

Memo: November 21, 2008

To: CUNY Environmental, Health and Safety Council

From: Howard Apsan

Re: Environmental, Health and Safety Officers Meeting Minutes
Queensborough Community College, November 13, 2008

Opening

The November meeting of the Environmental Health and Safety Council was held at Queensborough Community College on November 13, 2008. Mel Rodriguez, Environmental Health and Safety Officer at Queensborough, hosted the meeting, and Diane Call, Vice President of Finance and Administration at Queensborough shared some words of encouragement and appreciation. Sheryce Woolery recorded the minutes and the minutes of the previous meeting were approved by acclamation.

EHS Internal Audits

Internal audits have been completed at Hostos Community College and Medgar Evers College. The next audit will be at an undisclosed location and date. As has been the practice, EH&S Officers from other campuses volunteered to serve on these internal audits. This practice provides added value to all involved. Anyone wishing to volunteer for an upcoming audit should contact Michael Spath, Environmental Compliance Manager, CUNY, Central Office, at michael.spath@mail.cuny.edu.

The number of audits will be increased from three to four during the spring semester, with three scheduled and one unannounced audit. This will help us maintain a three-year auditing cycle for the entire university.

Environmental Compliance Subcommittee Report

As discussed previously, the committee recommended that campuses be audited on the functionality of their Chemtracker system, as well as on CUNY's Environmental Management System (EMS). Officers are encouraged to visit the EHS website, review the EMS, and ensure

that their campus complies with EMS requirements. Please forward all questions to michael.spath@mail.cuny.edu.

The Environmental Compliance Subcommittee continues to develop a chemical inventory survey to help with the ongoing implementation of ChemTracker.

Health and Safety Subcommittee

The violation database management system designed to track Notices of Violation (NOVs), issued by regulatory enforcement authorities is now accessible to all campus EHS Officers. For more information and access to the system, please contact Kurt Klein @ mail.cuny.edu .

CUNY EHS Website and Newsletter

EH&S Officers are continually encouraged to contribute articles, editorials, cartoons, web links, and any other items of common professional interest to both the CUNY EHS newsletter and the CUNY EHSRM website at ehs@mail.cuny.edu

In addition to the on-going CUNY EHS Newsletter, CUNY EHSRM Office has recently published the CUNY Risk Review, a newsletter focused on risk management issues throughout the CUNY system. Both newsletters will be quarterly, and available on the EHSRM website.

Officers are encouraged to utilize Sharepoint to post documents, calendar events and to engage in discussions. The website, ehsrn.cuny.edu, is password protected. If you would like to have access to the website, please contact Brian Cabezas, (brian.cabezas@mail.cuny.edu).

Training

The meeting continued with a presentation by Joanne Sagherian, and her team from CUNYfirst, on “**CUNYfirst and EH&S: Green Procurement.**” The team informed the council of the capabilities of the system, as well as its goal to create uniformity and standardization of environmental conscious purchasing across CUNY’s campuses. We thank Joanne and her team for an informative and interesting presentation.

Updates in Brief

Environmental Health and Safety Officers are encouraged to sign up for the CUNY A!ert, to receive text or voice notifications of campus emergencies or weather related closings, and to encourage others on campus to sign up as well. The more participants we have, the more effective CUNY A!ert can be. For more information, please visit www.cuny.edu/alert .

Upcoming Council Meetings

The next EHSO Council meeting is scheduled for December 11, 2008, at Baruch College, 55 Lexington Avenue, New York, NY 10010. The meeting will take place from 12:00 pm to 2:00 pm on the Vertical Campus, Room14-285. There will be a presentation by Heather Parlier, Assistant General Council, Legal Affairs, CUNY, on **“Environmental Law Refresher: What We Need To Know and What We Can Expect.”**

Adjournment

The Council meeting was adjourned at 2:00 pm.