



Training

Most of EHSOs Trainings are available online in Blackboard. Visit www.ehso.emory.edu for registration information.

Shipping Training

April 6th at 12:00 noon

Radiation Safety Training

2nd Tuesdays at 1:00 pm

Laboratory Safety Training

3rd Thursdays at 10:00 am

Eye Wash Testing

Someone in your lab should test the eyewash station once a month.



Biosafety Cabinets / Chemical Fume Hoods
 Certifications are required annually.

PPE

Personal Protective Equipment
 Choice to be based on potential exposures involved:

- **Eye:** Glasses, goggles & face shields
- **Gloves:** Appropriate for the type of procedure
- **Clothing:** Gowns, lab coats, aprons, coveralls
- **Respirators:** Appropriate for the type of procedure



Fire Extinguishers

Check fire extinguishers in your lab:

- A. Is it present and mounted in its proper location?
- B. Is it readily accessible?

If it appears to need servicing contact the Maintenance HELP line at 7-7463.

Visit <http://www.epcs.emory.edu/fire/> for more information

Contact Employee Health Services / Emory Healthcare Corporate regarding immunization information (404-728-6437)



Why are Engineering Controls Important?
this issue
 How to use a BSC?
 Proper Use of CFH





Are you interested in submitting any tips or articles for the monthly Lab Rat Newsletter ...Submit your ideas, suggestions, articles, etc. to biosafe@emory.edu and type Lab Rat Submission in the subject line.

How to use a Biosafety Cabinet (BSC)...Correctly

By Meagan Parrott

Biological Safety Cabinets or BSCs are engineering controls that use High Efficiency Particulate Air (HEPA) filters and laminar air flow (stream line air movement) to protect the user, the product and the environment. Below are some of the most important practices to follow when working in a BSC in order to maintain containment and avoid sample contamination.

Before Use:	During Use:	After Use:
<ul style="list-style-type: none"> ◀ Check to make sure the BSC has passed annual certification ◀ Open the BSC sash at the manufacturers design criteria ◀ Turn the BSC on for approximately 10 minutes prior to use ◀ Wipe down work surfaces with appropriate disinfectant ◀ Place all items necessary for your procedure in the BSC to minimize movement in and out of the cabinet 	<ul style="list-style-type: none"> ◀ Place containment trays or absorbent drapes under experiments to catch spills and ease clean-up ◀ Work from clean to dirty areas ◀ Don't use the BSC for storage ◀ Don't store items on top of the BSC ◀ Don't overload the containment area or block front, side or rear air grills. ◀ Don't lean into the BSC so that the user's head is inside the plane of the sash ◀ Don't use volatile or toxic chemicals ◀ Don't use open flames ◀ Don't silence any alarms 	<ul style="list-style-type: none"> ◀ Allow the BSC to remain on for 5 minutes ◀ Wipe down work surfaces with appropriate disinfectant ◀ Remove all supplies and equipment ◀ Don't leave or operate an ultraviolet light while working in the hood or when occupants are in the laboratory <p><i>Note: BSCs must be certified annually, decontaminated before moving and recertified after the move before use.</i></p>
		



Waste Disposal

Chemical and Radiation drop-off locations are:

Woodruff Labs – WMRB L302, Thursdays 1PM – 4PM

Whitehead & Rollins labs – Whitehead G44 Thursdays 9Am –noon

Chemistry Department, chemicals only – Emerson 133

Other Buildings - Request chemical pickup by calling 7-7091 Or send an email to chemwaste@emory.edu

Request Radiation pickup via EHS assist from website by Tuesday 5 PM for Wednesday pickup

Complete and sign your chemical disposal form or EHS assist radiation disposal form for both pickups and drop-offs.

Volunteers & Minors

Contact Research Safety at 404-727-8863 for assistance with volunteers and minors working in your lab.

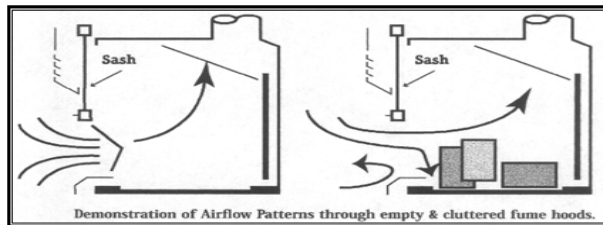
Proper Chemical Fume Hood (CFH) Use

By Kim Siljstrom

Containment cabinets such as chemical fume hoods are the primary control mechanism for preventing exposure to airborne chemical contaminants in the laboratory. Most hoods function by pulling air away from the user and exhausting it outside the building.

EHSO conducts hood performance evaluations

annually to ensure adequate face velocity is maintained. The acceptable range for face velocity in chemical fume hoods at Emory when operated at a sash height of 18” is 80–120 linear feet/minute (lfm). If a hood fails performance testing, EHSO will inform the laboratory employees that the hood is inoperable and then notify Campus Services. To get the most protection, employees must use chemical fume hoods according to the following guidelines:



- ◀ All volatile and toxic chemicals should be manipulated in a chemical fume hood
- ◀ Perchloric acid use may require a special hood and procedures
- ◀ When not in use, the sash should be kept closed. The sash is the moveable glass panel at the face of the hood.
- ◀ Evaluate hood performance each time before using (via built in monitor, or visually by a light-weight paper attached to the bottom of the sash)
- ◀ When in use, the sash should be kept at the lowest reasonable position to protect face and eyes, but never exceeding a vertical opening greater than 18”. EHSO has placed arrow labels on each hood designating where the 18” mark is.
- ◀ Work at least 6” into the hood from the sash opening
- ◀ Equipment and chemicals should not be stored in the hood
- ◀ Elevate equipment used in a hood 1-2” so as to not block airflow
- ◀ Chemical waste must never be evaporated in the hood
- ◀ Clean up spills in the hood immediately
- ◀ Minimize foot traffic in front of the hood while in use
- ◀ Do not modify the physical structure of the hood without contacting EHSO
- ◀ Do not silence alarms
- ◀ If an employee suspects the chemical fume hood is not functioning properly, the sash should be closed and EHSO (7-5922) notified immediately.
- ◀ Report non-safety related issues with the physical structure of the hood directly to Campus Services (7-7463).
- ◀ Contact EHSO before installing a new hood

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Notice

- ◊ This newsletter is a tool to help fulfill a legal requirement for ongoing safety training.
- ◊ Supervisors are responsible for ensuring that individuals in their area have read and understood the information that applies to their area.
- ◊ The signed newsletter should be placed into the PIs EHSO Binder.

Signature indicates: I have read and I understand the information in this issue of Lab Rat Newsletter. Use an additional sheet of paper for more signatures, if needed and attach to this document.

1. _____
2. _____
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10. _____



Excessive Chemical Storage
Overcrowded and Cluttered



Minimal Chemical Storage
Clean and Uncluttered Surfaces



Building Liaisons

Each building has been assigned an EHS Specialist to assist with any questions/concerns you may have. The Liaisons will also conduct a monthly walkthrough of each lab.

- **Dionna Thomas 404-727-4673**
Woodruff, Woodruff Extension, & Winship
- **Meagan Parrott 404-712-9480**
Dental, Clinic B, Pediatrics, North Decatur, Carlos Museum, Yerkes, Hope Clinic, Medical Office Tower, Crawford Long, RSPH & Oxford College
- **Rodrick Esaw 404-727-1348**
Whitehead, Math & Science, Anthropology, Wesley Woods, Emerson, Briarcliff Campus & Atwood
- **Vijayasmitha Moter 404-727-4796**
Rollins

Visit www.ehso.emory.edu for updated forms and information.