

American Industrial Hygiene Association
Biological Monitoring Committee

Biological Monitoring Committee

Mission Statement: To provide a forum for advancing the use of human biological monitoring in the workplace and the environment.

Goal: Assemble, evaluate, and disseminate to occupational and environmental health professionals information relevant to the uses of biological media, especially when exposures to chemical, physical and biological agents may occur via the skin or oral routes.

Objective: Promote the detection, quantification, evaluation, and monitoring of occupational exposures to chemical, biological, and physical agents through analysis of biological media such as blood, urine and breath for parent compounds, metabolites, and biochemical or immunological indicators of exposures.

Strategies:

Meet at the AIHCE and at other times as appropriate.

Communication with the Committee by attending Monthly Telephone meetings and maintaining an E-mail presence on the [listserver](#)

Designate specific members to track and report on identified issues.

Retrieve and disseminate information that is necessary to meet the needs of committee members, other committees, health professionals and the public regarding biological monitoring.

Prepare written documents, when determined as necessary and when the resources of the committee warrants doing so, that are relevant to the promotion of biological monitoring.

Solicit papers; organize sessions; and provide session arrangers, chairs, and monitors for the AIHCE.

Interact with other technical committees by having representatives on committees, and joint sessions, roundtables and forums.

Objective: Provide education and training on biological monitoring.

Strategy: Provide annual professional development courses (PDCs), develop new PDCs, and keep the existing PDCs current.

Goal: Identify and respond to current biological monitoring issues.

Objective: Identify, evaluate, and comment on proposed legislation, regulations, and standards and promote the use of biological monitoring by regulatory agencies and advisory associations when applicable.

Strategies: Monitor rule-making organizations such as the Occupational Safety and Health Administration, the Mine Safety and Health Administration, Food and Drug Administration, and the Environmental Protection Agency, provide assistance when requested, and comment on standards or guidelines that include biological monitoring.

Participate in the development of criteria by other organizations, such as the Biological Exposure

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Indices Subcommittee of the American Conference of governmental Industrial Hygienists TLV Committee

Develop and recommend positions to the AIHA board.

Develop guidelines for biological monitoring where necessary but especially when skin and oral exposure are involved (BEEL Subcommittee)

Committee Description

Committee size:

Committee membership is routinely limited to 30 individuals, but the board coordinator may request the Board to approve a number in excess of 30, based on a recommendation from the committee chair. The plan of work in the committee business, however, must be of a size and complexity to require a membership larger than 30. Each committee chair must ensure that at least 25% of its members have less than two years' tenure. This policy seeks to ensure that committees are continually replenished with new ideas and also to provide maximum opportunity for members to contribute.

Definitions of success and performance criteria

The work and contributions of AIHA committees vary widely across a range of scientific, technical, and other activities. Therefore, no single or rigid set of performance criteria can be applied to define success or to evaluate committee performance or contribution to the association and the profession. The Board has established very broad guidelines to help define the expectations for committee success. These guidelines for committee performance evaluation can be found on the AIHA World Wide Web site at <http://www.aiha.org>. They include a broad category of administrative criteria that applies to all committees and a second category of more substantive outcome criteria, which are primarily focused on outcomes relevant to technical committees (including laboratory accreditation). In brief, the major annual administrative responsibilities of all committees include: roster, business plan and budget, annual report and meeting minutes.

Awards:

Any technical committee may give an award up to \$500 per award. The expense must be requested in the committee's budget as submitted to the Finance Committee the year prior to the award.

The Biological Monitoring Committee's recent practice is to split the award money between best student oral and poster presentations

Technical Committee Development Fund:

A competitive Technical Committee Development Fund exists to stimulate technical committees to undertake innovative scientific/technical initiatives that have clear promise of resulting in valuable products and services for the profession and as much positive revenue as possible for AIHA. The fund operates as a competitive funding mechanism or venture capital fund." A total of \$25,000 will be available in 2004. The number and size of awards will depend on the number and quality of proposals. Awards are not expected to exceed \$15,000 per project. The program is intended to be flexible enough to accommodate larger requests if they are well justified. Recommendations are made by a Board Subcommittee, with awards decided by the full Board.

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Committee Duties:

Conduct activities in accordance with relevant AIHA policies and procedures:

Conduct at least one meeting where members can gather and exchange scientific and technical information (e.g., meeting during AIHCE, midyear, conference call, electronic) and maintain appropriate records of those meetings (e.g., minutes). Fulfill administrative and reporting requirements according to established guidelines and in a timely fashion; these requirements include preparation and submission of :

- a committee roster
- a business plan
- a budget request
- copies of all meeting minutes
- an annual report and performance evaluation

Attend and participate in the annual Leadership Conference

Transfer committee records to succeeding leaders and members as appropriate

Keep committee members, staff, and the board coordinator informed of committee activities

Organize AIHCE sessions (technical sessions, round tables, forums, etc.)

Organize AIHCE or on-the-road professional development and other continuing education courses

Organize symposia

Develop publications or other media for advancing the profession (e.g., books, pamphlets, monographs, videos, list serves, etc.)

