Minutes for the August 29, 2014 Meeting of the Sharp Campus Safety Committee
CEOE’s School of Marine Science and Policy (SMSP)

PRESENT: Bruce Campbell, Alyssa Findlay, Bill Fendt (EHS), George Luther (Chair), Joe Scudlark (Vice-chair), Jon Swallow and Ed Whereat.

NOT PRESENT: Doris Hicks, Adam Marsh and Donna Simpson.

1. Laboratory Inspections.
   The Lewes inspection schedule was recently updated by Joe Scudlark and sent to the faculty a couple of days prior to the meeting so there were only two inspections done.
   EHS staff conducted annual Laboratory Audits in all Sharp Campus labs during the month of March. Bill Fendt noted that he would check on those faculty, who had not corrected all deficiencies yet.

   Bruce’s staff does quarterly building inspections.

   NOTE: Failure to perform inspections may result in an audit and the closure of all laboratory activity for an indefinite period of time. The inspection reports for the next quarter are due to Joe Scudlark by December 1, 2014. Forms can be downloaded from our CEOE safety webpage at http://www.ceoe.udel.edu/EHS

2. Significant items found during inspections
   The fume hoods have not been inspected this summer so EHS will send someone to do this soon. They are inspected every 6 months.

3. Graduate student orientation.
   Joe Scudlark gave a safety orientation to the new graduate students for CEOE Monday, August 25. The presentation was recorded on UDCapture so that others coming later can view it. Keys to the labs and building will not be provided to the students until they complete the right-to-know training form with their advisors and return them to Marcia Pettay in the Dean’s Office.
   Another orientation will be provided to the undergraduate semester in residence students once their schedules are formalized.

4. Coast Day preparations. Doris sent an e-mail indicating that all planning is going well and all safety precautions are being taken care of as part of normal Coast Day planning.

5. Infectious waste. Joe reported that this will be picked up every two weeks according to Delaware State Law.

6. Cape Henlopen high school students. Director Moline is instituting a program for their students to volunteer in our laboratories. Both UD and the high school have forms that need to be completed prior to the start of any volunteer work.
7. **Student office space in Smith Lab.** Bruce indicated that his staff drops off items to students but their desks are not marked with their names. He suggested that names be placed in a convenient location near their desks.

8. **Dock safety.** Jon Swallow noted that we need another throw ring at the end of the dock when the RV *Sharp* is away on a cruise. A recommendation was made to purchase one in case someone would fall into the harbor.

9. **Fire drills.** They were conducted in early August.

10. **Misc. Announcements, including EHS**
    - Bill Fendt noted that contact information for emergencies needs to be updated for almost every laboratory.
    - A sign is being made for the flare storage box at MOB.
    - Contact cards for the Lewes Fire Department’s lock boxes have been completed and need to be placed in them.
    - Within the last quarter there were no reported accidents including REU students.
    - The construction of the new Underwater Robotics Lab is complete. It will need to be added to the inspected schedule even though entry to this facility is restricted and requires a “swipe” card for entry. A suggestion was made to add Hunter Brown to the committee.
    - Fire extinguisher training will be scheduled for the Fall.
    - We can access the on-line EHS safety training classes from an off-campus computer but the procedure has changed. The UD VPN client must be used. Directions are below. [http://www.udel.edu/ehs/training/downloads/ehs-online-training.pdf](http://www.udel.edu/ehs/training/downloads/ehs-online-training.pdf). The method for connecting to the classes when on-campus with a UD Network computer is unchanged.

General safety information specific to our needs including **field safety tips** is posted on our [CEOE SMSP safety webpage](http://www.ceoe.udel.edu/about/campuses-facilities/health-and-safety), which is [http://www.ceoe.udel.edu/about/campuses-facilities/health-and-safety](http://www.ceoe.udel.edu/about/campuses-facilities/health-and-safety)

The EHS web site is at [http://www.udel.edu/EHS](http://www.udel.edu/EHS)

The next meeting is tentatively scheduled for December 5, 2014 at 1000 AM in Cannon Lab 202.

Respectfully submitted,
George Luther