

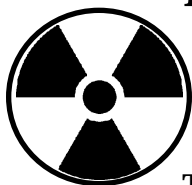
# Department of Occupational and Environmental Safety NEWSLETTER

January-February 1998

CASE WESTERN RESERVE UNIVERSITY

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## Radioactive Isotope Requisition Forms



The Radiation Safety Office approves 20 to 30 requests for radioactive materials each day as part of our normal office procedures.

Though the individual(s) who approve and enter the requisitions have many other duties to perform, our office processes these orders in a timely manner, usually on the same day they are received.

In order to allow our office to process isotope request forms as quickly as possible, follow these simple procedures:

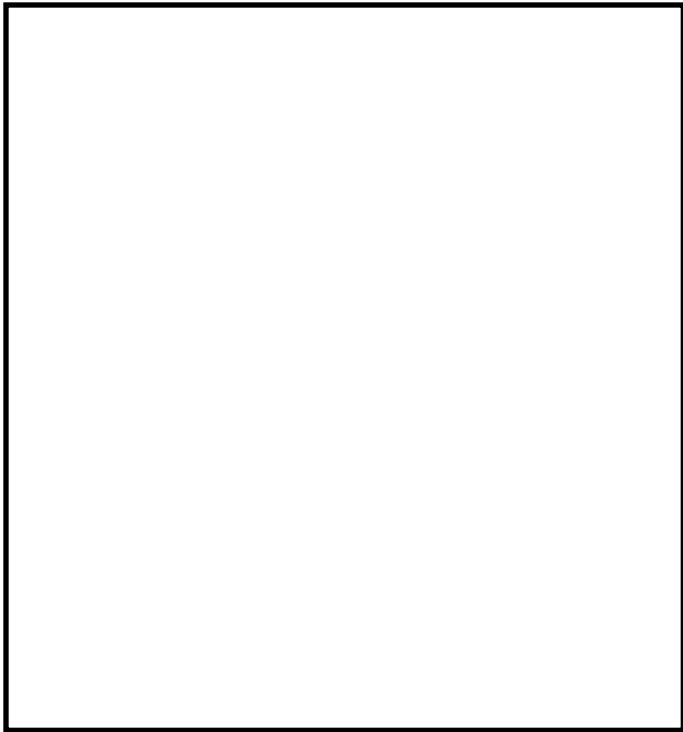
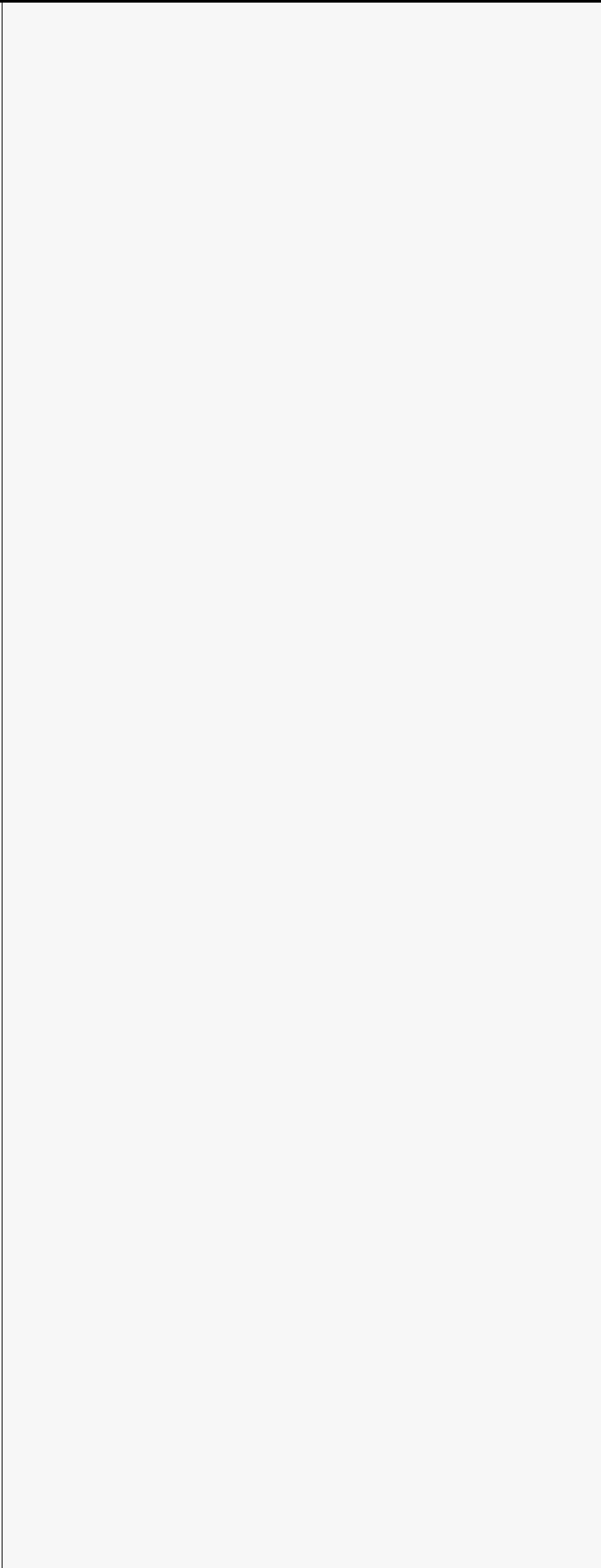
- 1) Fax or mail the requisition to the Radiation Safety Office before 2:00 pm to ensure that it will be processed and passed on to Purchasing before the end of the day. Requisition forms are processed in the order they arrive, and we fax them on to Purchasing as soon as possible. However, we cannot guarantee that orders received after 2:00 will be processed on the same day, though they are done as soon as possible.

