and for explaining new code wording.

The subcommittee had discussed trying “instant messaging” (IM) as an approach for an upcoming information exchange with participants. This may be attractive because the minutes and notes are automatically created. Others expressed some concern about what kind of participation this would result in among participants. There may be other practical considerations about having a coherent discussion of the issue with this method.

There was a discussion about what kind of document the lab design publication should be: Paper? Downloadable? Pat Carpenter mentioned that the scope of the publication is very broad. Joe P. mentioned the importance of industrial hygienists being involved in the design process. Karen Deady mentioned venting of flammable storage cabinets as one of many issues that need to be addressed in a lab design publication. Pat C. showed the committee the table of contents which was worked on at the videoconference in Philadelphia. It is organized by elements and systems. Link to Construction Specification Institute (CSI) for building specifications-- www.csinet.org. If you would like to work on the Lab Design Subcommittee see Lindsey Kayman.

D. ACS Liaison Report- Doug Walters

Doug Walters attended the ACS meeting in Anaheim, California in September. He mentioned that the ACS has 161,000 full members. 14,000 attended the ACS meeting in Anaheim. The current dues are \$121. plus optional division dues. Each ACS member pays an additional \$34. for belonging to the ACS Division of Chemical Health and Safety. By the way the CHAS publication will now be known as the Journal of Chemical Health & Safety. The Division of Chemical Health and Safety has needed to institute some budget tightening. There are ~200 certified Chemical Hygiene Officers (CHOs). Doug feels that despite the existence of many certifications, that the certification for Chemical Hygiene Officers is worthwhile. The ACS has two national meetings each year, one in the Fall and one in the Spring. The Fall meeting will take place in Philadelphia. Doug heads the ACS CHAS Awards Committee that identifies the individual with outstanding contributions to chemical safety each year. He encouraged AIHA Lab H&S Committee members to provide names to him of any individuals who we feel are outstanding. This year's winner will be Dr. Tom Goehl for his work at NIEHS and publication of International Journal of Environmental Health Perspectives. Doug mentioned that the ACS publication, "Safety in Academic Laboratories," 8th edition is still a good buy at \$1. ACS also publishes a chemical safety guide for small businesses. In addition, "Safety in the Chemistry Curriculum" should be available this Fall. It will provide relevant recommendations on materials for chemistry majors and those in chemistry related pursuits, e.g., chemical engineers. Doug continues to write a bimonthly column for the Journal of Chemical Health and Safety. Since it is only 500-words and he is running out of ideas, he is always looking for contributors who would like to write a guest column and get full acknowledgement, credit and a by-line for their effort.

E. Website Report- Lindsey Kayman

Dear Labby was the brainchild of Liz Gross at last year's meeting. Michele Johnson is the current "Dear Labby." She has been getting quite a lot of queries. Some of the responses have been posted on the Lab H&S Committee website. Lindsey asked for volunteers for updating links on the AIHA Lab H&S Website. A sheet was passed around the room. Lindsey asked that attendees seek out interesting laboratory mishaps for posting on the AIHA Laboratory Website. She emphasized that no names of individuals or companies are used. She indicated that she has received only about 1 or 2- incidents for posting since last year's meeting. Gordon Miller mentioned that the Department of Energy laboratories have a good section on "lessons learned." Although this may be useful, Lindsey indicated that she was aware of this site and that the AIHA Lab H&S website already has a link to this Website.

F. Laboratory Chemical Hygiene, An AIHA Protocol Guide- Vilmarie Rodriguez. Vilmarie Rodriguez, Mike Austin, Steve Hemperly agreed to review this guide. The publication was largely written by Steve Hemperly. It may be published again in 2005 as a booklet or a "booklet on demand."

AIHA Compendium update, chapter 25 Steve Hemperly. Originally written by Steve Hemperly and Liz Gross. Steve did not get information in on time for December 2003.

The older version remains available at this year's AIHCE. Steve indicates that reviewers are needed for the new version. Karen Deady, Dan Haggerty, Vilmarie Rodríguez and Charlyn Peart offered to be reviewers. Steve will contact them.

