AGENDA
UNIVERSITY OF NEW HAMPSHIRE
ENVIRONMENTAL HEALTH AND SAFETY COMMITTEE
FALL/WINTER MEETING
THOMPSON HALL, TRUSTEES BOARD ROOM
NOVEMBER 17, 2014 @ 1:00PM

1. WELCOME
2. INTRODUCTION OF MEMBERS AND GUESTS
3. BROADSCOPE RADIOACTIVE MATERIAL LICENSE RENEWAL AND ANNUAL RADIATION PROTECTION PROGRAM AUDIT
4. UNH CEMS FACULTY COMPLIANCE MODULE UPDATE
5. UNH LABORATORY SAFETY PLAN REVIEW UPDATE
6. UNH LAW SCHOOL INTEGRATION UPDATE
7. SHOALS MARINE LAB INTEGRATION UPDATE
8. NIH NATIONAL BIOSAFETY STEWARDSHIP MONTH
The UNH Environmental Health and Safety Committee met on 11/17/14. In attendance were Professor Jan Nisbet, Senior Vice Provost for Research and Committee Chair, Mr. Bradford Manning, Director, Environmental Health and Safety, Professor Emeritus Frank Rodgers, Chair, Institutional Biosafety Committee, Mr. Guy Eaton, Chair, Occupational Safety Committee, Mr. Paul Chamberlin, Associate Vice President, Facilities, Professor Andy Laudano, Chair, Radiation Safety Committee, Mr. Robert Beecher, Chair, UNH at Manchester (UNHM) Emergency, Health and Safety Committee, Professor Chuck Zercher, Associate Dean, CEPS, Professor Jon Wraith, Dean, COLSA. Mr. Robert Beecher, Chair, UNH at Manchester (UNHM) Emergency, Health and Safety Committee and Professor Cheryl Whistler, Chair, Chemical Safety Committee were excused. A quorum was present.

Introductions, Old Business and Approval of Meeting Minutes

Committee member Manning brought the meeting to order at 10:05am. There was no old business to report. Committee member Eaton made a motion to approve the June 11, 2014 meeting minutes. Committee member Chamberlin seconded the motion. The motion was approved.

Broad-Scope Radioactive Material License Renewal and Annual Radiation Protection Program Audit

Committee member Manning provided an update on the Broad-Scope License Renewal with the State of New Hampshire Radiological Health Section. OEHS completed the review and update of the UNH Radiation Protection Program (RPP). The revised RPP was approved by the UNH Radiation Safety Committee and submitted to the State, along with the license renewal application, for review and approval on September 03, 2014. The State authorized the license renewal on October 27, 2014.

Committee member Manning gave an overview of the annual Radiation Protection Program Compliance Audit conducted in October 2014 by Clym Environmental. The third party review of the UNH RPP program found that all requirements for the safe and controlled procurement, use, storage and disposal
of radioactive materials are being met. In addition, the review found the use and management of x-ray producing equipment to be in basic compliance with associated regulatory requirements. The auditors included several recommendations for improved compliance in the audit.

UNHCEMS Faculty Compliance Module Update

Committee member Manning discussed the development of the UNHCEMS Faculty Compliance Module. At the request of UNH faculty stakeholders, the Office of Environmental Health and Safety (OEHS) and the Research Computing Center (RCC) are partnering to create a new training platform for OEHS training modules in UNHCEMS. The benefit of the change from Blackboard to UNHCEMS is three-fold:

1. Professors and Principal Investigators (PI) can assign training to students and laboratory associates without going through OEHS
2. Professors can track their student’s/associate’s compliance directly in UNHCEMS
3. A certificate is generated each time a training course is successfully completed. This certificate can be presented as proof of training to professors/PIs or at internship work sites, etc.

RCC has completed the bulk of the design work for the module. OEHS had begun populating the module with training material. The module should be ready for testing in April/May 2015.

UNH Laboratory Safety Plan Review

Committee member Manning provided an update on the review of the UNH Laboratory Safety Plan. The consultant hired to revise the UNH Laboratory Safety Plan submitted a draft plan revision to OEHS this month and the OEHS Laboratory Safety Officer Andy Glode is in the process of reviewing this draft. Andy will coordinate the draft review within OEHS and then share a cleaned-up version to the UNH Chemical Safety Committee (CSC) for further edits and comments. OEHS hopes to have a draft to share with the CSC at the first quarter 2015 committee meeting.
UNH Law School Integration

Committee member Manning provided an update on efforts to integrate the UNH School of Law into the campus EHS management system. The new School of Law administration approved the establishment of an Emergency, Health and Safety Committee for the School. The charge of the Emergency, Health and Safety Committee (EHSC) is to assure a safe work environment for faculty, staff, students, and visitors through the creation and maintenance of effective emergency procedures and safety and health programs. It is the responsibility of the Committee to establish appropriate health and safety programs and procedures in accordance with federal, state and local regulations and guidelines that cover workplace safety and emergency preparedness. Committee members have been selected and letters of appointment confirmed.

Shoals Marine Lab Integration

Committee member Manning provided an update on efforts to integrate the Shoals Marine Laboratory (SML) into the campus EHS management system. OEHS worked with the new Executive Director of the SML and Cornell University to update the Spill Prevention Control and Countermeasure (SPCC) Plan for oil releases at the facility. The current SPCC Plan expired in June 2014. A new SPCC Plan for the SML was adopted in November 2014.

NIH National Biosafety Stewardship Month

Committee member Manning provided an update on the NIH National Biosafety Stewardship Month. The National Institutes of Health issued a Guide Notice in August 2014 encouraging institutions that receive Federal research funding to take part in a National Biosafety Stewardship Month in the month of September. UNH elected to participate with particular emphasis on the following activities:

1) Re-inventorying of all biological agents and providing this information to the IBC;
2) Examining current laboratory biosafety policies and updating lab-specific biosafety procedures;
3) Reinforcing the necessary training required for working with biological materials.

Other Business

There was no other business to report. The meeting was adjourned at 2:50pm.