PRESENT: Dave Drake, Martha Bollinger, Mark Schleppi, Greg Ferrell, Jeff Strouse, Jackie Schuster, Laura Chapin, Donna Wyatt, Chip Styer, Lee Wilson, Peggy Lewis, Tami Brown, Karen Myers, Richard Moore, Bryant K. Chambers

The meeting was called to order by Dave Drake

POINTS OF DISCUSSION

1. Approval of the minutes from April 20, 2011 meeting. Motion to approve by Mark Schleppi, seconded by Karen Myers.

2. Old Business
   
   a. Freezer door at Entomology Update: Dave Drake reported in process to be repaired, new door received. Entomology is to empty contents of freezer/cooler and store in Dairy Barn units. Email with deadline date to empty was sent and passed with no clean out accomplished. Bryant will discuss with Jim Hacker when he returns to get project back on track.
   
   b. Greenhouse Panels (flammability) Update: Dave Drake reported investigated with manufacturer and tests of panels show safe for greenhouse application with no increased flammability risk. Seth Walker after reviewing information indicated that there is no additional reason to add exits or fire extinguishers to the greenhouse. Laura Chapin will update the Greenhouse Committee.
   
   c. Other Old Business:
      
      i. SOP Donna Wyatt asked Tami if the general SOP’s in use now are satisfactory or are we required to use the specific SOP. Tami indicated that the general SOP is fine unless there is a special/unique chemical that would require the use of specific SOP. Discussion also included SOP on laundering of lab coats and round room survey that areas have SOP/orientation information and use washing machines located in their area or the lab coats are professionally cleaned per protocol requirements.

3. New Business
   
   a. Updates: Safety, Police, Fire
      
      i. Greg Ferrell departure date is now indefinite. July meeting will be held to decide short/long term plan for hiring his replacement. Sgt. Nester will retire 10/21/11.
      
      ii. Tami Brown reported she visited Piketon facility and it is in good shape lab wise. She also fit test several summer college student employees. Areas indicated they have procedures in place to brief students for compliance.
      
      iii. Dave Drake reported a fire drill at ATI housing was conducted recently to keep awareness of protocol. Greg Ferrell reported they were aware the students were planning a dumpster fire at end of semester. Communications were issued noting that doing so could result in arrest/felony charges. Regardless students did set fire; OSU police had notified fire department of potential which resulted in quick response to extinguish and arrest of one student.
b. Blood borne Pathogen Training and Spill Kits: Dave Drake reported that there was an incident at a prom held at Fisher where an injury resulted in blood spill with no spill kits or specific training for the custodian on duty and current cleaning staff bringing to light the need for this training. Seth Walker had planned on presenting a training program to the group today and access to spill kits for those that may need. Seth will conduct this training at the next meeting. Peggy Lewis indicated her area uses an online training course and they have spill kits along with exposure control forms available. Discussion also migrated to first aid kits in areas and how updated. ATI and Farm Shop use ATI nurse resources to keep current, others noted they have a process in place.

c. New items from Committee Members:
   i. Karen Myers mentioned the Electrical Safety Training Demonstration was excellent. Dave Drake estimated 70 people attended one of the three sessions offered. Recommend tie to another event in the future or be held a different time of year.
   ii. Jackie Schuster announced that she will be leaving ATI on June 30, 2011 and has enjoyed her time on the committee and thanked everyone for their support.

Motion to adjourn the meeting was made by Chip Styer, seconded by Lee Wilson.

Next meeting will be held on July 20, 2011 at 8:30 a.m. in Fisher Conference Room

Respectfully submitted,

Martha Bollinger  
(pro tem for Jim Hacker, Secretary)