

**College of Pharmacy**  
**Risk Management and Hazardous Waste Committee**  
**September 22, 2009**  
**Minutes (Draft)**

**Present:** Mr. John Herrock, Dr. Benny Blaylock (*ex officio*), Dr. Ronda Akins, Dr. Yon Yu Liu, Dr. Anthony Walker, and Dr. Khalid El Sayed

**Absent:** none

**1) Recent Office of Risk Management Safety (ORMS) Audits:** The Committee was updated by Mr. Herrock on the ongoing visit of ORMS audits and laboratory inspections and Chemical Hygiene Plan. The Committee also discussed the importance of fire blankets as optional laboratory safety accessory.

**2) Emergency Contacts in Bienville Building in Cases of Accidents/Emergency Situations.** The Committee was updated by Dr. El Sayed on the communication procedure during the water leak incident on September 5<sup>th</sup>. It was the consensus of the Pharmacy Risk Management and Hazardous Waste (RMHW) Committee that every laboratory door will need a new sign of emergency contact numbers including 1-911 and individual laboratory directors' cell/home phone numbers for effective communication with laboratory directors in cases of emergencies related to their laboratory. Dr. Blaylock will discuss with Mr. Moncrief the possibility of granting all faculty members access to classrooms or at the minimum depositing an emergency master key at the ULM Police Department for emergency use.

**3) Academic Year Charges:** The Committee discussed its annual charges assigned by Dean Leader to the Committee. The Committee agreed on the use of Moodle as convenient instrument for faculty, staff, and students' safety training. Mr. Herrock has already added new laboratory training features. The Committee suggested a special new training procedure that should be required for incoming new faculty and research assistants. Mr. Herrock will contact the Computing Center to open a new course site for laboratory principal investigators and graduate students/research assistants and will arrange the new incoming faculty/graduate students training procedure. Dr. Akins inquired on the biohazard waste pickup for ULM laboratories in Shreveport and radio-labeled residuals pickup. Mr. Herrock will contact Ms. Lindsey McNair to arrange for these items. ULM main campus has already a hazardous waste pickup arrangement twice a year.

**4) Miscellaneous topics:** Dr. Blaylock and Mr. Herrock suggested the initiation of new fire extinguisher training in Pharmacy parking lot, similar to the one offered three years ago at ULM main campus. Mr. Herrock will contact the Monroe City Fire Department to check whether they will be interested to offer this program again this year. Dr. Akins was asking whether there are regular laboratory inspections by ULM and COP safety officers. Mr. Herrock informed the Committee of his regular inspections to fire extinguishers and occasional visits to some laboratories and disusing some safety aspects with their directors. Committee members suggested a sort of regular reminders for the monthly laboratory inspection by principal investigators and Mr. Herrock volunteered to send monthly email reminders to laboratory principal investigators.