**Minutes from COE Lab Directors’ Meetings – Fall 2018**

Wednesday, December 12, 2018; and Friday, December 14, 2018

Present 12/12/18: Sam Obi (AvTech), , Ozgur Keles (CME), Akthem Al-Manaseer (CEE), Kurt McMullin (CEE), Matt Nymeyer (EH&S), Claire Komives (CME), Guna Selvaduray (BME), Jonathan Rye (Central Shops), Liat Rosenfeld (CME), Patrick Joice (CEE), Roger Jue (ME), Nicole Okamoto (ME), Saeid Bashash (ME), Scott Gaudette (Central Shops), Neil Peters (Central Shops), Jinny Rhee (Dean’s Office).

Present 12/14/18: Fabrizio Vernine (AE), Nikos Mourtos (AE), Alessandro Bellofiore (BCME), Fred Barez (AvTech), Anand Ramasubramanian (BCME), Folarin Erogbogbo (BCME), Claire Komives (BCME), Melanie McNeil (BCME), Richard Chung (BCME), John Mukhar (CEE), Laura Sullivan-Green (CEE), Ping Hsu (GE), John Lee (ME), Roger Jue (ME), Buff Furman (ME), Kyle Meininger (Central Shops), Neil Peters (Central Shops), Jinny Rhee (Dean’s Office)

The two meetings had the same agenda as follows:

1. Chemical Hygiene Plan (CHP) Overview
2. Responsibilities of Lab Directors under the CHP
3. Instructions on How to Use the new Risk Safety Solutions Inspection Software

The above topics were discussed in detail in both meetings.