G. Business Plan & Budget- Joe Passante

The last approved budget for the AIHA Lab H&S Committee was \$12,400. Joe feels conference calls can be a useful means to accomplish Committee work. Joe indicated that the budget must be in by July 2004 for the following year. Joe needs to hear from those Lab H&S Committee Members who expect to need money for 2005 for their Subcommittee activities. He requested that Committee Members get expected expenditures in. These could include publications, limited travel, conference calls. ICC activities are among those that are already budgeted for as a 2005 expense. Vilmarie R. will ask if money is adequate for those who need it and she will let people know which requests have built-in caps. Joe P. will provide business plan for posting on the AIHA Lab H&S Website. Some of our goals as a Committee include: Technical session, Committee Gallery, Roundtable, Web page, Protocol Guide Lab Chem IH. Joe indicates we are 80%+ on track to meet our goals.

H. AIHA Technical Committee's Associate- Aimee Petrognani
Aimee did not make it to the AIHA Lab H&S Committee meeting.

IV. Report from the Board Coordinator—Zeke Haslam

(In the actual meeting, Zeke H. spoke after Lindsey Kayman went through III. C. He needed to depart early from the meeting.)

Maryanne Leko is the new Scientific Affairs Director of the AIHA. Aimee P. supports Technical Committees. AIHA is financially sound. After some belt tightening, AIHA was in the black by the end of 2003. AIHA used zero based budgeting to help accomplish this. Reserve goal is greater than 50% of budgeted expenses, exceeding the goal established by AIHA Executives. The AIHA Board voted to donate \$50,000. to AIHF.

There is a new process for assessing outcome of AIHA Committees. The rating system runs from "Needs improvement" up through "Outstanding." The Lab H&S Committee received the next to highest designation- "Highly successful." In the past, large Committees were favored by the rating system. With the new system, this no longer true.

V. Committee Membership Status- Joe Passante

There are 30-slots on the Lab H&S Committee. It is expected that ~5-openings will be available this year. He encourages those who want to join to get involved and show interest. Membership information needs to be in to AIHA-National by September 2004.

VI. Call for Volunteers for Committee Secretary for 2005- Vilmarie Rodriguez

It represents a 4-year commitment (Secretary, Vice-Chair, Chair, and then Past Chair). Responsibilities include participation in monthly conference calls, attend AIHCE, and organize technical session. Claire Davis will make sure you do what you need to do. Some AIHA management support is available to the Secretary. Ken Kretchman

nominates Dan Hurley. Vilmarie Rodriguez mentions that there are considerations about geography, private or public sector, university or industry in the selection of the new Secretary. Vilmarie will put out an e-mail soliciting interested candidates. The selection should be complete by the second Friday in June.

VII. Report from “Meet the AIHA Staff”- Charlyn Peart.

Ms. Charlyn Peart was our Committee delegate. In the Members Only section of the AIHA Website a compendium of announcements from the “Meet the AIHA Staff” meeting will be posted. “Member get a Member” campaign resulted in 67- new AIHA members. Can download—12,000 total members. There is a PPT presentation that one can take to local section meetings, colleges, etc. Color copies of publications were provided to Peter Harnett, Lab H&S Committee Secretary.

No proceedings will be done for conference this year- it is an expensive task for AIHA and they do not meet with many requests for the Conference proceedings. The AIHA Journal and Synergist results will be out by the 6th of each month. The AIHA Journal is getting 6-submittals/week. Manuscript submittal system permits everything to be done on-line now.

Regulatory update- air protection factors (APFs) for different respirators was extended. Charlyn mentioned that AIHA is looking into “user friendliness” of AIHA Website. They examine statistics including- number of hits, where person was before AIHA Website, where person went after AIHA Website, average time spent on the site. Aimee P. coordinates getting word out to younger people about AIHA and industrial hygiene. Charlyn provided some handouts. Charlyn indicated next March/April, AIHA will look to determine the AIHA Lab H&S delegate to attend the “Meet the AIHA Staff.” Charlyn indicated it was a 2-hour meeting.