Generate and/or support the development of guidelines of good practice

Lead or support the generation of position statements or white papers

Support government affairs projects/activities

Support public relations projects/activities

Present testimony at public, technical, or other hearings

Gather and submit responses to requests for comments regarding scientific and science policy issues by agencies, consensus organizations, and others

Serve as a liaison to other organizations or associations

Work with other institutions to develop products or services useful to AIHA members and the profession

Publish articles in the AIHA Journal or The Synergist

Provide technical assistance and review for headquarters requests

Identify issues of future importance to the profession

Engage in other activities that benefit the association and its members

Officers Position Descriptions

Each committee must have a chair, appointed annually by the president, and a vice-chair. In addition, many committees have other officers, such as treasurer, and secretary, appointed by the chair with input from other committee members. Many committees elect officers for the upcoming calendar year during their annual meeting. The current chair makes a recommendation each year regarding a successor. Many committees have adopted a secretary/vice chair/chair ascension to promote continuity in this process.

Committee Chair

The committee chair is the director and motivator of committee activities. He or she is accountable to the Board through the board coordinator.

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Tenure

A committee chair is appointed by the president after consultation with the past chair and the board coordinator of the committee. Many committees also hold elections to select a nominee at their annual meeting first. The chair's term of office is normally one calendar year, January to December. A committee activity requiring continuity, such as the writing of an association publication, may require that the chair remain for a longer tenure (a maximum of three years). The board coordinator must make a written recommendation to the president-elect and explain why such an extension is appropriate. Extended terms as chair will be permitted only when a committee's performance is considered to be satisfactory. A committee chair should consult with the board coordinator and staff liaison and make a recommendation to the president-elect concerning a successor, which is submitted as part of the committee roster in September of each year.

Responsibilities

One of the most important responsibilities of the chair is the preparation and submission of administrative reports throughout the year to the committee's board coordinator, the Scientific Affairs Group, and the Finance Group. These reports, which are described later in this section, are the membership roster, annual report and performance-evaluation, business plan, budget request, and meeting minutes. Required submission dates for these items can be found in the committee calendar. The committee chair is responsible for making sure that clear committee goals are established, and that they are supportive of the AIHA Strategic Plan. The goals should be accomplished within the time frames set jointly by the committee and the board coordinator, and they should be captured in the committee's business plan and supported by its budget. He or she is also responsible for setting up and conducting meetings, ensuring that accurate minutes and other records are kept, and that the records are maintained and passed to the next chair. The chair must also monitor the progress of individual committee members' assignments. Committee chairs are also responsible for selecting topics and technical session arrangers for the American Industrial Hygiene Conference and Exposition (AIHCE) and for ensuring that all forms and paperwork supporting the sessions arrive on time at the national office. Finally, the chair should reply personally to anyone interested in committee membership and ensure that new committee members are national members. All these responsibilities may be accomplished personally by the chair or delegated to other committee members.

The following administrative reports must be submitted by the chair:

Roster

Annual report and performance evaluation

Budget tracking/expense processing-This is submitted before the Chair's Term starts.

Committee Vice-chair

Business plan

Prepares the draft annual budget for the Chair's approval.

Past Chair

Acts as the Session Arranger for the AIHCE: Usually assists the Chair in defined duties and deputizes when the Chair is not available

Committee Secretary:

Prepares the draft Minutes of all meetings for the Chair's and then Committee's approval

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Current Activities - Areas to Participate

- WEELs
- Biological Monitoring Position Papers
- Updating the Biological Monitoring Guide
- Slide Shows
- Biological Environmental Exposure Limit(BEEL) Subcommittee conjoint with the WEEL Committee
- Technical Sessions
- Roundtables
- Forums
- Professional Development Courses (PDCs)

Committee Membership

The biological monitoring committee is an active, working technical committee. Specialty areas in which subcommittees have been formed include Carcinogen Biomonitoring, Dermal Exposure Monitoring, Government and Association Liaison, Laboratory Accreditation, and Breath Analysis. With membership in this committee, each member is expected to meet the following

general criteria:

- Attend 50% of the meetings held during the period, or its functional equivalent in the judgment of the membership committee reviewers,
- Be active in the field of biological monitoring, and
- Be active in committee activities.

Membership qualifications are reviewed every year by the Vice Chair to determine that the above criteria are met. We currently have no limit to the number of times members can renew their membership in and remain in the committee.

All members are encouraged to identify at least one subcommittee in which they have an interest in participating.

If you are not currently a full member of the AIHA, you cannot be an active member in the committee's affairs.

The strength of our committee is clearly in its membership. Through mutual cooperation, there are numerous ways that both the individual members and the profession as a whole can benefit.

Selection and tenure:

Members are appointed to committees by the president for one-year terms. Each year the committee chair nominates or renominates qualified members through submission of the roster. Nominees must be national members unless approved by the president. The president has the authority to add or delete members from the list supplied by the committee chair and board coordinator, but will notify the chair and board coordinator to seek consensus before the roster is finalized. So long as a committee satisfies the requirements that at least 25% of its members have less than two years' tenure, there are no limits on

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the length of time individuals may serve on a committee. These policies seek to strike a balance between retaining expertise on committees while also providing the opportunity of participation by members and encouraging the input of new ideas and perspectives.

