

**Facilities Team Safety Meeting Minutes
Thursday July 21, 2011**

In Attendance: Randy Walker, Dave Jacobson, Itcheung Cheung, Patty George,

Author: Patty George

Date: July 21, 2011

I. OPENING REMARKS – Randy Walker

Randy walker welcomed attendees to the meeting at 0900. The minutes from June 2011 Safety meeting were discussed:

Randy: stated that the speed bumps that were recently installed in the parking lot are working great. They slow traffic that is coming through the parking lot at the visitor's center. Someone had mentioned that they were passed while riding a bike last week in front of the USFW building and wanted to make people aware that the speed limit is only 15 mph.

The large First Aid kits that the HMSC has up dated to, are receiving good feedback on the type of supplies and that they are kept stocked up.

Itcheung: Asked about a safety kit that could be taken out in the field when groups are traveling that are stocked more like field safety kits. Randy Walker will look into acquiring one. For travel, as well as, one for the HMSC dining room.

II. CURRENT FACILITIES BUSINESS:

The NOAA facilities had the EPA and DEQ inspection and there were some issues with the labels and dates on Universal Waste containers. The florescent bulbs and large lamps, light bulbs and battery recycle containers all need to have the date that the first item is placed in the container, noted on a Universal Waste sticker identifying the type of items. The bulbs need to be stored in a closed container. Each time a container is opened to place bulbs inside the container needs to be closed.

Randy discussed the proper method to handle Buffer solution and the containers that it comes in. Ron Morphis was able to present the EPA and DEQ inspectors with the refrigerant logs and it was noted that he kept great records. Jon Buzitis will follow up by meeting with the HMSC maintenance crew on some recycle updates and information.

ADJOURNMENT: The meeting was adjourned at 9:45 am.