



# University of California EH&S Directors Committee Requirements

**Developed by UC EH&S Directors  
UC Campuses, National Laboratories and Office of the President**

**July 2003**

# Overview

Environmental Health and Safety (EH&S) Directors at UC Campuses, National Laboratories and Office of the President meet periodically to collaborate on projects and programs shared in common. These meetings have produced valuable work products which have resulted in benefits to all participants. This document will formalize the process and expectations for these meetings, and shall be shared with all members.

## *Purpose*

**The UC EH&S Directors Committee members are to harness the enormous capabilities represented by the UC EH&S Offices. Its purpose is to create work products, expert position papers and recommended outcomes that represent UC which cannot be effectively achieved by the efforts of any one individual EH&S Department.**

*The UC EH&S Directors Committee will support UC systemwide health, safety and environmental initiatives by:*

- Assessing, analyzing, developing and recommending positions and procedures for consideration and UC adoption
- Producing work products that can improve effectiveness and reduce individual campus/Lab costs and that are of benefit to the group, colleagues, EH&S departments and UC
- Taking advantage of group expertise not available at any individual campus
- Providing a forum for exchange of professional ideas
- Reducing inefficiency and redundancy
- Sharing best practices and common experiences
- Acting as expert advisory panels to the President of the University
- Reviewing legislation, regulatory proposals and other issues common to most or all, and recommend a course of action

## **Membership and Participation**

The EH&S Directors Committee voting membership will consist of: The EH&S Director from each of the UC campuses (10), The EH&S Director at each of the National Labs (3), The EHS Division Head from the Laboratory Management section at UCOP (1), The E&HS coordinators from UCOP (2) and a EH&S representatives from DANR (1). Total of 17 voting members. A legal council representative from UCOP will serve as an advisor to the committee. The designated member may appoint a proxy to represent them at individual meeting but mat not permanently delegate their duty.

**Expectations of membership are that ALL members actively participate and contribute on a reasonably consistent basis.** Consistent participation includes taking on various limited duties and responsibilities, following through on assignments, producing work products as agreed on specified schedules, and routinely participating in conference calls and meetings. This will assure the greatest value to the entire group and the UC system and an equitable distribution of workload. It is understood that there are special circumstances that may preclude someone from being active for a period of time.

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# Committee Administration

## Structure

The Committee shall elect a:

- Chair---coordinate activities, facilitate meetings, calls, and track action items; schedule conference calls and meetings; serve as group spokesperson and develop agendas. The chair position shall be reconsidered on an annual basis for rotation or retaining the existing chair.
- Vice-chair ---assist chair as necessary and other duties as assigned by the chair. The Vice-Chair position will be reconsidered on an annual basis for rotation to chair or retention. If the vice-chair rotates to the chair a new vice-chair will be nominated and elected by a majority vote of the voting members.
- Host—the meeting locations will rotate amongst the campuses, labs, and OP. Each host will be responsible for all the meeting logistics and basic costs. In addition the host will provide administrative support to take and distribute meeting minutes.

## Meetings

Meetings will generally be two full days. The Committee will meet quarterly unless otherwise approved by the members.

At the conclusion of each meeting written minutes must be prepared and presented for approval at the next scheduled meeting. These minutes shall include:

- A report of major items discussed
- List of action items, with anticipated completion dates
- Other pertinent reports

The date and location of the next meeting will be determined and approved at the end of each meeting.

## Conference Calls

Monthly conference calls are to be utilized for efficiency, follow-up, meeting planning, progress and accountability. The calls will be organized and facilitated by the chair, utilizing the most cost-effective system available. This call will normally take place on the 4<sup>th</sup> Friday of each month at 10AM.

## Project Proposals

In response to a request from external groups or individuals or at their own initiative, the committee may develop work plans. To evaluate the appropriateness and cost effectiveness of any work proposal the committee must provide a written proposal for review and approval. The proposal should include the following elements:

- Clear description of the project and the justification for its need
  - Expected benefits including pros and cons of alternatives
  - Expected duration of the project, including clear timelines for each phase if applicable
  - Accurate estimates of cost, including travel, teleconferencing, material, etc.
  - Description of how the results and/or progress reports will be communicated
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## **Directors and Members Responsibility**

The members of the committee will provide general oversight and direction to the group, and will assure that group efforts support the enhancement of the joint UC EH&S efforts. The members will:

- Assure that they or a senior EH&S representative from each site attend all meetings
- Support the committee through individual participation and contributions to the group
- Review and comment on project proposals
- Complete tasking and action items in a timely manner.

## **Listserve**

The EH&S Directors committee will maintain a listserve.

## **Websites**

It is desired that this Committee develop a secure website that houses their minutes, products and other useful information.

## **Non-Member Participation**

In general it is intended for the EH&S Directors Committee to meet without any non-member participants. Guest participants may be relevant under some special circumstances. Guest speakers may be utilized as appropriate. Guest speakers, guest participants and/or vendors presentations must be approved by the committee in advance.

## **Costs**

Meetings will rotate through each of the sites. Each **host site will pay for all basic meeting costs** (meeting rooms, morning and afternoon refreshments, and lunch). There will be **no recharges** for any routine meeting costs. Special presentations, equipment or other extraordinary costs may be recharged as determined and approved by the committee prior to the meeting.

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# EH&S Directors Work Groups

The EH&S committee will sponsor standing work groups to collaborate on projects and programs shared in common. These work groups provide valuable work products which result in either financial or operational benefits to all participants. The document titled University of California – EH&S work Group Requirements dated October, 2002 formalizes the process and expectations for these work groups, and shall be the requirements under which they operate.

## Authorized Work Groups

As of June 2002, the UC EH&S Directors Committee has approved the following intercampus EH&S work groups:

- Anti-Terrorism
- Bio-Safety Officers
- Emergency Managers
- Environmental Health
- Environmental
- Ergonomics
- Field Safety
- Fire Marshals
- Hazardous Waste Action Group (HWAG)
- Industrial Hygiene/Safety/Lab Safety
- Radiation Safety Officers
- Training (STEW)

## EH&S Directors Committee

The EH&S Directors Committee will provide general oversight and direction to the work groups, and will assure that group efforts support the enhancement of the joint UC EH&S efforts. The Directors Committee will

- Assure that a senior program representative from each site is designated to each group.
  - Support the individual's contributions to the group
  - Provide a liaison to each group
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