**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.**