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Purchase and Acquisition of Radioactive Materials

1. Radioactive materials shall be ordered only by Principal Investigators or approved users.
2. Place orders through Emory Express online ordering system, not directly with the vendor.
3. Gifts, transfers, loans or similar acquisitions require Radiation Safety approval prior to shipment.
4. Delivery address is Attn: Radiation Safety/ <<PI Name>>, Room G44, 615 Michael Street, Atlanta GA 30322; not directly to the lab
5. Before placing orders verify authorization number, sub code 4580, possession limits, amount on hand including waste, and lab where Radiation Safety will deliver the package.

Additional instructions, Transfer forms and Acquisition Forms available at:

- http://www.ehso.emory.edu/programs_radiation_safety_pi_binder.htm
- <https://www.finance.emory.edu/procurement/express.cfm>

Traveling Abroad

- *Do you have a volunteer working in your lab?*
- *Are you hosting an international volunteer?*
- *Are you bringing samples from other parts of the World for analysis...?*
- *Specific training requirements are pertaining safety is required.*

Contact Research Safety at 404-727-8863 for assistance.

Are you a researcher travelling abroad? Emory University is committed to preparing global citizens and working in partnership and cooperation for positive transformation in the world. Nearly half of all Emory undergraduates have had a study abroad experience by the time they graduate. These intensive learning experiences include research in high-tech science labs around the world.

Visit <http://www.international.emory.edu/index.html> . You will get all the information and help you need.

Coming soon

Look for Updates on EPA Peer Audit Outcome in September Issue

Training

Visit www.ehso.emory.edu for registration information.

Radiation Safety Training

2nd Tuesdays at 1:00 pm

Laboratory Safety Training

2nd & 4th 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

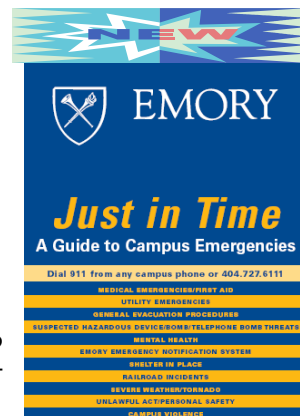
Contact Employee Health Services /Emory Healthcare Corporate regarding immunization information (404-728-6437)

Campus Emergencies Guide

We have a NEW Guide to CAMPUS EMERGENCIES!!! The building liaisons will be posting the booklet in your labs soon.

This information is also available online at http://www.emory.edu/home/CEPAR/Images/Emergency_Cards.pdf

Emory University is dedicated to providing a safe and secure environment for its students, staff, faculty, patients, and surrounding community. The first step in providing for your safety is to be prepared before an emergency arises. The information that follows is provided for you to review and understand; should an event occur you will have background knowledge to execute the necessary procedures to provide for your own safety. You may also find it useful to refer back to this information during the time of a crisis to assure you are taking the appropriate steps with regard to your particular situation.



NEW
EMORY
Just in Time
A Guide to Campus Emergencies

Dial 911 from any campus phone or 404.727.6111

- MEDICAL EMERGENCIES/FIRST AID
- UTILITY EMERGENCIES
- GENERAL EVACUATION PROCEDURES
- SUSPECTED HAZARDOUS DEVICE/BOMB/TELEPHONE BOMB THREAT
- MENTAL HEALTH
- EMORY EMERGENCY NOTIFICATION SYSTEM
- REGISTER IN PLACE
- RAILROAD INCIDENTS
- SEVERE WEATHER/TORNADO
- UNLAWFUL ACCEPTANCE/SAFETY
- CAMPUS VIOLENCE



Chemical & Radiation Waste

Waste drop-off locations are as follows:

Woodruff Building (WMB L302): Thursdays (1Pm - 4Pm)

Whitehead and Rollins (Whitehead G44): Thursdays (9 am- 12 noon)

Chemistry Department— (Chemical Waste Only) Emerson 133

All other buildings: request chemical waste pick up by calling (404) 727-7091 & radiation waste pick up by calling (404) 727-8784

