**Lab Managers’ Group Steering Committee Meeting**

**June 2, 2016**

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

**Parnassus Campus, HSW1057**

**Meeting Agenda**

1. **AirGas. Issues and how to correct them. Michael Rose and/or Graham Smith**
* **Issues raised:**
	+ **Faulty gauges on gas tanks**
	+ **Tanks delivered without opening**
	+ **Reliability of service**
	+ **Billing problems**
	+ **Customer service is hard to reach by phone**
* **Updates**
	+ **AirGas just won a UC-wide bid to provide service and will be added to the hosted catalog in BearBuy**
	+ **230L LN2 tank price: $77**
	+ **Options to order include standing order (blanket P.O.) and one-time orders through BearBuy**
	+ **Online access to orders and deliveries. Existing customers can logon to airgas.com and create an account from the ship-to-address**
	+ **For any problems, please contact Graham Smith (****graham.smith@airgas.com****, cell: 510-542-6285, phone: 510-527-4080**
1. **Thermo Cold Storage Monitoring, Kale Feeter and Gail Lee**
* **Freezer Rebate Program**
	+ **There is a new freezer rebate program for anyone who wants to purchase an energy efficient freezer.**
	+ **$2500 with no trade-in and $5000 with a trade in**
	+ **Cost of earthquake bracing/Structural Engineer/Fire Marshall taken out of rebate**
	+ **Freezers available include 400 and 600 box with either 115V or 208/230V depending**
	+ **Sustainability/Facilities will assist with paperwork**
	+ **Contact Gail Lee (**gail.lee@ucsf.edu**) for more details**
* **Cold Storage Monitoring**
	+ **InSite freezer monitoring available for -80 and -20 Freezers**
	+ **Tracks compressor cycling and compares your freezer to expected output to let users know if the freezer is performing as expected so you can catch problems before the freezer fails**
	+ **Requires on site server that can be shared across the entire UCSF campus. Facilities has agreed to provide this equipment.**
	+ **Monitoring costs: -80 Freezer, $200/year, -20, $100/year. Current alarm system is ~$34/month for the analog phone line**
1. **Review of web page http://labresource.ucsf.edu/ –Morgan, and new focus group.**
* **Focus Group has outlined a new structure for the website:**
	+ **Home Page: Group Picture, roster and contact info, meeting information & minutes, events.**
	+ **FAQ**
	+ **UCSF Service Providers**
	+ **New to UCSF Resources**
* **Need short blurb and contact info for each of the following Service Providers—please feel free to add to this list.**
	+ Facilities
	+ EH&S
	+ Procurement
	+ Distribution, Storage and Mail
	+ Research Resource Program (RRP)
	+ Police Department
	+ Information Technology Services
	+ Campus Life Services
* Will ask for help finding new links for FAQs and curating resources for the New to UCSF page in the coming months.
1. **Progress on implementation of lab coat laundry service –Kelly**
* **UCOP expected to sign contract by end of June**
* **Service to roll out by the end of July**
* **EH&S is working to get designated dropoff bins. Please do not leave dirty coats outside of EH&S**
* **Please follow instructions—order sheet goes inside bag, not taped to the outside.**
1. **Standing desks, could they be covered with ergo funds? –Kelly and Sandy**

**Tabled until the next meeting because Sandy and ergonomicist were unable to attend. Kelly will extend an invitation to the next meeting.**

1. **Scholarships. Invitations to apply have been sent out -Dana**
* **Scholarship applications now being accepted.**
* **HHMI and Gladstone Lab Mangers encouraged to apply.**
1. **Next meeting, July 7, at Mission Bay Rm 7400 in Mission Hall**
* **We discussed moving all future meetings to Mission Bay, but determined that is not fair to the members based at Parnassus.**
* **We will look into the feasibility of using WebEx**