

**Occupational and Environmental Health Laboratory Committee**  
**School of Population and Public Health**  
**University of British Columbia**  
**Terms of Reference**  
Updated September 29<sup>th</sup>, 2014

## **Mandate**

The Occupational and Environmental Health Laboratory Committee is responsible for providing direction and making recommendations on matters pertaining to operations of the laboratory, including teaching, research, and external fee-for services. It is intended to provide a mechanism whereby knowledgeable input from laboratory users (and others) is received, reviewed and utilized to advise the Laboratory Manager, the Occupational and Environmental Health Division Head, and the Director, School of Population and Public Health, University of British Columbia, on the following matters:

1. Laboratory Usage
  - a. Set priorities for, and evaluate laboratory usage related to, teaching activities, internal analytic requests, external analytic requests, research projects, and equipment use;
  - b. Compare activities with other UBC/local laboratories; and
  - c. Provide guidance regarding laboratory quality assurance.
2. Budget/Finances
  - a. Develop financial goals, including:
    - i. Review of human resources to meet priorities in a timely manner;
  - b. Develop an annual budget, including:
    - i. Review of budget goals,
    - ii. Review of fee structure,
    - iii. Review of revenue sources and expenses,
    - iv. Review of inventory of laboratory equipment (assets),
    - v. Renewal and maintenance for equipment and infrastructure; and
  - c. Review laboratory financial statements
3. Health and Safety
  - a. Provide advice on implementation of laboratory health and safety plan.
4. Potential Liabilities

## **Reporting**

1. Committee reports to Division Head, Occupational and Environmental Health, School of Population and Public Health, University of British Columbia;
2. Secretary provides a copy of minutes of committee activities/decisions/recommendations and supporting documents to Division Head, Occupational and Environmental Health, School of Population and Public Health.
3. Provides a summary of activities/decisions/recommendations upon request to Senior Executive Committee, School of Population and Public Health.

## **Membership**

The committee membership shall consist of:

1. The Occupational and Environmental Health Laboratory Manager
2. Three faculty members: Head of the Occupational and Environmental Health Division (Chair); and one user of the lab for teaching and one as user of the lab for research purposes, both for a three-year term (renewable).
3. One member from the University of British Columbia (faculty or staff), not from the School of Population and Public Health, for a three-year term (renewable)
4. One student member, to be nominated by the Occupational and Environmental Health student body, for a one year term

At the discretion of the Chair, the student representative will be excused from *in camera* discussions of, and voting on, sensitive or confidential material such as related to personnel, salaries or budget items. All appointed members have voting privileges. At the discretion of the Chair, resource persons and support staff may be invited to attend meetings to provide the committee with data, information or materials to help make decisions and recommendations. Resource persons are non-voting members of the committee.

### Chair

The Chair is Head, Occupational and Environmental Health Division, School of Population and Public Health

The Chair does not normally vote, except to break a tie.

The Chair shall represent the Laboratory Committee at meetings of the Occupational and Environmental Health Division, the Senior Executive and the Faculty, School of Population and Public Health, upon request.

### Secretary

The Secretary is responsible for recording minutes of the meetings and related correspondence. Circulating meeting minutes to the members.

The Secretary is nominated by members of the Occupational and Environmental Health Laboratory Committee.

### Quorum

For voting purposes, at least four members must be present.

## **Meetings**

The committee shall meet on a minimum of twice per academic term. The Chair may call for emergency meetings.