



# The Lab Rat NEWSLETTER

## Training

Training information found at:  
[ehso.emory.edu/training](http://ehso.emory.edu/training)

## Chemical Waste

Email [chemwaste@emory.edu](mailto:chemwaste@emory.edu) for chemical waste pick-ups or requests.

Include a [chemical waste disposal form](#) with all waste.

## Radioactive Waste

Request radioactive waste pick-ups through EHS Assist.

Include a [radioactive waste disposal form](#) with all waste.

## PPE

Choose from the following based on the 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.

## Eye Wash Testing

Eye wash stations should be tested **once per month**.

## Certifications

The following require **annual** certification:

- Biosafety Cabinets
- Geiger Meters
- Chemical Fume Hoods

## Your Green Holiday Checklist

Holidays are around the corner! Many of us will be taking some time off, but whether it is for a couple of days or a week, refer to the following **Green Holiday Checklist** to ensure that your lab space is **green** and **sustainable** before you leave for break:

- Turn off all computers and unplug any devices such as radios, speakers, monitors and/or printers. Electronics still consume energy even when turned off.
- Turn off all lights, including the UV light inside the Biosafety Cabinet.
- Turn off any lab equipment (centrifuges, water baths, etc.) that is not in use.
- Close chemical fume hood sashes so that the sash is completely down.
- Dispose of any unneeded/old samples stored in lab fridges/freezers.
- Ensure that all waste (chemical, biological, and radioactive) is disposed of properly.
- Secure and store all hazardous materials appropriately.
- Check and report any water leakage.
- Ensure that lab spaces are locked and secured against unauthorized entry.



- Ensure that staff has access to emergency and alternate contact information (please submit a signage update if the contacts and/or phone numbers have changed). Be sure to include cell phone numbers only, as office numbers are not appropriate.
- As always, refer to the **“Just in Time”** guide for emergency follow-up instructions.
- Contact the EHSO Spill Team at 404-727-2888 (24/7) for spills, and refer to [ehso.emory.edu/emergency/](http://ehso.emory.edu/emergency/) for more information on reporting accidents and/or incidents during regular business and after business hours.

## Reminder: Broken Glass Boxes

As a reminder, please avoid filling the broken glass box more than 3/4ths full. Sometimes the weight of the box can exceed 50 lbs and prevent custodial staff from moving it. If your lab is using the glass box to discard slides as well as empty, small glass vials, the weight

of the box can quite easily exceed the 50 lbs.

To help our custodial staff, labs can opt to using smaller glass boxes to ensure that the weight of the boxes do not prevent their removal from the lab.

# Controlled Drug Take Back Event

The Environmental Health and Safety Office in conjunction with the Emory Office of Compliance and under the supervision of the Georgia Drugs and Narcotics Agency will host a **Controlled Drug Take Back Day** for drugs used in research. This event is limited to schedule CI-CV drugs from authorized research users. The event will take place on **December 15, 2015 between the hours of 10am and 2pm** at the Whitehead Memorial Research Building in Suite G44. In order to participate in this event each registrant must bring a

completed [DEA 41 Form](#) and a copy of their current DEA Researcher permit.

For additional information contact:

- Scott Thomaston  
[scott.thomaston@emory.edu](mailto:scott.thomaston@emory.edu)  
(404) 727-1349  
Environmental Health & Safety
- Christine Cramer  
[ccrame2@emory.edu](mailto:ccrame2@emory.edu)  
(404) 727-2124  
Office of Compliance
- Maureen Thompson  
[mthomp2@emory.edu](mailto:mthomp2@emory.edu)  
(404) 727-8012  
Yerkes National Primate Center



# Placing Purchase Orders for Biosafety Cabinet Certification

When placing POs to have biosafety cabinets certified or decontaminated, make sure to enter a new requisition. Copying old requisitions can result in POs being placed for an incorrect amount—creating hassle for both you and the vendors. By placing new

requisitions, vendors can certify your cabinets within the required time frame to avoid being tagged out of service. This information is available in Emory Express tutorials and in the new user manual which can be found by visiting the following link: <http://bit.ly/1NNN325>.

## Fire Extinguishers

Visual inspections of your fire extinguishers should be conducted **monthly**, confirming the following:

- Is it present and mounted in its proper location? Is it readily accessible?
- Is the pin in place and is the gauge needle in the green?

After confirming these questions, **initial and date the attached tag.**

For **servicing**, contact Campus Services at 404-727-7463.

## Building Liasons

Radiation and Research liasons can be found at the following:

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

## Feedback

Send comments to:

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

We look forward to reading your ideas and comments!

## About This Newsletter

- 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 PI's EHSO Lab Safety Binder.

**SAFE Lab Spill Cleanup**  
EHSO's **Spill Response Team** is on-call, 24/7, to assist with safe spill cleanup and disposal. Call the new, dedicated **404-727-2888** right away for all mercury spills and spills you believe may cause harm or injury. See the *Emory Just-in-Time Guide* for additional spill information.

## Signature Here

Your signature indicates that you have read and 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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