Responsibilities:

The primary responsibility of members is to support the mission and goals of the committee by accomplishing specific committee assignments within the time frames agreed to with the chair. They also must attend and actively participate in at least half of the scheduled committee meetings. Committee members are accountable to the Board through the chair.

Communication

The Biological Monitoring Committee maintains a list server to facilitate communications among its members. The list server is located at <http://cihcsp.com/listserv.html>. It is used to forward information of concern to the entire committee. It is only available to members or sub-members of the committee. After you have signed up you will be able to send messages by using the following address: ["biomon@cihcsp.com"](mailto:biomon@cihcsp.com) Your continued presence on the List Server is your responsibility, however feel free to call Dan Napier at 310-644-1924 after you have made some attempt yourself.

The biological monitoring committee meets once during our annual meeting at the American Industrial Hygiene Conference & Exhibition, and at monthly telephonic meetings usually on the first Monday of the month during the year.

Monthly phone calls will substitute for the half-year meeting.

Reimbursement policy

Travel and meeting expense policies

Whenever possible, it is desirable that employers fund member travel to committee meetings. If funding is not available from employers, AIHA will pay for travel for one non-AIHCE committee meeting for up to five active committee members each year. Funding is also available for the vice chair to attend the Leadership Conference.

Funding requests for committee member travel should be reasonable and must be included in the annual budget request form, following its guidelines. No funding is provided in committee budgets for travel of members or invited guests to AIHCE or to committee meetings held in conjunction with the annual conference.

Committees are encouraged to schedule meetings to promote Saturday stay over to reduce the price of airfare. All committee travel should be arranged through ATC, the official AIHA travel agency (1-800-755-3899), see also <http://www.aiha.org/committe/travelpolicy.html>. If members traveling at AIHA's expense choose to stay an extra day to take advantage of reduced fares, AIHA will pay the extra cost of room and food, provided it is less than the airfare savings. Expense reports should document the savings.

AIHA headquarters locations

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American Industrial Hygiene Association Headquarters is located in Fairfax, Virginia at 2700 Prosperity Ave, Suite 250.

How to Find AIHA Headquarters

Taking The Metro Rail From National Airport

Take Metro Blue Line (Addison Road) four stops to Rosslyn and transfer to Vienna on Orange Line. Go seven stops to Dunn Loring. Get off at Dunn Loring Metro Station. AIHA is about a five minute walk from the Dunn Loring metro station. To walk to AIHA from the Dunn Loring station, depart metro station, stay right through the bus pick-up area. Go through the parking lot gate area, and turn right onto Prosperity Avenue (sidewalk is on left side of street). AIHA headquarters is one-quarter of a mile up Prosperity on the right. Turn into the first driveway on the right; the AIHA building is on the right, 2700 Prosperity Avenue, Suite 250.

Driving From National Airport

Take the George Washington Parkway to Interstate 395 South. Take I-495 exit (Capital Beltway) toward Richmond to Route 50 (Arlington Blvd.) West. At third stoplight, turn right on Prosperity Avenue. Go through one stop light (Lee Highway) to 2700 Prosperity Avenue on the left. Cab fare is approximately \$25.

Driving From Dulles Airport

The Metro does not serve Dulles. However, you may get a bus from Dulles to West Falls Church metro station, or take the bus to National Reagan Airport metro station.

If driving, follow the Dulles access road east to I-495 (Capital Beltway) toward Rockville to Route 50 West. At third stoplight on Route 50 (Arlington Blvd.) West, turn right on Prosperity Avenue. Go through one stoplight (Lee Highway) to 2700 Prosperity Avenue on the left. Cab fare is approximately \$30.

Driving From Baltimore Washington (BWI) Airport

Leave airport and follow signs to I-95 south. Take I-95 south to I-495 (Capital Beltway), take I-495 west and south, toward Richmond for about 15 miles. Exit I-495 at Route 50 West, toward Fairfax. Exit Route 50 at Gallows Road, make a right at light. Follow Gallows Road approximately two miles (4th light) to Prosperity Ave. (Dunn Loring Metro stop is on your lefthand side). Make a left on Prosperity Avenue and follow around the bend, passing the Dunn Loring metro parking lot, AIHA HQ is the first driveway on the right.

If Driving From The South

Follow Interstate 95 North to the I-495 North toward Rockville (Capital Beltway) exit, to Route 50 (Arlington Blvd.) West. At third stoplight on Route 50 West, turn right on Prosperity Avenue. Go through one stoplight (Lee Highway) to 2700 Prosperity Avenue on the left.

If Driving From The North

Follow Interstate 270 to I-495 (Capital Beltway) to Northern Virginia. Take Route 50 (Arlington Blvd.) West. At third stoplight on Route 50 West, turn right on Prosperity Avenue. Go through one stop light (Lee Highway) to 2700 Prosperity Avenue on the left.