

SAFETY MEETING NOTES – August 2025

Meeting Date: August 20, 2025

Notes: Sanjaya Lokugama

Attendees: Josh Heyne, Xiao Zhang, Sanjaya Lokugama, Aftab Ahamed, Fitria, Harrison Yang, Chenxi Wang, Shivam Rawat, Shuaishuai Ma,

Topics of Discussion:

July Meeting Notes- The minutes from the July meeting are not available, as Cristy is out of the office. They will be distributed upon her return.

New Safety Delegate for the Xiao Zhang Group

Chenxi Wang attended the meeting as the new safety delegate for the Xiao lab. He shared some updates on his past year at his previous workplace and discussed his return to the BSEL team. Sanjaya and Aftab explained and reviewed the duties of a safety meeting delegate.

Ceiling Collapse Incident: BSEL 272

Sanjaya briefed everyone on the ceiling collapse incident in BSEL 272. He also reiterated the need for a completed equipment inventory so Josh can continue discussions with Damien regarding BSEL's insurance coverage. Aftab emphasized the importance of reporting all incidents, no matter how minor, to ensure proactive safety management.

Mandatory BSEL Safety Training

Sanjaya has nearly completed preparing the content and slides for the mandatory safety course. The training will be held in person, last at least three hours, and is tentatively scheduled for late September or early October.

Fire Extinguisher Training

The group discussed the importance of providing fire extinguisher training for BSEL students, and everyone agreed to move forward with scheduling a session. Sanjaya will contact Scott to determine the procedure for arranging the training.

AED and CPR Training

The group discussed the importance of arranging AED and CPR training for BSEL students. Sanjaya will contact Scott to determine the procedure for scheduling the training.

7. BSEL Chemical Inventory Audit

Sanjaya explained the importance of maintaining an accurate and up-to-date chemical inventory. He emphasized that a current inventory is crucial for lab safety, emergency response, and regulatory compliance.

8. BSEL Lab Chemical Hygiene Plan (CHP) Updates

Aftab and Sanjaya requested that all updated CHPs be submitted as soon as possible. They also emphasized the importance of paying close attention to the restricted or controlled chemical lists when updating the plans.

9. BSEL Shared Freeze Dryer – Update

The BSEL shared freeze dryer appears to be beyond repair. Sanjaya will be getting a new quote to purchase a replacement unit.

10. WSU-TC Campus Safety Meeting Update

Aftab reported that there were no new updates or announcements from the most recent WSU Tri-Cities campus safety meeting.

11. Round Table Time

Chenxi : Noted that several light bulbs need to be replaced by Facilities. He also mentioned that the BSEL 170 door is difficult to open due to an ongoing issue with the ventilation system.

Xiao: Shared plans to store black liquor containers in the BSEL shared cold room.

Fitria: Reported that she had nothing to add.

Aftab: Encouraged all PIs to ensure their lab's safety delegate attends the monthly meeting. He noted that no one from the Ahring lab (neither the PI nor Usman) was present at today's meeting.

Meeting Agenda: *The following I directly copied and pasted from the meeting agenda.*

Date: August 20, 2025

Prepared by: Sanjaya Lokugama

Attendees:

1. Approval of Previous Meeting Minutes

Review and approval of the minutes from the previous safety meeting.

2. New Safety Delegate for the Xiao Zhang Group

Welcome Chenxi as the new safety representative for the Xiao Zhang Group, replacing Isaac. We will review the roles and responsibilities of a safety delegate, including attending monthly meetings and serving as a key point of contact for safety-related communications.

3. Ceiling Collapse Incident: BSEL 272

On July 18th, several ceiling tiles in BSEL 272 collapsed due to a clogged roof drain. While there were no injuries or equipment damage, this incident serves as an important reminder of the need to report all potential building maintenance issues, no matter how minor.

4. Mandatory BSEL Safety Training

We need to schedule our upcoming mandatory in-person safety course. This training session will last approximately three hours, and all student researchers and postdoctoral scholars must attend. I will provide the outline of the safety course during this meeting so we can collectively make any necessary revisions based on your comments.

5. Fire Extinguisher Training

We need to determine if there is interest in scheduling a formal fire extinguisher training session for BSEL researchers. We will discuss the potential benefits of this training and decide if we should arrange an on-site demonstration and practice session.

6. AED and CPR Training

We need to find out if there is interest in arranging a departmental training session for both **CPR** (Cardiopulmonary Resuscitation) and **AED** (Automated External Defibrillator) use. We will discuss the potential benefits of having trained personnel and decide if we should move forward with scheduling a course.

7. BSEL Chemical Inventory Audit

During a recent review of the departmental chemical inventories, I noticed that several entries have missing information, such as storage locations and Standard Operating Procedure (SOP) numbers. Please audit your lab's chemical inventory immediately to ensure all necessary information is complete and up to date.

8. BSEL Lab Chemical Hygiene Plan (CHP) Updates

To date, only one research group has submitted their updated Chemical Hygiene Plan (CHP). Please ensure that your group's updated CHP is submitted by September 5th. This is a critical safety document that must be current and readily available.

9. BSEL Shared Freeze Dryer – Update

A technician from PM visited BSEL to perform a repair, but he was unable to resolve the issue.

10. WSU-TC Campus Safety Meeting Update

Key updates and announcements from the recent WSU-TC campus safety meeting will be shared.

11. Round Table Time

Each research group will have a few minutes to share any safety-related thoughts, concerns, or suggestions. This is also an opportunity to propose future topics for discussion at upcoming meetings.