(Part 1 is in July Issue)

Sharps - Part 2

- by Dionna Thomas

Sharps disposal is extremely important. Lab personnel as well as non-laboratory workers can be injured by sharps that are not disposed of properly. This can present a very serious hazard. For example, leaving razor blades on the floor in the cold room or discarding syringes with needles into the trash can present a risk to any housekeeping personnel that maybe responsible for cleaning these areas. Sharps containers **must** be available at the point of use to dispose of any sharps devices that are used in the area. It is the user's responsibility to ensure that a sharp is placed into the sharps container after use.

A sharps container must meet the following requirements:

- *Closeable
- *Puncture Resistant
- *Rigid
- *Leak-proof
- *Appropriately labeled and color coded
- *Easily accessible to the immediate area where sharps are used (this includes darkrooms and cold rooms)



Sharps containers are used to dispose items such as scalpels, razor blades, syringes with needles attached, capillary tubes, microscope slides, etc. The purpose of the sharps container is to remove the

hazard from the work area by placing the sharp into the container and once placed in the container personnel should not be able to remove them. Plastic cans, plastic bottles, glass bottles, and cardboard boxes are not to be used in place of an appropriate sharps container. The sharps container should be used until the container is 3/4th full. At that time, the sharps container should be closed and taped securely. Then the sharps container should be placed inside of the Stericycle box.

It is the consistent practice of safe behavior that helps prevent accidents and minimizes exposure to hazardous materials. Personnel must know what to do when an accident with a sharp occurs.

1) *Cleanse the wound with antimicrobial soap and running water for 15 minutes*

2) *Seek Medical Attention*

- √ Employee Health Services /Emory Healthcare Corporate
- √ Emory University Emergency Room

3) *Report the incident to your supervisor and EHSO*

In summary, personnel that work in a research setting are at risk for injury from sharps and needle devices. Reducing the risk of injury in the workplace is the responsibility of the user by ensuring that sharps are handled appropriately, stored correctly, and disposed properly.

Safety is everyone's responsibility.

Know Safety – No Accidents!!

Lab Rat August 2009



Online Respiratory Protection Training & Fit Testing

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 the June 2009 Lab Rat Newsletter. Use an additional sheet of paper for more signatures, if needed and attach to this document.

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EHSO's Online Respiratory Protection Training for University Workers is up and running in Blackboard. Blackboard can be accessed through the Emory homepage or by typing "classes.emory.edu" into your web browser.

- √ Sign in with your Emory ID and password.
- √ Click the community tab at the top of the page.
- √ Scroll Down to Environmental Health & Safety.
- √ Then click enroll into EHSO Respiratory Protection Training.
- √ Read the slides
- √ Complete and print the assessment.
- √ Write your name on the assessment page and make a copy for your Supervisor.

Steps to Follow for a Fit Test



- 1) Employees need to obtain proof of medical clearance from Employee Health Services /Emory Healthcare Corporate (404-728-6437).
- 2) Complete the **Online Respiratory Protection Training for University Workers**.
- 3) **Contact Tiffany Dothard at 404-727-3417 or tiffany.dothard@emory.edu to sign up for fit testing .**

- * Fit testing occurs the second Wednesday of each month at 10 am at 1762 Clifton Rd in the EHSO Training Room 1260.
- * Employees must bring documentation of Medical Clearance to Fit Test Appointment.



Building Liaisons

Each building has been assigned an EHS Specialists 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 & Rollins
- **Meagan Parrott 404-712-9480**
Dental, Clinic B, Pediatrics, North Decatur, Carlos Museum, Yerkes, Hope Clinic, Medical Office Tower, Crawford Long, Rollins, RSPH & Oxford College
- **Rodrick Esaw 727-1348**
Whitehead, Math & Science, Anthropology, Wesley Woods, Emerson, Briarcliff Campus, Atwood & Chemistry