

RAC Minutes 03/25/09:

ORA Items:

a. Hazardous Materials Update (Dave Clark & Mike Kluzik)

- i. The current policies for hazardous shipping are still in flux. There were three original models that were hoping to be followed but some participants are changing their commitments due to budget constraints. None of these models have been approved, and decisions are still pending.
- ii. Models: **Model 1:** Department has trained shipping person to package materials and take to Central Receiving. **Model 2:** Have enough training available so common shippers can be trained to ship without Central Receiving. **Model 3:** Service Center could be created for infrequent departments that ship these materials.
- iii. Departments will be able to address specific concerns when a new version of the SPPM comes out for review. Concerns can be voiced at that time and will be addressed.
- iv. There is currently online training available on MyResearch that covers about 90% of shipped materials but not all. The University Bio Safety officer can assist with Biological shipping (the majority of WSU shipments).
- v. One goal for the training will be to have specific modules so you don't have to take training on ALL types of hazardous materials, only the specific ones you regularly work with.
- vi. If you have questions you can call the Environmental Health and Safety office. Sarah Greer can assist with Chemical questions and the Radiation Safety Office can assist with radioactive material shipments.
- vii. Andrea Comley commented that you may have issues if you are shipping a material on an airplane that may not be compatible with other materials on the flight. Your material may be taken off the flight until a later date without notice or warning. You will likely want to either ship early or ship via Ground shipping methods.

OGRD Items:

a. EREX Issues (Brenda Griffin)

- i. OGRD has noticed that we don't have a standard system for "approving" EREX forms Universitywide. Almost every Department has their own

specific routing policies they want to follow. The Departmental Contacts on the EREX forms should be the ones monitoring the approval “chain” not OGRD. Departmental Contacts have the ability to change an email address for an approver, resend the email notification to a specific individual, set up delegates and more. If you can, please monitor these approvals yourselves before calling OGRD for help.

- ii. There have been recent issues with Notification emails going to some users Junk Folders. There is no easy fix on OGRD’s side. The best way to thwart this would be to have your IT groups add ogrd@wsu.edu to your Safe Senders email list. This will ensure no emails from us go to the junk folder.

SPS Items:

- i. SPS Updates- SPS has reorganized. We have set up new work schedules to have individuals handle awards cradle to grave. The contact list on our website has not been updated yet but we will be sending a tentative contact list to the list serve. We will not be able to fill the 2 vacant Fiscal Analyst 2 positions at this time but were able to reclassify 2 FA1 positions to FA2.
- ii. SPA Conference – Thank you to everyone who helped with the Conference. We had 60 attendees including 12 at branch campuses. Handouts will be available on OGRD website SPA link.
- iii. Upcoming training – Award Adm Part 3 – Audit and Audit issues – 4/1, Award Adm 4 – BALANCES, FACTS AND DATA WAREHOUSE – 4/15, F&A Space Survey – 4/16, 4/17