

Memo: December 22, 2011
To: CUNY Environmental, Health and Safety Council
From: Howard Apsan
Re: Environmental, Health and Safety Council Meeting Minutes
LaGuardia Community College, December 8, 2011

Opening

The Environmental Health and Safety Council meeting was held at LaGuardia Community College on December 8, 2011. The meeting was hosted by Peter Jayasekara, Environmental Health and Safety Officer at LaGuardia Community College. Shahir Erfan, Executive Director of Facilities Management and Planning, welcomed the Council to the College and thanked the EH&S Officers for their efforts and accomplishments. Sheryce Woolery recorded the minutes and the minutes of the previous meeting were approved by acclamation.

The Council was also briefed on recent incidents of campus unrest and encouraged to remain vigilant and to work with Public Safety in preparation for possible further disruption of campus activities.

Environmental Compliance Update

Internal audits for the fall semester have been completed at Baruch College, Lehman College and Brooklyn College. An unscheduled audit will also be conducted this fall. The Council was briefed on the ongoing Internal Audit Program and all were encouraged to take corrective action to minimize repeat findings. Audit reports will be forthcoming.

Next semester's internal audits are scheduled for John Jay College of Criminal Justice, The Graduate Center and LaGuardia Community College. As has been the practice, EH&S Officers from other campuses volunteered to serve on all of these internal audits, a practice that provides added value to all involved. Anyone wishing to volunteer for an upcoming audit should contact Michael Spath, Environmental Compliance Manager, Central Office, at michael.spath@mail.cuny.edu.

Finally, the Council was briefed on the progress of the newly automated system for conducting audits which will help to streamline the audit process.

Health & Safety Subcommittee Report

In his first briefing as the newly appointed Chair of the Health and Safety Subcommittee, Bill Graffeo informed the Council about the recent PCB ballasts incident at Queens College and encouraged everyone to contact their Buildings and Grounds Department to determine if there are remaining PCB ballasts on their campuses. Bill also informed the Council that the subcommittee will be exploring two issues that were recently raised: the replacement of table saws in workshops, and the concerns of the Mathematics Department regarding the use of dry-eraser markers. The subcommittee will meet immediately following the EHS Council meeting.

Environmental Compliance and Lab Safety Subcommittees Report

Judi O'Toole, Chair of the Environmental Compliance Subcommittee, informed the Council of the scheduled ChemTracker system shutdown from December 13, 2011 to January 3, 2012. She also shared with the Council an article from the Chemical Safety Board on "Laboratory Safety at Academic Institutions." EHSOs were encouraged to visit SharePoint at <https://ehsrn.edu> to view the video presentation.

Kurt Klein, Health and Safety Manager, Central Office, noted that the subcommittee will continue to look into the concern of undergraduates working alone in laboratories.

Presentation

Jane Sovern, Deputy General Counsel, CUNY, presented on "**Best Practices for Regulatory Inspections.**" Jane noted that training is an integral tool in preparing for regulatory inspections and suggested that EHSOs keep up-to-date documentation of these training sessions. She also shared guidance to improve how we handle inspections and encouraged EHSOs to review their previous audits, evaluate progress and take corrective action where necessary. We thank Jane for this important and informative presentation.

EHS Newsletter

Please continue to submit articles for upcoming issues of the EHS newsletter. Copies of recent newsletters may be found at <http://www.cuny.edu/ehs>.

Updates in Brief

The next NYCER meeting will be held on March 13, 2012, from 12:00 p.m. to 2:00 p.m. at **The New School**, 55 West 13th Street in Manhattan.

Upcoming Council Meeting

The next EHSO Council meeting is scheduled for Thursday, January 12, 2011 from 9:30 a.m. to 11:00 a.m. at Hunter College, 68 Street Campus, Faculty Dining Room, 8th floor, West Building, in Manhattan. **Amanda Langweil, Director of Sustainability, Goshnow Architects**, will present on **Sustainable Building Materials –Are They Really “Green” and Do They Perform?**

Adjournment

The Council meeting was adjourned at 11:00 a.m.