VIII. Conference Activities- Joe Passante

A. 2004- PDCs, Platform session, Podium, Roundtable.

Joe expects next year’s PDC will be a full-day. Current instructors are: Dan Hurley, Joe Passante, and Charlyn Peart. Ken Kretchman may join these 3-instructors for next year’s PDC. The reviews for the Lab H&S PDC in Atlanta were very good. Joe indicated the process for offering a PDC is competitive. You need to submit your PDC to AIHA by August for consideration. If the AIHA feels it is worthwhile, PPT presentation is due to AIHA by February.

This Thursday afternoon there will be a Lab H&S/Environmental Issues Roundtable. Topics include: Labs 21, chemical hood performance, SARS, ANSI Z9.5 and industrial hygiene controls. If you would like to put together a roundtable for next year, Larry Wong is a good person to speak with. He is familiar with the process and can help walk you through it.

Ken Kretchman- Exposure Assessment Strategies, 3rd edition of Exposure Assessment Guide. See Ken if you are interested in working on this publication.

Podium session was arranged and moderated by Vilmarie. Joe Passante and Dan Hurley monitored the session which was held Monday afternoon. The session was very well attended. Unfortunately one presenter cancelled due to emergency medical surgery. Good feedback received from AIHA and attendees to the Podium session. The PPT presentations will be posted on the AIHA website.

Possible topics for roundtable:

-EHS Management Systems—Barry Kwang, Stephen Hemperly, Karen Deady, Joseph Raab, Larry Wong and Pam Greenley expressed an interest.

-Impact of Codes on Laboratory Health and Safety—Joe Passante, Larry Wong, Peter Harnett, Lindsey Kayman, Vilmarie Rodriguez, and Gary Shaver expressed an interest.

Pam Greenley asked about available money to bring in speakers. Larry Wong was among a number of people who indicated monies for the purpose are very limited. He indicated that one of the Roundtable speakers did get some money, but that it was limited to the cost of a hotel room for one night. Additionally, the paper work to permit this for the May Conference needed to be in by October.

What are the differences in Roundtable, Podium and Crossover? The selection of talks for the Roundtable is based on selection by the Committee and as a result is not reviewed as closely. The Podium session is much more closely reviewed and abstracts must meet with the approval of AIHA. No one knew exactly what a Crossover session is, but there was general agreement that the theme would not be directly industrial hygiene related. For example, a Crossover session could be devoted to a related environmental issue.

For next year we need 2-volunteers for the Gallery Poster for AIHA Lab H&S. Charlyn Peart and Rich Cravener volunteered for Gallery Poster next year in Anaheim.

Pat Carpenter attended the meetings on updating of ASHRAE 110, which is nearly 10-years old now. There are attempts underway to add more information to the new ASHRAE 110 resulting from proliferation of information in past 10-years. Pat indicated that people realize that ASHRAE 110 needs to be more practical and easier to administer. Pat mentioned that the peak escape may be more indicative of an idiosyncrasy of the test protocol than it is of actual hood performance. The revised ASHRAE 110 needs to be published by the end of 2005. Pat encouraged anyone with interest, concerns... about ASHRAE 110 to call, e-mail or send documents to him. Pat mentioned that the interplay of face velocity vs crossdraft vs performance vs containment is an interesting issue needing better understanding.

IX. Groups/Subcommittees

Fact Sheets- Ann Byar

Codes/IMC*- Ken Kretchman

Lab Design Publication*- Lindsey Kayman

Website- Heidi Faw

*These two groups were combined for the meeting.

X. Awards

Ken Kretchman for work on IMC 510

Lindsey Kayman for work on Lab H&S Committee website

Dave Lumby for Lab H&S Chair recognition

Fact Sheets Subcommittee Meeting (requested information from Ann on June 21, 2004)

Ann Byar offered to head the fact sheet Subcommittee.

Laboratory Design/Codes/IMC Subcommittee Meeting

Attended by Lindsey Kayman, Gary Shaver, Mary Corrigan, Ken Kretchman, Lee Poore, Stephen Hemperly, Gordon Miller, Karen Deady, Pat Carpenter and Peter Harnett.

