CONVENCING AUTHORITY AND COMPOSITION
The President of the University of Rhode Island, upon recommendation of the Vice President for Research and Economic Development and the Vice President for Administration and Finance, shall appoint a University Laboratory and Chemical Safety Committee. The Committee shall consist of at least five members, plus ex-officio representatives. The membership shall include a Chemical Hygiene Officer, at least one member representing the research staff, and at least one University faculty member knowledgeable in laboratory science and/or safety. Ex-officio membership may include representatives of the University administration, Office of Research Integrity, Public Safety, and Health Services. Representatives from the post-doctorate and graduate student organizations involved in laboratory science may be invited by the Dean of the Graduate School as nonvoting members. The chairperson of the Committee shall be appointed by the President of the University or a duly delegated representative. Appointments will be for two years.

GENERAL PURPOSE
The Laboratory and Chemical Safety Committee has two main purposes:

1. Provide guidance on policies and practices governing laboratory safety, hazardous chemicals and processes, and environmental protection to the University Environmental Health and Safety Office (EHS), Risk Management, Emergency Management, the Vice President for Research and Economic Development and the Vice President for Administration and Finance, and
2. Review compliance at the University with respect to federal, state, and local regulations, and University policy pertaining to the above.

SPECIFIC REQUIREMENTS
The Laboratory and Chemical Safety Committee shall be responsible for:

1. Recommending policies and procedures for occupational and environmental safety and compliance in laboratories and in other workplaces where hazardous chemicals are used (e.g., Chemical Hygiene Plan, Hazard Communication Plan), including but not limited to education and training, inspection and compliance, containment, and waste disposal,
2. Recommending policy development or revision when deficiencies in the safety and compliance programs are noted,
3. Reviewing the findings of laboratory inspections conducted by EHS, and monitoring effective resolution of corrective actions to assure the effectiveness of the laboratory safety program;
4. Reviewing incident reports submitted to EHS as well as any other information or issues pertaining to occupational and environmental safety and compliance in laboratories and in other workplaces where hazardous chemicals are used,
5. Establishing subcommittees or ad hoc committees, as necessary, to carry out its overall responsibilities, and
6. Maintaining a written record of actions taken by the Committee.
ADMINISTRATIVE PROCEDURES
1. The policies and procedures recommended by the Committee and approved by the Vice President for Research and Economic Development and the Vice President for Administration and Finance shall be carried out by individuals and offices designated by the Vice Presidents.
2. All members of the Committee except ex-officio members shall have voting rights.
3. The Committee shall meet at least quarterly. A meeting must be called by the chairperson at the earliest opportunity if requested by any member of the Committee, a Chemical Hygiene Officer, the Vice President for Research and Economic Development, or the Vice President for Administration and Finance.
4. In coordination with appropriate institutional departments and/or offices, the Committee may recommend disciplinary action in instances where, in its judgment, personnel or property may be endangered or put at risk.
5. A quorum shall consist of greater than 50 percent of the voting members of the Committee. At least 2 of the voting members shall be faculty members.
6. Approval of motions shall require a majority of those present.

AMENDMENTS TO THE CHARTER
This charter may be amended upon three-fourths vote of all the members of the Committee. All recommended amendments become effective upon approval of the Vice President for Research and Economic Development and the Vice President for Administration and Finance.