



The Lab Rat NEWSLETTER

Training

Training information found at:
ehso.emory.edu/training

Chemical Waste

Email 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

Registering Volunteers & Minors in the Lab

Summer is a great time for students to gain valuable laboratory experience through volunteering or internships. Because student volunteers and/or minors may be

unaware of hazards and risks associated with working in a laboratory, Emory University policies require training before entering a lab.

Minors and Volunteers: Emory Policies 4.83 and 7.21

How does Emory define “minors”?

According to Emory University policy 7.21, any person who is:

- under 18 years of age **and**
- not currently enrolled in an Emory University or Oxford College regular catalogue course or degree program.

Most high school students fall into this category.

How does Emory define “volunteers”?

According to Emory University policy 4.83, any person who offers a service

or contributes knowledge and skills to the University without expectation of compensation. A volunteer is:

- 18 years of age or older **and**
- not enrolled in Emory University or Oxford College in a degree-seeking program **or**
- not employed by the University (either full-time or part-time)

Note: Investigators at Yerkes should follow the specific process in place for volunteers and minors at Yerkes. Contact Maureen Thompson for more information at mthomp2@emory.edu.

How to Register Volunteers and/or Minors

1

Review Applicable Policies.

Visit policies.emory.edu & search for one of the following 2 policy numbers:

- **Volunteers:** 4.83
- **Minors:** 7.21

2

Register Volunteer/Minor with EHSO.

Visit ehso.emory.edu/forms & complete & submit the following applicable form(s):

- **Volunteers:** “Volunteer in Research Lab Registration Form”
- **Minors:** “Minors Participating in Research Labs”

3

Request ELMS Access and Sponsored Account.

- **ELMS:** Visit emory.edu/elms-training/administrators, and log into toolkit. Click “**Request External Learner**” link.
- **Sponsored Account:** Visit help.emory.edu

4

Determine if an Amendment to your Biosafety or Chemical Safety Protocols is Required.

- **Volunteers** participating in research associated with a protocol need to be added.
- **Volunteers** participating in University- or Healthcare-Sponsored Science Outreach Programs will not be added to protocols.
- **Minors** participating in research will not be added to protocols.

Be sure to include/complete:

- Description of project and techniques/methods to be used
- Start and end dates for periods of research activity
- Required trainings for volunteer/minor
- Vaccination records (depends on research activities)
- Signatures from the investigator, volunteer or parent of minor
- Amendments to protocols
- Animal work (if applicable)

Preparing for Lab Moves & Close-Outs

EHSO guidelines for lab decommissioning: <http://www.ehso.emory.edu/content-guidelines/LabDecommissioningGuidelines.pdf>

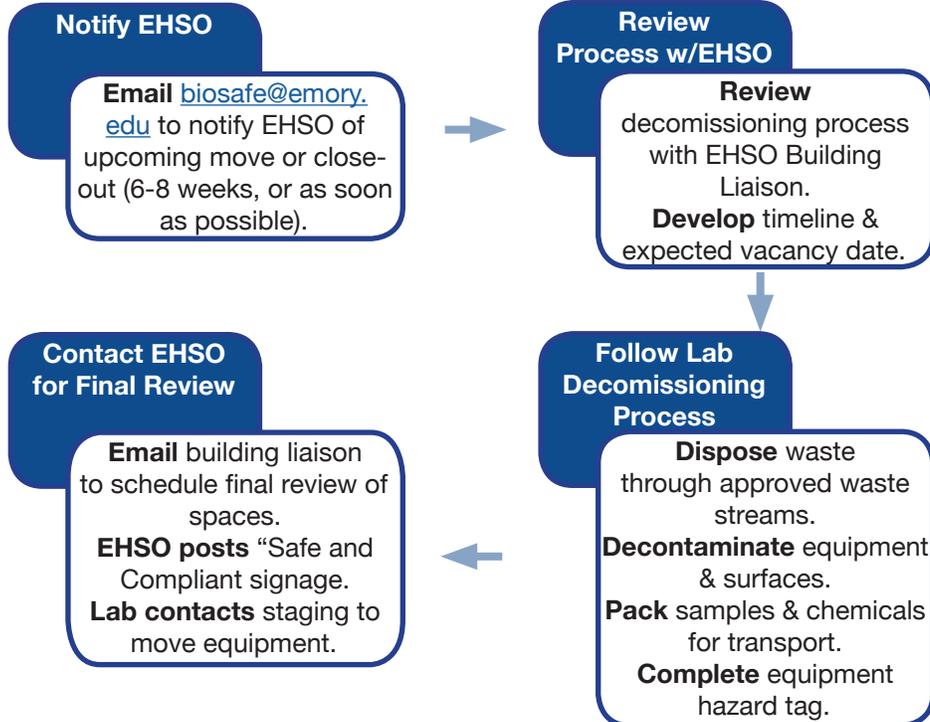
- Proper Laboratory Decommissioning
- **ensures** that the vacated space is in a stable and known condition, safe for individuals unfamiliar with the laboratory to enter.
 - **reduces** disposal costs associated

with unwanted and unknown hazardous materials, **and**

- **encourages** sustainability through redistribution of unwanted, useable laboratory equipment and supplies.

Ultimate responsibility for preparing a laboratory to be **safe** and **compliant** lies with departmental management.

Point of Contact: EHSO Building Liaison
<http://ehso.emory.edu/about/liasons.html>



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/

Feedback

Send comments to:

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.

New Laboratory Inspection Infographic

To make the annual process easier, EHSO recently published a new laboratory inspection infographic to clarify all parts of the process for labs. Please visit ehso.emory.edu/programs/research-biosafety, and click on the "Laboratory Inspection Program" link for more.

BI<R>RAFT

Remember to register your lab!

Visit our website for more details: ehso.emory.edu



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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