**Lab Managers’ Group Steering Committee Meeting**

Aug 4, 2016

1:00-2:30 PM

Mission Bay MH 7400 and Webex HSW1057

**Meeting Agenda**

Mission Bay:

Sandy DeVries, Anthony Meno, Wiliam Toomey, Kelly Nguyen, Dana Smith, Lisa Pelletier, Millicent Magiera

Parnassus:

Yvonne DeSousa, Sandy Canchola, Christophe Paillart and Ronald Honrada

1. **Progress on implementation of lab coat laundry service –Kelly**

**The program rolled out at the Parnassus campus in the first week of July. About 70 PIs have participated so far, out of a total of about 200 PIs at Parnassus as a whole. There are about 35 PIs (participating?) at Mission Bay. During the week of the Parnassus rollout the EH&S person supporting the program left his position, so Kelly has put a new person with one year of experience at EH&S into that role. This person knows the campuses and so should be good. So far there have been no complaints with the program.**

**The vendor for the drop boxes is sending a single box, expected to arrive soon, to be used for Parnassus. If this box is suitable, Kelly will order 7 more for additional UC locations, which include:**

* **Parnassus: 10th floor, Health Sciences East**
* **Zuckerberg San Francisco General: Building 1, Building 3, Building 30**
* **Mission Bay: Byers Hall (4th floor near vending machines, at interface of BH/GH), Helen Diller, Smith Building**
* **In addition, Rock Hall at Mission Bay already has a closet area that will work as a drop off.**

**Mt Zion labs will drop off their coats at EH&S receiving. If a drop-off service is needed at that location, it may be possible to set one up.**

**Kelly also had a meeting with Cal OSHA, as a follow-up to the site inspection in March. Only one lab was inspected, at Mission Bay. There were 3 general citations issued with a total penalty of $1400, for the following:**

**SOP, Chem Hygiene, Lab Safety Procedure**

1. **Lab Safety: a fume extractor (snorkel) was not calibrated**
	1. **This was corrected at the time of inspection**
	2. **The requirement is for annual inspection, but there are no established standards to be met, so the inspector suggested to compare the measurements with last year (?)**
2. **The EH&S Chemical Hygiene Plan (CHP) was missing certain elements**
	1. **e.g. in case of a chemical exposure, what does the lab need provide to a physician providing an examination? And: employees may get written consultation from a physician after an examination**
	2. **The inspector stated that these procedures may be in place, but if they aren’t included in the plan it merits a citation**
	3. **Other necessary CHP updates:**
		1. **broken links in online version at EH&S site (fixed already by Kelly)**
		2. **issue with volume threshold of 1 liter for chemical spills (spills larger than 1 liter require emergency response): for some chemicals, a smaller volume can require emergency response.**
	4. **The plan must be updated annually. Right now the plan is in the process of being updated to address these discrepancies**
3. **SOP – Standards of Procedure for specific chemicals**
	1. **The inspector said the SOPs in place looked like MSDS, which is not suitable (describing chemical properties but not enough about procedures for usage)**
	2. **The move to a control banding system will resolve this issue**
	3. **Also, some PHCs present in lab were missing SOPs- the control banding system will resolve this as well**

**Also from Kelly: EH&S is inviting Directors, and an Associate Vice Chancellor to audit the EH&S program at UCSF, in order to assess quality and gaps in service. The visit will take place on Aug 30th - Sept 1st, and they will also visit a lab at Mission Bay.**

1. Benchtop equipment bracing –Lisa Pelletier

**About a year ago UCPD applied for a UCOP Be Smart About Safety (BSAS) grant, to support seismic bracing in research labs. They were originally going to fully cover the cost of bracing equipment at a few labs, but in order to allow greater participation they changed to a cost-sharing model where the lab pays 25% of the cost, and the grant covers the remaining 75%.**

**This program intends to keep to the narrow focus of benchtop bracing, to match the original focus of the grant. This bracing is required by the Fire Marshal, and** is generally limited to labs in newer construction buildings. These buildings are better suited to program because they are more likely to recover quickly after an earthquake, and less likely to be total loss; the focus of grant is not only on safety, but speedy recovery/continuance of operations after an event.

**Applicants fill out a survey to determine their needs, then a trackable work order is created with 75% of the charges being covered by the grant money. Costs vary depending on the type of equipment and the labor needed. The work is done by Facilities at Campus Life Services.

Funding is available in various amounts for bracing benchtop equipment like HPLC instruments, PCR machines, etc. So far funding has been issued for about 10 pieces of equipment, and more is available. Lisa is going to re-announce the availability of funding, and try to get more participation through mid-September, then if there is money left make funds available for bracing larger equipment (freezers, etc.).**

**Lisa is also applying for another round of BSAS money, which will be made available for bracing these larger pieces of equipment. This next program may be more popular, so they are thinking of implementing a 50/50 split rather than 75/25. If successful this may later be proposed as an ongoing program.**

1. **Vendor showcases: Parnassus, October 12; Mission Bay, October 19 –Yvonne & Dana**

**Parnassus:**

**The usual location (courtyard outside the School of Nursing) is under construction, so the location will be in Millberry Union (Golden Gate Room/City Lights Room). There will be room for about 20 tables.**

**Mission Bay:
The location will be Koret Walkway, as last year, with room for about 30 tables.**

**We will need volunteers for each event, in 4 blocks of time from 9 AM – 3 PM (the showcases will run from 10 AM- 2 PM)**

* **The vendor list is being updated, and will tables will be mapped out to keep rival vendors separate**
* **Giveaways will be gift cards**
* **Gelato instead of ice cream**
* **Will send out request for volunteers; need fewer than last year**
* **Dana will update flyer into poster, will distribute to LMSC, EH&S, CCF**
* **Timeline: Sept 1, invite vendors and volunteers, October 1 big PR push (Dana)**

**FYI Lael DasGupta is in charge of digital signage, Dana can request a posting of the flyer from her.**

**Tony has cords, power strips, etc. to use for the events**

1. **Next meeting, September 1.**

**Extra, to be discussed next time…**

**Tony- There is a central delivery plan called LMS, with a roll-out date of August 22.**

**From “Bear Buy Updates”:**

*Last-Mile Package Delivery*

*Environmental sustainability and mitigating traffic are important components of UCSF being a good neighbor locally and globally. To support these goals as outlined in the University's Long Range Development Plan, on August 22, Supply Chain Management (SCM) will expand its "last-mile" package-delivery program to all Parnassus locations. Additional campus locations will roll out the program throughout the fall.*

*The last-mile delivery program, managed by SCM Logistics (formerly Distribution, Storage and Mail (DSM)), currently routes packages from four vendors, Fisher Scientific, VWR, OfficeMax and Give Something Back Office Supplies, as well as the United States Postal Service, with additional vendors to be added in the next few months. Packages are delivered to our Oyster Point location where they are sorted and delivered the "last mile" that same afternoon. Instead of many vendor/courier trucks delivering hundreds of packages each day, Logistics-DSM runs 23 routes, safely and successfully delivering 600 to 700 packages a day with just a few vehicles.*