

## Training

Most of EHSOs Trainings are available online in Blackboard. Visit [www.ehso.emory.edu](http://www.ehso.emory.edu) for registration information.

### 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:

- Is it present and mounted in its proper location?
- 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)



## ATTENTION

Blackboard is preparing for a major upgrade in May.

EHSO online courses will not be available between Friday, May 7<sup>th</sup> and Saturday, May 15<sup>th</sup>.

## this issue

- ...Reporting Gone Green
- Lab Self-Inspection CAPs
- Minor & Volunteers in Labs
- Safely Dispose of your Sharps

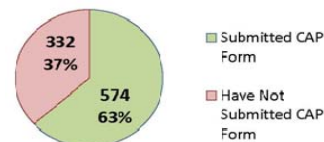
## Accident/Incident Reporting Has Gone Green

Emory has changed the method we use for reporting accidents. In the past you would complete an Incident Report Form. Not any more....Accident/Incident reporting has gone GREEN....it's called STARS. The purpose of this internet-based system is to replace the current paper reporting process for accidents. The new system has been expanded to include work related near-misses and accidents/illnesses. We hope to increase reporting and improve our trending abilities. A link to STARS is located on the EHSO Website. If you have any questions please contact EHSO at 7-5922.

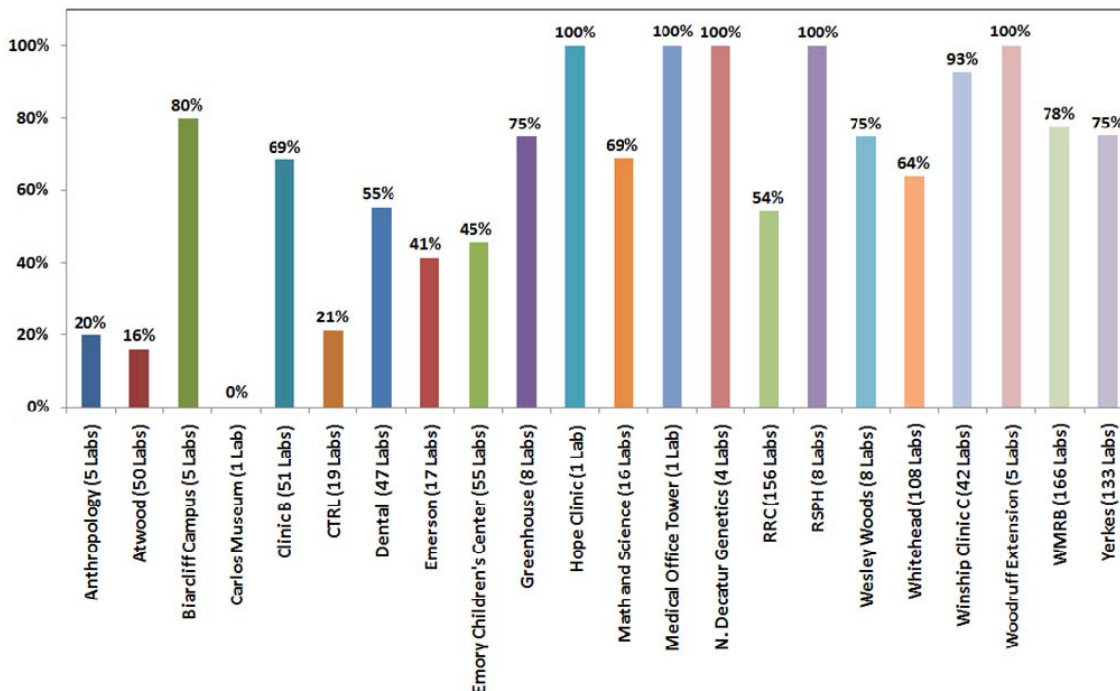
## Laboratory Self-Inspection Corrective Action Plan

EHSO requires all Emory labs to complete a Lab Self-Inspection every year. The chart below shows labs by building who have completed Lab Self-Inspections and have submitted Corrective Action Plan (CAP) forms to EHSO as of April 23, 2010.

