

SAFETY MEETING NOTES – September 2025

Meeting Date: September 17, 2025

Notes: Sanjaya Lokugama

Attendees: Josh Heyne, Sanjaya Lokugama, Fitria, Harrison Yang, Chenxi Wang, Shivam Rawat, Usman Khan

Topics of Discussion:

August Meeting Notes- The minutes from the August meeting were approved by vote.

BSEL Shared Freeze Dryer – Update

Sanjaya gave an update on the new freeze dryer PO and mentioned that the order has been officially placed with VWR. He also mentioned that the manufacturer, Labconco, will take 3–4 weeks to deliver the item to BSEL.

Shared 2L Parr Reactor Usage

All attendees agreed to revise the current usage schedule to include the Lei Group. The new schedule will, therefore, include three groups: Zhang, Ahring, and Lei. Harrison and Shivam confirmed that they do not plan to use the Parr reactor in the near future. While Chenxi requested the first slot in the new schedule, Usman also has upcoming urgent projects requiring the reactor. Sanjaya will coordinate with Aftab and other PIs when preparing the new schedule.

Preventive Maintenance of old GC-MS and HPLC

Sanjaya briefed attendees on the current status of PMs for the BSEL shared analytical instruments. Josh and Sanjaya noted that this may be the final year BSEL can financially support PMs for the old analytical instruments, as budget must be allocated for the new GC-MS and HPLC service contracts. Josh further explained that to continue funding PPE, gas purchases and rentals, and waste disposal, the BSEL must discontinue some old service contracts to free up funds for the new, essential ones.

BSEL Building Temperature Fluctuations

Sanjaya reported that Facilities Services is actively working to resolve campus building temperature fluctuation issues, including those in BSEL. He also mentioned that attendees should email him if they experience any temperature problems in their office spaces or labs. Furthermore, he requested that no new space heaters be purchased or brought into office or lab spaces without first informing Scott, as WSU has many restrictions on their use.

BSEL Lab Chemical Hygiene Plan (CHP) Updates

Sanjaya reminded attendees that the CHPs for their respective labs must be updated as soon as possible.

WSU-TC Campus Safety Meeting Update

Since Aftab was absent from the meeting, no updates or announcements from the recent WSU-TC Campus Safety Meeting were available during the BSEL Safety Meeting. The committee discussed that in the future, it might be beneficial if Sanjaya could also attend the monthly campus safety meetings with Aftab and obtain access to the minutes.

Round Table Time

Harrison: Mentioned that the filter on the new GC-MS may need to be changed.

Chenxi: Reported that the BSEL shared ice maker is sometimes not working properly. Sanjaya noted that another ice maker is available in BSEL 171 for urgent needs. However, users must contact someone from the Heyne Lab, BSEL staff, or Scott to open the door for them.

Usman, Fitria, and Shivam: Reported that they have nothing to add.

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

Date: September 17, 2025

Prepared by: Sanjaya Lokugama

1. Approval of Previous Meeting Minutes

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

2. BSEL Shared Freeze Dryer – Update

A purchase order has been initiated for a new shared freeze dryer to replace the current unit. I will provide updates on the estimated arrival and installation timeline as we receive them.

3. Shared 2L Parr Reactor Usage

A new usage schedule for the 2L Parr reactor is needed to accommodate the Lei group's active use. We will discuss and finalize a scheduling system to ensure fair and efficient access for all researchers.

4. Preventive Maintenance of old GC-MS and HPLC

We completed the preventive maintenance on the old GC-MS last week. This week, we are conducting the PM on the HPLC.

5. BSEL Building Temperature Fluctuations

During the first week of September, BSEL labs and offices experienced unseasonably cold temperatures. The issue was reported and resolved by Facilities Services.

6. BSEL Lab Chemical Hygiene Plan (CHP) Updates

If you have not yet done, please send me the CHPs of your labs ASAP.

7. WSU-TC Campus Safety Meeting Update

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

8. Round Table Time

Each research group will have a few minutes to share any safety-related thoughts, concerns, or suggestions.