

CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION
Fall 2019

Name of Person Submitting Request:	Amy Avelar			
Program or Service Area:	Chemistry Department			
Division:	Science			
Date of Last Program Efficacy:	Spring 2016			
What rating was given?	Continuation			
Current Number of Classified Staff:	FT:	2	PT:	0
Position Requested:	FT lab tech with benefits			
Strategic Initiatives Addressed:	Access, Student Success, Campus Climate			
Needs Assessment Resources (includes Strategic Initiatives):	https://www.valleycollege.edu/about-sbvc/campus-committees/academic-senate/program-review/needs-assessment.php			

Replacement ☐

Growth ☒

If you checked replacement, when was the position vacated?

1. Provide a rationale for your request. (Explain, in detail, the need for this position.)

The chemistry department offers chemistry laboratories as a part of our CHEM 101, 104, 105, 150, 151, 205, 212, and 213 courses. Labs are offered at a broad range of time including weekdays, weeknights, Friday, and Saturday in order to maintain high student access. The chemistry department maintains 2 full-time lab techs to handle the extensive duties of maintaining chemistry supplies and equipment, preparing solutions and reagents, setting up labs, and handling chemical waste, among other duties Mondays- Fridays. However, there are many times when there is still no coverage during the week and no Saturday lab tech. Due to our growth, we are requesting a new full time lab tech to cover the departmental needs of close to 60 labs per week.

One of the full-time lab techs covers the day labs while the other covers the afternoon and early evening labs, with a 2 hour overlap for consultation and handling of general stockroom duties. The 3rd full- time lab tech would assist during the afternoon and evening labs as well as manage the stockroom on Saturdays and other times when the other full-time lab techs are handling other duties or not in. Please note that the District Chemical Safety Plan recommends that no one person work alone in a laboratory setting so additional coverage is desperately needed. All of the lab techs are a vital part of our program and necessary for maintaining the safety quality of our chemistry labs.

2. Indicate how the content of the department/program's latest Efficacy Report and/or current EMP supports this request and how the request is tied to program planning. (*Directly reference the relevant information from your latest Efficacy Report and/or current EMP in your discussion.*)

The efficiency and productivity for the Chemistry program remains acceptable for a laboratory science program. (WSCH/FTEF = 402 for 2018-2019 academic year.) The trend indicated in the Chemistry 2016 efficacy document (from 2011 page 15) regarding the need for chemistry preparation has not changed, and reflects an increased demand for our intensive laboratory courses. The growth in the number of sections offered with lab is reflected in the document as well (page 28). In addition, there is the recent curricular addition of Chemistry 105 to support the allied health field. All of these variables have increased the pressure for additional sections to be offered in the evenings and Saturdays.

3. Indicate any additional information you want the committee to consider (for example, regulatory information, compliance, updated efficiency, student success data, planning, etc.).

The OSHA recommends that no one person work alone in a laboratory setting. The citation and link are below:

http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=10107

(q) Working alone: Avoid working alone in a building; do not work alone in a laboratory if the procedures being conducted are hazardous (28)

In addition, the American Chemical Society recommends:

Excerpt from “Prudent Practices in the Laboratory: Handling and Management of Chemical Hazards”, Updated Version

2.C.2 Working Alone in the Laboratory

It is not prudent to work alone in a laboratory. The American Chemical Society states that one should, “[n]ever work alone in the laboratory” (ACS, 2003). In Alaimo (2001) it states that “[w]ork should be absolutely forbidden unless there are at least two people present”. The OSHA Laboratory Standard states “Avoid working alone in a building; do not work alone in a laboratory if the procedures being conducted are hazardous.” Accidents are unexpected by definition, and if a person is working alone when one occurs, his or her ability to respond appropriately could be severely impaired, which could result in personal injury or death and catastrophic facility damage. Thus it is imperative that, whenever working in the laboratory, others are actively aware of your activities.

Currently, we have only two lab technicians who do their best to overlap for the purposes of lab prep. There are times during both morning and evening where there is no overlap. There is no coverage on Saturdays. Having another lab tech would allow solution preparation and hazardous chemical handling to occur with at least two persons in the prep area during the evenings. The preparation of laboratory consumables could then be organized such that the most hazardous substances were only prepared or used during those hours when an overlap in schedules exists. The lab tech would also be available on Saturdays when labs are in session.

4. What are the consequences of not filling this position?

We may be out of compliance with the chemical safety guidelines and hope there are no accidents. There will continue to be no coverage on Saturday.