

AIHA Laboratory Health and Safety Committee Minutes
Annual Meeting AIHce
15 May 2006

- I. Welcome and Introduction – The Committee meeting was called to order at 6:20 PM. Peter Harnett welcomed the committee to the 2006 meeting. The Committee meeting was well attended and a few new prospective Committee members were noted. (The roster for the 2006-2007 Committee membership will soon be provided on the AIHA Committee website.)
- II. Approval of 2005 Meeting Minutes – Dan Hurley requested and received approval of the 2005 minutes.
- III. AIHA Activities Update
 - A. Report from the Board Coordinator – Christine Corrigan provided updates on a number of fronts for the committee. She provided an update on AIHA's Strategic Plan, reminded the committee that the Committee Chair's role ends with the calendar year, provided an update on Global Expansion of AIHA, reviewed progress on the Industrial Hygiene Code of Ethics evaluation by various governing bodies, reviewed the status of the PR firm work with AIHA, discussed the success of the new Electronic Voting, provided an overview of the Certification Requirements changes.

Christine also congratulated the committee on receiving Outstanding Committee status.
 - B. Report from AIHA Technical Committee Associate – Aimee O'Grady was not able to attend the committee meeting this year.
 - C. Committee Member Status – Peter welcomed new attendees to the committee meeting. He reminded those in attendance that a requirement for committee membership is active participation in one of the subcommittees.
 - D. Status of Call for Volunteer for Committee Secretary for 2007- Charlyn Peart announced that following the call for Volunteer for Committee Secretary (an email was distributed to all committee members), Richard Cravener Jr. accepted the position and will assume the role of Committee Secretary in 01 January 2007. The Committee welcomed Rich to his new role.
- IV. Report of Activities
 - A. ACS Liaison Report – Doug Walters attended the American Chemical Society (ACS) meeting and reported on his Liaison role. He discussed the importance of the Chemical Hygiene Officer training and certification program that the ACS provides.
 - B. ICC Liaison Report – Ken Kretchman attended the annual meeting by web cast. The ventilation issue has been resolved with the preferred language being included in the 2006 ICC. Ken suggests requesting from code authority the use of this code. The Standards and Guidelines Committee has recognized Ken's efforts and has invited him to attend their meetings. Ken recommends an additional person be appointed by the Committee to assist with attending the public meetings.
 - C. Leadership Conference – Charlyn Peart and Dan Hurley attended the conference and reported on the benefits which include learning about AIHA staff responsibilities, Strategic Planning, available resources, Committee Responsibilities and Leadership. They both

conveyed that the conference was beneficial and thanked AIHA for sponsoring the program.

- D. Lab Design Publication – Lindsey Kayman reported that she is proposing a new approach to the publication involving a focus on a few specific items at a time. The Committee will work on this concept during the break out session.
- E. Website Report - Heidi Faw and Lindsey Kayman reported that all links were reviewed (a big accomplishment for the Committee) and some still need to be updated. Submissions are still needed for Incidents; a suggestion was made to rename the incidents section.
- F. Business Plan and Budget – Peter reviewed the major items in our Business Plan and discussed the budget.
- G. Conference Activities – Joe Passante reported on the PDC 113, Introduction to Laboratory Safety, final evaluations will be reviewed in detail and changes made to the course as appropriate. Larry Wong reported on two Roundtables: Roundtable 212 - Regulations, Standards, and Initiatives Affecting Laboratories and Research Institutes (Co-sponsored with the Environmental Issues Committee) and Roundtable 236 Health and Safety Issues at Clandestine Methamphetamine Drug Laboratories (Co-sponsored with the Environmental Issues Committee). Dan provided a report on Podium Session 103 Laboratory Health and Safety.
- H. 2007 Proposed Activities
 - 1. Roundtable- Peter moderated a lengthy discussion regarding sponsoring Roundtables. The Committee was very interested in being more active in sponsoring Roundtables and had many good ideas. Two specific topics came together. Chris Ulriksen will coordinate a Roundtable on building codes and occupancy with a potential title of “So you want to Build a Laboratory?” A second Roundtable will focus on the subject of Laboratories Inspections, Audits, etc. Barry Kwong will coordinate the Roundtable with the assistance of Larry Wong.
 - 2. Podium Subcommittee – Charlyn emphasized the importance of the Podium Session and asked for volunteers to form a Subcommittee to solicit volunteers. Demetres Barlas, Lindsey Kayman, and Vilmarie Rodriguez volunteered to assist with putting together a strategy to solicit volunteers and put together a technical Podium session for 2007 with Charlyn.
 - 3. PDC – Joe volunteered to continue to coordinate the full day Introduction to Laboratory Safety and Health and to also put together a half day PDC on Building Codes. Doug Walters raised a question regarding the need for a Methamphetamine Lab PDC.
 - 4. Gallery Poster – Lee Poore reported on the 2006 Gallery and explained the process to the Committee. She also reported that it was displayed in the Exhibit Hall. Mary Corrigan and Heidi Faw volunteered to assist Lee with the Gallery in 2007.
 - 5. Website Update and Assistance – Heidi sent a sign up sheet for 2007 around the room to solicit volunteers for website section updates. The Committee discussed the importance of the website and the frequency of use among peer universities and companies.

- V. Recognition and Awards – Peter and Vilmarie presented the following awards to Committee members:

Vilmarie Rodriquez – Commitment to AIHA Lab Health and Safety Committee and service as Past Chair

Larry Wong – Commitment to assisting the Committee with Roundtables' sponsorship

Dan Hurley – Professional Development Course and Tech Talks, etc

Charlyn Peart – Professional Development Course and AIHA Ergonomic Committee Liaison

Ken Kretchman - ICC Liason

Lindsay Kayman – Webpage Commitment and Dedication

The officers would like to thank everyone for their dedication to the Committee and participation on the Subcommittees. We realize that everyone has full time job responsibilities and any time that you can commit is appreciated.

VI. Subcommittees – The Committee divided into the following working groups for the last hour of the meeting to work on the project and develop plans:

- A. OSHA Quick Tips / Fact Facts – Charlyn Peart
- B. Codes / ICC – Ken Kretchman
- C. Lab Design Publication – Lindsey Kayman
- D. Website – Heidi Faw
- E. Dear Labby – Michele Johnson (not present at the meeting, no group meeting)
- F. Flammables in Lab Buildings – Karen Deady

Meeting was adjourned at 9:00 PM

Respectfully Submitted,

Charlyn M. Peart, CIH
Secretary LH&S Committee