**Lab Managers’ Group Steering Committee Meeting**

**May 5, 2016**

**1:00-2:30 PM**

**Mission Hall, Room 7400**

**Meeting Agenda**

1. **Discussion about Bearbuy punch-out catalogs -Sandy DeVries, Ross**
	* **Review of main concerns voiced at last meeting:**
		+ **Duplicated content in hosted & punchout systems**
		+ **Price differences between hosted & punchout**
		+ **Confusing/conflicting messages about preferred channels**
		+ **Comparison shopping is tedious in punchout heavy environment**
		+ **Full price of product unknown and product selection (tax + shipping)**
	* **Benefits of punchout system include easy quote retrieval and current pricing for an entire catalog of items.**
	* **Punchout contracts will not expire for 2 years, but Ross and team will work to make it less painful for end users, including removing duplicate items from hosted and punchout catalogs.**
2. **Review of web-page –Morgan, and the group. (Be sure to review beforehand!)**
	* **Set up a sub-committee to redesign labresource.ucsf.edu website**
	* **Suggestions for improvement include:**
		+ **Fix/update links**
		+ **Update FAQs**
		+ **Include information on LMSC and members (photos?)**
		+ **Redo front page to highlight Consolidate UCSF service providers under one header and ask each to provide a short blurb from all service providers that describes service they provide with a link to their website**
		+ **Post agendas for upcoming meetings and notes after the meetings**
		+ **Add a link for ABOG and other committees that might be of interest (and ask them to link back to us!)**
		+ **Basic information on the administrative organization of UCSF**
		+ **Include a guide to living in the Bay Area**
	* **Consider hiring someone to construct website**
3. **Progress on implementation of lab coat laundry service –Kelly**
* **Pilot programs are ongoing at Parnassus, but want to test more before rolling out to entire community.**
* **Lessons so far:**
	+ **Need better labeling.**
	+ **Lost coats—after 2 weeks, EH&S will replace with existing inventory and bill vendor**
* **Rollout for Parnassus target: July 2016. Rollout at Mission Bay: end of summer (?)**
* **If you are interested in participating in the laundry pilot, contact James Clay (James.Clay@ucsf.edu)**
* **Email suggestions to Kelly Nguyen (Kelly.Nguyen@ucsf.edu)**
1. **New SOP banding of chemicals. –Kelly**
* **UCSF is adopting a new banding for PHCs.**
* **Chemicals will be divided into 12 hazard classes and EH&S will provide templates for each class.**
* **Saraf**
* **Labs responsible for converting current SOPs to new format**
1. **Chancellor’s council –Sandy and see attachment.**
* **Jitney shuttle to anywhere on Mission Bay campus**
* **Increased number of shuttles between Parnassus and MB and BART and MB during commute hours**
* **Discounted $10 one-day parking permits available for staff. Need info**
1. **Scholarships. Invitations to apply will be sent out next week.**
* **Not discussed**
1. **Standing desks, could they be covered with ergo funds? Sandy, Kelly**
* **Adjustable workstations not currently covered by ergonomics program**
* **Kelly is going to look into 2 issues that were raised: 1) Can lab employees get reimbursed for ergonic equipment for their workspace? 2) Can movable workstations be added to the list of approved ergonomic equipment for office workstations?**
* **The UCSF ergonomist has been invited to the next LMGSC meeting.**
1. **Next meeting, June 2, at Parnassus, HSW1128.**