Minutes for the September 4, 2015 Meeting of the Sharp Campus Safety Committee
CEOE’s School of Marine Science and Policy (SMSP)

PRESENT: Bruce Campbell, Joe Farrell for Doris Hicks, Bill Fendt (EHS), George Luther (Chair), Adam Marsh, Donna Simpson, Jon Swallow and Ed Whereat.

NOT PRESENT: Matt Oliver and Joe Scudlark (Vice-chair).

1. Laboratory Inspections.
   EHS staff conducted annual Laboratory Audits in all Sharp Campus labs during the month of March. Bill Fendt noted that most items have been corrected but some trainings need completed.
   Because of the start of the semester, we are awaiting self-inspections from many of the labs.
   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, 2015. Forms can be downloaded from our CEOE safety webpage at http://www.ceoe.udel.edu/EHS

2. Significant items found during inspections
   A fume hood in PEL needs to be re-inspected.
   Boxes on cabinets in Smith 129 need to be removed as the sprinkler heads are being blocked by them; all items must be at least 18 inches from these heads.

   Joe Scudlark provided training to all new students on Monday, August 31. The attendance list needs to be sent to Bill Fendt of EHS.

   Faculty advisors need to train the students about chemicals and protocols in their laboratories after that. The students and Faculty advisors must complete and sign the right to know (RTK) and chemical hygiene forms before building and laboratory keys can be given to the students. The forms are sent to EHS. There are two forms one for non-lab work and another for lab work.

4. To better assist those responding to 911 calls, Lewes campus buildings have a new street address for EMERGENCY RESPONSE ONLY. Donna Simpson informed us that our street off Pilottown Road is now College Drive. Addresses are:
   Cannon Lab 1044 College Drive  Virden Center 1155 College Drive
   Smith Lab 1084 College Drive  Dorm Building A 1183 College Drive
   Marine operations 700 Pilottown Rd  Dorm Building B 1181 College Drive
   ASI 104 Dock Rd  PEL 805 Pilottown Rd

   New signs with these addresses are on all the buildings except for PEL. When reporting an incident, these addresses should be used.
   Our mailing address remains 700 Pilottown Road.
5. **Coast Day preparations.** Joe Farrell reported that all is going well. Exit signs will be posted in all tents so people will know how to leave in an orderly fashion in the event of a fire or other emergency. A map / diagram of the campus will be sent soon to EHS.

6. **Cannon renovation update - chemical waste pickup.** The committee recommends that Cannon researchers *dispose of unwanted or old chemicals* before the move to trailers. Normal pickup is the 3rd Thursday of every month, but extra pickups can be done if EHS is given advanced notice.

   Joe Scudlark notes that the chemical waste crew (James Farley and Chris Niles) did a great job with the clean-out of several labs recently.

7. **EHS Announcements and comments**
   - Bill Fendt noted that UD is a **Heart Safe** campus as there are staff trained in CPR and many buildings have AEDs. Building with AEDs will have stickers on the entrances indicating that the building is Heart Safe and has an AED. Cannon Lab has an AED outside room 104.
   - Bill Fendt reported that the UD storm water managers want all storm drains clear for runoff, especially near MOB to prevent runoff of materials into the water ways. Bruce Campbell’s staff was trained in storm water management this summer.
   - Kevin McSweeney wrote that he can perform fire safety and fire extinguisher training this Fall so we should pick a date. This is important for lab safety as well as home and apartment safety including Daiber Housing.
   - 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**, 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 Friday, December 4, 2015 at 1000 AM in Cannon Lab 202.

Respectfully submitted,
George Luther