Since this group will be working on an explanation of revisions to IMC 510, Ken started things off by discussing the status of this issue. He mentioned that the actions to-date and worthwhile background materials on IMC 510 are summarized nicely on the AIHA Lab H&S Website. Ken emphasized the importance of getting the involvement of your local code officials if IMC 510 presents a problem at your institution. Ken also indicated that a group of us met earlier this morning for an update and discussion of IMC 510.

Lindsey indicated up until recently every couple of weeks the Lab Design Subcommittee (Lab Design) would have a phone conference to address a technical topic. Among the past technical topics are laboratory surfaces and chemical storage in the laboratory.

Lindsey indicated 2-immediate needs

1. We need volunteers for technical topics and
2. We need to create commentary for the new code revision if it is accepted next week.

Ken agreed to create a draft commentary and Gary Shaver agreed to review it with Ken. Lindsey and Ken agreed that the commentary needs to be more explicit about good laboratory work practices and does not need the “subtlety” that was part of the IMC/ICC process. The publication will also have a section on laboratory exhaust systems. This section will explain hazardous exhaust system requirements more from the viewpoint of the AIHA Lab H&S Committee as opposed to the IMC. It was discussed that the need for exhaust ventilation to remain operational during fire alarm activations and the need for multiple fans and fan motors on the roof did not explicitly show up as one of the necessary conditions in 510.4. It was agreed that this and other appropriate language needs to be explained. Pat Carpenter agreed to begin working on a decision logic tree to IMC 510.

With regard to the Lab Design publication, Ken asked if there is a topic that has been “fully” developed. Lindsey indicated no. Lindsey went on to discuss approach to phone

calls. She feels it is important that individuals hash out items in advance of phone calls, so that phone calls can be better focused on technical content.

The conversation returned to the organization of the lab design publication. Ken mentioned that he likes the way that the University of Minnesota and Cornell University laid out their requirements for laboratory design. He thought the lab design publication could be provided to the project engineer at the beginning of any lab design project. This way this individual understands the EHS needs from the start. However, Lindsey indicated that despite the fact that her office routinely does this, EHS design requests are still often ignored. The Subcommittee discussed this in detail and determined that the information should be presented in such a way that it is easy to insert into the building specifications, arranged according to the CIS format.

Should the publication present different lab design items with the pros and cons of different approaches? Steve H. feels this would result in the need to wade through too much material. Pat C. agreed and went on to say he feels a good publication on lab design should move quickly to the essential information critical to the practitioner of health and safety. He thought the format of *A Design Guide for Energy Efficient Research Laboratories*, by the Lawrence Berkley National Laboratories Applications Team would be a good model. It is posted on the committee website under “Laboratory Safety Design.”

Steve H. brought up a recent lab design issue he was involved with. It involved the high noise levels in Clean Rooms due to the proximity of HEPA filters, HVAC systems in ceilings above room. He felt this is an issue such a publication could weigh in on. Pat C. went on to say that many lab design concerns will not have one easy answer. He recommends the use of many decision charts as a practical way to present information.

Steve H. argues that it is important for the IH to kick around design considerations with the A/E personnel at the onset of the project. He mentioned the value for the IH- namely, the IH will better understand how design considerations will in turn impact health and safety requests.

Ken K. mentioned situation at North Carolina State. He feels that it is important to keep design guides short and get initial buy-in of the A/E people on safety considerations. Gary Shaver asked if the publication might provide some boilerplate language for some important EHS issues to facilitate communication with the A/E personnel. Pat C. responded that he feels boilerplate language is not adequate to clue the A/E personnel into the goals of the EHS person.

The Subcommittee meeting dissolved due to the late time (7 PM). Some people stayed on to look at some of Pat Carpenter’s PPT slides.

Website Subcommittee Meeting

Heidi Faw will take over many of the responsibilities regarding the AIHA Lab H&S Website. She will coordinate with the individuals, who offered to review and update as necessary the Website links.