



## Is this your cold room?



The cold rooms within the research buildings are shared areas. Therefore, each lab that utilizes the shared space must take a responsibility in maintaining the room. The cold rooms are also considered contaminated areas. On several occasions, the Research Safety Building Liaisons have conducted inspections of these areas and have noticed that the cold rooms are in need of attention. The following are some of the common issues found in the cold rooms:

- Storage of Food and drink
- Pipette tips discarded into the sink and onto the floor
- Used gloves on the floor and on the counter tops
- Sink pipes leaking
- Media, broth, and other solutions growing mold
- Boxes containing biological sample/test kits growing mold due to moisture and humidity in the room

It is important for all personnel to make a conscious effort to work in the safest manner possible. Below, you will find some tips and suggestions to keep the cold room nice and organized.

**Do** organize the cold room by using metal/plastic shelving or storage units.

- Each lab should place a shelving unit inside the cold room

**Do** label your shelves and items to identify the contents and establish ownership.

- Lab Name
- Lab Number
- Name of Research Personnel
- Date Placed in Cold Room

**Do** take responsibility for proper disposal of your own waste.

- Dispose of pipette tips, gloves, paper towels and other items into the proper waste stream

**Do** frequently inventory cold room and remove items that are no longer needed.

**Do** wipe down surfaces in cold room with an appropriate disinfectant on a routine basis.

**Don't** store food or drinks in the cold room. Cold rooms are contaminated areas and therefore items intended for human consumption must not be placed in these areas.

**Don't** allow expired or contaminated media to remain in the cold room.

**Don't** use paper or cardboard to store samples and reagents. Paper, cardboard, and Styrofoam are not moisture resistant. These items promote mold growth inside the cold rooms, and inhaling mold spores is a health hazard. Instead, labs should use plastic containers to store and organize.

## Tips from the Lab: USDA Permits

In recent months, various researchers have approached EHSO with questions about the US Department of Agriculture (USDA) Permitting Process. **Elizabeth Bitler in Dr. Juan Leon's Lab in the School of Public Health** has some words of wisdom to share regarding the USDA permitting process:

## Training

Most of EHSO's Trainings are available

online in Blackboard.

[www.ehso.emory.edu](http://www.ehso.emory.edu) for registration information.

Radiation Safety Training

2nd Tuesdays at 9:00 am

Laboratory Safety Training

3rd Thursdays at 10:00 am

Shipping Training

June 7th 2011 (12:00p.m-4:00p.m)

Eye Wash Testing

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

Bio-safety Cabinets/Chemical Fume Hoods Certification required annually.

### Chemical/Radioactive Waste

#### Pick-up Schedule:

Monday Pick-up

RRC

Whitehead

1462 Clifton Road

School of Public Health

Tuesday Pick-up

Math & Science

Tuesday & Friday Pick-up

Atwood and Emerson

Wednesday Pick-up

Emory Children's Center

Clinic Building A & B

Winship Cancer Institute

Yerkes Main Station

Thursday Pick-up

Woodruff Memorial Research

Building

EUH (Clifton)

Friday Pick-up

All others on Atlanta campus

All **chemical** waste pick up should be requested by emailing

[chemwaste@emory.edu](mailto:chemwaste@emory.edu)

All **radioactive** waste pick up should be requested via EHS Assist pick-up. **Chemical** waste disposal inventory form and/or **radioactive** waste inventory form should accompany all waste containers at the time of pick-up.



### The Process

1. Start off using EHSO's Material Transport and Transfer Tool to determine what type of permit you need and if USDA's regulations apply to you:

[LINK](#)

2. Go to the USDA website ([LINK](#)) and read the Plant Protection and Quarantine (PPQ) and Animal and Plant Health Inspection Service

(APHIS) documents to determine any and all permits that may be relevant.

3. After researching the type of permit that you need, call the USDA! Speak to a PPQ agent for that particular permit to ensure that it meets the needs of your sample type before beginning the application process.

4. Register for ePermits to reduce processing time, but note that the account should be created by the future permit holder and requires ID verification. ID must be verified in person, and the closest center is the Marietta Service Center (approximately 35 minutes away).

5. Compile answers for the permit application questions.

6. Review your containment and disposal statements with EHSO.

7. Submit your permit application and plan on an inspection.

### Helpful Tips

-Work with EHSO to review your containment procedures statement before application submission!

-Give yourself plenty of time! Once you have everything submitted, the permit approval process may take up to 180 days (depending on the permit type) and includes a formal lab inspection.

-Consider attending the EHSO shipping training (offered once per quarter). This may be required for you to ship your samples.

-Identify your shipping provider prior to permit submission, as their containment requirements can be added to your containment procedures statement and not all providers may be able to ship your sample type.

## Fashion Police



It's that time of year - time to pull out the shorts and sandals to try and beat the heat...Just don't do it in the labs! Remember, pants and closed-toed shoes are **REQUIRED** while working the lab! See Chemical Hygiene Plan ([LINK](#))

### 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 (Clinics B & C)
- Meagan Parrott 404-712-9480  
Dental, Medical Office Tower, Emory Midtown, School of Public Health (CNR/GCR), & Rollins
- Steve Arehart 404-727-4171  
Clinic B-Eye Center, Pediatrics, North Decatur, Carlos Museum, Yerkes, Hope Clinic, Wesley Woods, Briarcliff Campus, & Anthropology
- Rodrick Esaw 404-727-1348  
Whitehead, Math & Science, Emerson, Oxford College, & Atwood

## 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.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 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



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

## Lab Rat NEWS JUNE 2011

# We would like to hear from you

What do you like most about the Lab Rat?

What do you like least about the Lab Rat?

Which article was most helpful to you?

What topics would you like to be featured in upcoming issues?

Do you have an article you would like to contribute?

Feel free to send your answers to [biosafe@emory.edu](mailto:biosafe@emory.edu). We look forward to reading your ideas and comments!