



TEXAS TECH UNIVERSITY  
**College of Arts & Sciences™**

Department of Chemistry and Biochemistry

**Chemical Safety Committee**  
**July 19, 2012**  
**Agenda**

1. Announcements/Discussion
  - a. Peer Safety Evaluations Reminder
  - b. New Member: Dr. George Tamas
  - c. Website: <http://www.myweb.ttu.edu/sgodambe/safety.php>
2. Chemical Hygiene Plan: Last date for revision is July 27<sup>th</sup>
3. Peer Evaluation Template
4. Policy for Faculty Who are Away for Extended Periods
5. PPE Policy
6. Safety Information Packets: Committee
  - a. Possible Contents
    - i. Divisional Information – Still Need
    - ii. Common Use Rooms – Still Need
    - iii. Sample Protocols – In progress
    - iv. Sample SOP – In progress
    - v. EH&S Information – In progress
    - vi. Waste Stream Analysis - ?
    - vii. Incident Report and how to fill one out – Amanda (Finished)
    - viii. Phone Numbers – In Progress
    - ix. EH&S Safety Survey Checklist – Amanda (Finished)
    - x. Training - ?
    - xi. How to Keep a Lab Notebook –
    - xii. How to Read an SDS
    - xiii. Sample SDS – Acetone (Finished)
    - xiv. ?
7. Continuing Education and Professional Development: Discussion
8. Old Business
9. New Business
10. Next Meeting