



## this issue

- Monthly Fire Extinguisher Inspections
- 5th Annual Day of Destruction
- Implementation of Waste Program
- Biological Material Transport and Transfer Online Tool
- Shipping Training

## Training

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

### Shipping Training

October 20th from 12:00 - 4:00 pm

### 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)



## Monthly Fire Extinguisher Inspections



Have you noticed a fire extinguisher mounted inside of your lab? If not, it may be a good idea to walk around the lab and verify that it is there. Fire extinguishers are provided to the labs in the event that a small fire develops. A small fire can be defined as "trash can" sized or incipient stage fire.

ABC-rated multipurpose dry powder extinguishers are the most common on campus, particularly in the corridors of academic buildings. They are almost always RED in color and have either a long narrow hose or no hose (just a short nozzle). These extinguishers are very light (5-25 lbs total weight).

**ALL EMORY OWNED BUILDINGS HAVE ABC-COMBINATION EXTINGUISHERS.** (There are some D extinguishers used for metal fires located in the Chemistry Building).

How do you know if the fire extinguisher will work when you need it?

OSHA requires that fire extinguishers receive two types of inspections to ensure that they will work when activated:

- \* Annual "certification" inspection
- \* Monthly visual inspections

The annual inspection is conducted by *Certified Fire*. Monthly visual inspection of fire extinguishers are the responsibility of individuals in the work area.

**Why?** The main intent of the monthly inspection is so individuals in the workplace know where the extinguishers are and that the extinguishers are in good condition.

So what do you actually need to check:

- ✓ The **Location**—*Is it there?*
- ✓ The **Condition**—*Is the seal in place or the gauge needle in the green!*
- ✓ Sign the back of the card

If it is not there or not in working order call Campus Services at 404-727-7378 for a replacement!!!!



## R.A.C.E.

**IF YOU DISCOVER A FIRE, SEE FLAME OR SMOKE,** follow the R.A.C.E. procedures:

- R** = Remove all persons in immediate danger to safety.
- A** = Activate manual pull station AND call or have someone call **911**.
- C** = Close doors and fire shutters to prevent the spread of smoke and fire.
- E** = Extinguish the fire (if you are able).

### Remember!!!!

- ✓ **Should your path of escape be threatened....**
- ✓ **Should the extinguisher run out of agent.....**
- ✓ **Should the extinguisher prove to be ineffective...**

- ✓ **Should you no longer be able to safely fight the fire....**

- ✓ **LEAVE THE AREA IMMEDIATELY!!!!!!**

### How to Use an Extinguisher:

1. Stand with your back to an exit so that you have a clear route to safety behind you if the fire starts to spread.
2. Position yourself approximately 10 feet from the fire, depending on the size of the extinguisher (the smaller the extinguisher, the closer you need to be).
3. Then follow this procedure:

### P.A.S.S.

**PULL** the pin to unlock the operative lever and allow extinguisher to discharge.

**AIM** low. Point at the base of the fire.

**SQUEEZE** the lever above the handle to discharge.

**SWEEP** from side to side moving carefully toward the fire; keep the fire extinguisher aimed at the base of the fire and sweep back and forth until flames are out.

### NEVER TURN YOUR BACK ON THE FIRE!

Fire Life Safety provides visual cues in Blackboard to assist the labs with the visual inspection process and fire extinguisher usage. To view this information go to:

<https://classes.emory.edu>

- Log In
- Click on Organizations
- Click on Fire Safety
- Click Link under the Organization Id—EU\_FS



**Chemical and Radiological Pick up Schedule:**

Monday Pickup

Rollins Research Center  
Whitehead Biomedical Research  
1462 Clifton  
GCR and CNR  
School of Public Health

Tuesday Pickup  
Math & Science

Tuesday & Friday Pickup  
Atwood and Emerson

Wednesday Pickup  
Emory Children's Center  
Clinic Building A & B  
Winship Cancer Institute  
Yerkes Main Station

Thursday Pickup  
Woodruff Memorial Research  
Building

Friday Pickup  
All others on main campus

All chemical waste pick up should be requested by emailing chemwaste@emory.edu

All radiological waste pick up should be requested via EHS assist

Chemical waste disposal inventory form and/or radiological waste inventory form should accompany all waste containers at the time of pick up

**Mark Your Calendars – 5th Annual Day of Destruction**

On November 18<sup>th</sup> EHSO and the Georgia Drug and Narcotics Agency will be accepting DEA scheduled drugs (CI-CV) used in research for destruction and disposal. More details to follow.

**Implementation of Chemical and Radioactive Waste Transportation Program**

**WHAT:** EHSO will transport chemicals and radioactive waste thereby relieving laboratory personnel of this responsibility.

**WHY:** This service is being implemented in response to recommendations derived from the recent EPA peer audit and as part of an effort to provide a more effective Environmental Compliance Program.

**WHO:** All operations that produce waste chemical or radioactive waste at Emory

**WHEN:** See schedule to left of page

**Biological Material Transport and Transfer Online Tool**

*Do I need a MTA (Material Transfer Agreement) to receive samples from collaborators?*

*Do I need an Export or Import permit?*

The Biological Material Transport and Transfer Tool can help you answer these questions and is available on the EHSO website. The tool guides you through a series of questions regarding the transfer or transportation of biological material and lets you know what permits, documentation, and training is required for your sample. Use this tool if you are sending or receiving material both domestically and internationally.

The link for the word documents can be found at the following locations on EHSO webpage:

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

\* News: Bio Transport/Transfer Tool

\* Programs: Research/Biological Safety: Transportation

\* Documents: Informational Tools



**Shipping Training**

**Why is training required?**

Safe transportation of hazardous materials in commerce is required to ensure public safety and minimize risks in transportation.

Transportation of Infectious Agents and Biological Materials are regulated by International Air Transport Association

(IATA) regulations and the United States 49CFR Regulations developed by Department of Transportation (DOT)

Non-compliance of rules and shipping hazardous materials without training certification can result in penalties levied by the Government.

**Who needs training?**

Mandatory for ANYONE who participates in offering, shipping, or preparing shipments of hazardous materials.

This includes Infectious and Biological substances and dry ice.

Next Shipping Training is **October 20th, 2010.**

Registration Form can be found at [www.ehso.emory.edu](http://www.ehso.emory.edu)

**Volunteers & Minors**

All Volunteers and Minors working in Laboratories must be registered with Environmental Health & Safety Office. The registration forms can be found at

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



Remember to visit EHSO's website often at

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

latest updates regarding any changes, training, forms, procedures and more.

**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. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



**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.



**We want to hear from you!**

Now that the Lab Rat is a year old, we want to find out how we can make it better for you! Feel free to send your answers to [biosafe@emory.edu](mailto:biosafe@emory.edu). We look forward to reading your ideas and comments!

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? If yes, send to [biosafe@emory.edu](mailto:biosafe@emory.edu)