



January 12, 2010

By Electronic Transmission and First Class Mail

RE: INFORMATION AND RECORDS REQUEST

Dr. Lawrence Schovanec  
Interim Dean  
College of Arts and Sciences  
Box 41034  
Texas Tech University  
Lubbock, TX 79409- I 034

Pursuant of 42 U.S.C. § 7412(r)(6)(L)(ii), the US Chemical Safety Board is conducting an investigation into the accident that occurred on January 7, 2010 at Texas Tech University in Lubbock, TX.

Pursuant to its investigation into, the CSB makes the following document and information requests:

**Documentation**

- 1DOC1 Description of the incident including, but not limited to, photographs of the incident scene, layout of the laboratory in which the incident occurred, a list of chemicals and their locations at the accident scene, and a list of clothing and personal protective equipment worn by the victim at the time of the incident.
- 1DOC2 Any and all safety protocols, procedures, and manuals in effect prior to the 1/7/10 incident that address both general lab activities and those specific to activities conducted by the accident victim on the day of the incident.
- 1DOC3 Any and all safety protocols, procedures, and manuals that have been put into effect since the 1/7/10 incident that address both general lab activities and those specific to activities conducted by the accident victim on the day of the incident.
- 1DOC4 All records, including emails, which relate to the lab activities conducted by the accident victim on the day of the incident including but not limited to instructions, precautions, work schedules and directions.
- 1DOC5 Any records evidencing that the victim of the 1/7/10 incident acknowledged comprehension or receipt of instructions, safety procedures and policies or safety



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manuals pertaining to activities conducted by the accident victim on the day of the incident.

- 1DOC6 All University safety and lab training records for the victim of the 1/7/10 incident.
- 1DOC7 Copies of researchers' lab notebooks, electronic or hard copy form, beginning 11/1/09 until 1/7/10. This may include, but is not limited to, undergraduate student, graduate student, and postdoctoral researchers in Louisa Hope-Weeks' and Brandon Weeks labs'.
- 1DOC8 Copies of characterization data which indicates the explosive nature of the compound the victim was working with on the 1/7/10 incident.
- 1DOC9 All hazard analyses related to the DHS project that the victim worked on.
- 1DOC10 All communications between DHS, Northeastern University, and Texas Tech personnel that address safety protocols or hazard warnings concerning the project.
- 1DOC11 Copies of all contract and grant documentation concerning the project the victim was working on at the time of the incident.
- 1DOC12 The MSDS or hazard labeling in use, prior to the incident, for the compound the victim was working with on the day of the accident.
- 1DOC13 All disposal procedures for the compound the victim was working with prior to the day of the incident 1/7/10.
- 1DOC14 All disposal procedures for the compound the victim was working with that have been put into effect since the day of the incident 1/7/10.
- 1DOC15 All records that address circumstances under which a particular laboratory operation, procedure or activity shall require prior approval from the employer or the employer's designee before implementation, including training records of such communication.
- 1DOC16 All records related to previous lab accidents for the 10 years prior to the incident involving hazardous substances for any student, faculty member, employee, or contractor, including but not limited to near misses or incident reports, recommendations, and follow up corrective actions.
- 1DOC17 All records pertaining to the lab's hazard communication program.



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- 1DOC18 A copy of the lab's Chemical Hygiene Plan (or equivalent).
  - 1DOC19 Any records that evaluate the effectiveness of the Chemical Hygiene Plan (or equivalent).
  - 1DOC20 All records related to any measurements taken to monitor employee exposures to chemicals and any medical consultation and examinations including tests or written opinions.

**Information**

- 1INFO1. Name and contact info of personnel who have responsibility for lab safety oversight and their area of responsibility.
- 1INFO2. Name and contact info of lab personnel and contractors who have worked on the DHS project that the victim worked on.
- 1INFO3. Name and contact info of lab personnel and contractors who were witnesses to the accident
- 1INFO4. Name and contact info of lab personnel and contractors who were present at the lab on the day of the incident
- 1INFO5. Name and contact info of lab Chemical Hygiene Officer (or equivalent).

**If you will not or cannot provide certain of the listed documents, please give a written explanation for each item that has not been provided.**

Documentation is requested in hard copy format or electronic file format, though electronic form is preferred; it can be emailed, faxed or sent via federal express to the Denver address listed below. Additionally, we can set up a secure file transfer site over the internet to facilitate the transmission of electronic documents that are too large or numerous for email.

Please provide the information and documents requested by February 1, 2010.

Please contact me if you have any questions or concerns.

Sincerely,

*Mary Beth Mulcahy*

**U.S. Chemical Safety and  
Hazard Investigation Board**

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