

**SCHC Board of Directors Meeting  
June 17, 2004  
Conference Call**

**Attendance:**

**Present:**

D. Deeds  
D. Edminster  
A. Grant  
L. Hong  
D. Levine  
W. Starr  
M. Sullivan

**Absent:**

A. Brockhaus  
R. Skoglund  
P. Kreis  
M. Cohen

Meeting Opened

M. Sullivan opened the meeting at 9:04am. She asked for a volunteer to record the minutes. L. Hong was designated as the volunteer recorder for this meeting.

Approval of Minutes:

The minutes of the May 20th, 2004 teleconference meeting were reviewed. One grammatical correction was noted earlier. D. Deeds moved to accept the minutes, seconded by A. Grant. The motion was approved unanimously.

OSHA Alliance Activities

1. General information

SCHC has a new OSHA alliance coordinator. We need to provide OSHA updates about SCHC alliance activities. The IFCS GHS workshop is one item that might be included as an alliance activity.

**Action:** M.Sullivan will provide OSHA with an update for the Alliance website .

2. SCHC Exhibit

SCHC exhibited at the 2004 OSHA Compliance Assistance Training Sessions on June 15<sup>th</sup> and 16<sup>th</sup> in Falls Church, VA. M. Sullivan, R. Skogland, and L. Chaplin represented SCHC and staffed the exhibit. L. Moquet provided a professional quality banner and table-cover for use at this exhibit which resulted in the positive promotion of SCHC as a professional organization.

Although various other organizations/Alliances were represented as exhibitors, there was not much traffic at the SCHC exhibit. SCHC did receive inquiries about the availability of hazard communication information in Spanish. The OSHA attendees appeared more interested in information about safety such as slips and falling hazards. Attendees were OSHA staff. Although compliance officers, Regional administrators and area directors were listed as attendees, not many visited the SCHC exhibit. Exhibitors did not pay to be present and exhibit. Overall it was concluded that this is worthwhile for SCHC to be present as an exhibitor.

**Action:** D. Deeds will express SCHC's appreciation to L. Moquet for her assistance.

### 3. OSHA Alliance Activities- Region 1

D. Deeds contacted Marthe Kent from OSHA, Region 1-New England/Boston. Marthe is interested in working with SCHC to obtain tools such as checklists and documentation that could assist OSHA staff. Additionally, training, focus groups, and information outreach for OSHA staff are other ideas that Marthe wishes to explore with SCHC. Previously, Marthe was the editor for BNA's SCHC HazCom Manual.

D. Levine suggested that an opportunity could be created for a mini-one day SCHC course for OSHA Region 1.

**Action:** D. Deeds will co-ordinate with A. Brockhaus, after July 4<sup>th</sup>, to contact M. Kent to discuss arrangements for SCHC Alliance projects with OSHA Region 1.

The SCHC board will be informed about developments.

**Action:** M. Sullivan will send the name of the OSHA-SCHC Alliance coordinator to D. Deeds and A. Brockhaus.

Some OSHA staff might serve as unofficial reviewers of SCHC checklists and other documentation. The committee working on these items need to be well informed about the items to be developed and provide these items in time to support the Region 1 Alliance opportunity.

**Action:** D. Deeds will inform A. Brockhaus of these developments and the need for this committee to be informed and engaged to develop and deliver the materials.

#### 4. Other Alliance items

M Randolph contacted OSHA Alliance coordinator to seek participation of OSHA Alliance as an exhibitor at the SCHC fall meeting. OSHA is interested in exhibiting.

**Action:** D. Deeds will stay in touch with M. Rudolph about this item.

#### SCHC-AIHA-OSHA Alliance

AIHA was very impressed with the large attendance at the MSDS panel at the AIHCe conference. M. Sullivan and A. Brockhaus met with AIHA about a SCHC-AIHA partnership to deliver a AIHA teleweb conference. The topic would be GHS. The OSHA Alliance partners could be one of the key audiences. AIHA would deliver this teleweb and SCHC would provide the technical content. The AIHA costs to produce a teleweb are in the \$10,000-15,000 range. SCHC will continue to explore this opportunity with the OSHA Alliance coordinator. SCHC could consider funding some connections to the teleweb conference so that OSHA could invite small business to attend the teleconference. SCHC could play a role to facilitate this event.

**Action:** M. Sullivan will continue to work on this opportunity and report to the SCHC board.

### Program Committee Update.

M. Sullivan was not able to attend the latest program committee teleconference but obtained updates. BOD members are aware that the program plans for the fall 2004 meeting are progressing well. A number of prospective presenters will be contacted to firm up the details about their participation.

### Professional Development Update

**Action:** R. Skogland will contact M. Reale to discuss whether M. Reale will offer the EU Course this fall.

### Other Business

ANSI Z400 is at the printers and should be available for sale very soon. ANSI is interested in selling licenses for bulk downloading of the PDF version of Z400. PDFs are 5% lower priced than the print copy; which we were able to obtain at a 20% membership discounted price. SCHC will investigate obtaining a discounted bulk purchase discounted price for this new standard. We likely will need at least 100 copies for our members.

**Action:** D. Deeds will contact S. Blanco of ACC about the ANZI Z400.

Note: The new Z400 format will likely be acceptable immediately to the HazCom agencies in both Canada and the USA. However, the new Z400 format would probably not meet the present European SDS requirements.

### Next Meeting

The next SCHC BOD conference call is scheduled for Thursday July 15<sup>th</sup> at 9:00 am.

Meeting End

M. Sullivan ended the meeting at 9:50.

Submitted by:

L. Hong