### Overall Emory CAP Completion



### Percentage of Corrective Action Plan (CAP) Submission by Labs to EHSO



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](mailto:biosafe@emory.edu) and type Lab Rat Submission in the subject line.



## 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.

## Minors and Volunteers in the Lab

The summer is a great time for students to gain valuable laboratory or research experience through volunteering or internships. EHSO requires all non-Emory lab personnel, non-Emory undergraduate students, and high school students to register with our office.

### How does Emory define “minors”?

Any person who is less than 18 years of age and who is not enrolled in an Emory University or Oxford College regular catalog course or degree program. The minor must complete all safety training required by EHSO. The Principal Investigator/Sponsor must provide the minor with hazard specific training, and instruct the minor in its use and disposal. The form can be submitted to the Biosafety Officer’s mailbox: [biosafe@emory.edu](mailto:biosafe@emory.edu).

View the University’s Policy on Minors <http://policies.emory.edu/7.21> for more information.

Obtain the Minor registration form from the EHSO website – <http://www.ehso.emory.edu>.

### How does Emory define “volunteers”?

A volunteer is defined as individual

who offers a service or contributes knowledge and skills the University without expectation of compensation. Volunteers are individuals 18 years or older that are not enrolled in Emory University or Oxford College in a degree seeking program or individuals that are not employed by the University (full-time or part-time). The department head or designee is responsible for orienting, identifying assignments (including a written description of duties), and developing lines of accountability and supervision for the volunteer. Researchers must complete a separate form each of their volunteers for submission to Human Resources and EHSO.

View the University’s Policy on Volunteers <http://policies.emory.edu/4.83>

Obtain Human Resources Form – [http://emory.hr.emory.edu/forms.nsf/\(title\)/Data+Services+Forms+&+Brochures](http://emory.hr.emory.edu/forms.nsf/(title)/Data+Services+Forms+&+Brochures)

Obtain EHSO Form – Contact your Research Safety Bldg Liaisons to obtain a copy of the Volunteer Registration form. The form can be submitted to the Biosafety Officer’s mailbox [biosafe@emory.edu](mailto:biosafe@emory.edu).

All volunteers must complete EHSO training requirements before beginning work:



**Animal work**—personnel will have to receive training through IACUC (Institutional Animal Care and Use Committee).

**Human Bloodborne Pathogens work** – personnel will have to complete EHSO Bloodborne Pathogen training (BBP Training). BBP Training is available on Blackboard.

**Hazardous chemicals or Biological Agents work** – personnel will have to complete the EHSO Lab Safety Training

**Radioactive Materials work** – personnel will have to complete EHSO Radiation Safety Training

## 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.

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### Safely Dispose of Your Sharps

Before working with Sharps...



Sharps come in all shapes & sizes:

- Needles
- Scalpels
- Razors
- Microhematocrit Tubes



...make sure you have a Sharps Container

Keep yourself safe & be mindful of the safety of others  
**All sharps MUST be disposed of in an approved sharps container - NOT a Trashcan!**



### Building Liaisons

Each building has been assigned an EHS Specialist to assist with any questions/concerns you may have.

- **Dionna Thomas 404-727-4673**  
Woodruff, Woodruff Extension, Winship & Rollins—Biology
- **Meagan Parrott 404-712-9480**  
Dental, Clinic B, Pediatrics, North Decatur, Carlos Museum, Yerkes, Hope Clinic, Medical Office Tower, Crawford Long, RSPH, Oxford College & Rollins—Microbiology and Immunology & Pharmacology
- **Rodrick Esaw 404-727-1348**  
Whitehead, Math & Science, Anthropology, Wesley Woods, Emerson, Briarcliff Campus Atwood & Rollins – Biochemistry, Chemistry, and Psychology

Visit [www.ehso.emory.edu](http://www.ehso.emory.edu) for updated forms and information.