

Memo: December 23, 2008

To: CUNY Environmental, Health and Safety Council

From: Howard Apsan

Re: Environmental, Health and Safety Officers Meeting Minutes
Baruch College, December 11, 2008

Opening

The December meeting of the Environmental Health and Safety Council was held at Baruch College on December 11, 2008, and hosted by Fran Erlitz, Environmental Health and Safety Officer at the college. Sheryce Woolery recorded the minutes and the minutes of the previous meeting were approved by acclamation.

EHS Internal Audits

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. Baruch College, John Jay Community College and LaGuardia Community College are scheduled to be audited this spring.

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.

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.

Health and Safety Subcommittee

The violation database management system designed to track Notices of Violation (NOVs), issued by regulatory enforcement authorities is now operational and will be accessible to all EHS Officers as soon as possible. For more information 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, the recently published CUNY Risk Review, a newsletter focused on risk management issues throughout the CUNY system, is 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

James Saccardo, Chemical Hygiene Officer at the College of Staten Island, presented on Laboratory Fire Safety, with a case study of the College of Staten Island. James reviewed the Fire Incident that occurred at CSI on November 25, 2008, and highlighted CSI's response and lessons learnt.

Heather Parlier, Assistant General Counsel, provided a synopsis of her presentation entitled, **“Environmental Law Refresher: What We Need To Know and What We Can Expect.”** The presentation will be continued at our February 19, meeting.

We thank James and Heather for their presentation.

Upcoming Council Meetings

The next EHSO Council meeting is scheduled for January 8, 2009, at LaGuardia Community College, 31-10 Thompson Avenue, Long Island City, NY 11101. The meeting will take place from 12:00 pm to 2:00 pm in the E building, room 500. There will be a presentation by Barbara Boyle, Environmental Health and Safety Officer, Office for Capital Facilities, SUNY, on **“New Programs and Old Friends.”**

Adjournment

The Council meeting was adjourned at 2:00 pm.