- 2) Fax or mail the requisition to the Radiation Safety Office, not to Purchasing. Purchasing will not take action on any request for material that has not come through our office, and rather than speeding up the ordering process, sending a requisition to Purchasing actually slows it down by several days.

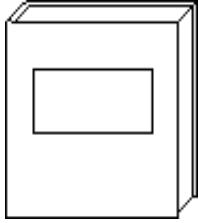
- 3) Make sure the form contains all the necessary information, legibly. If the required information is not listed, we cannot process your request.

*(continued in HOT TIPS on p.3)*

*In This Issue*

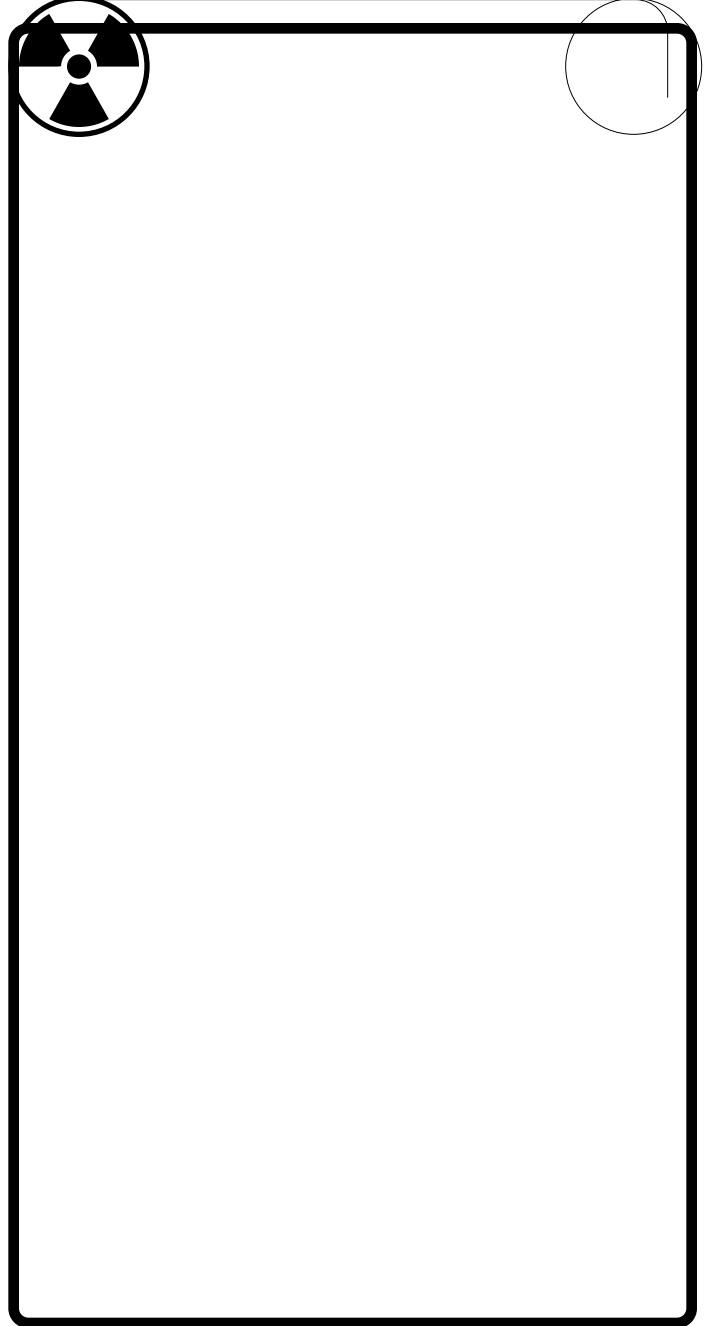
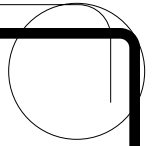


# Annual Laboratory Inspections



as their Chemical Hygiene Plan (CHP), is present in the lab and easily accessible to all workers; a copy of that lab's CHP and chemical inventory has been submitted to Safety Services; all employees have attended the required training sessions.

- Lab signag





# Compliance Issues: Departmental Training

*(continued on p.5)*

foreseeable conditions of use” of formaldehyde is required by OSHA to attend this training session. Because 0.5ppm is extremely low (below the odor threshold for most people), DOES asks that ALL persons working in a formaldehyde-using lab attend. Topics include: recognizing formaldehyde exposure, overview of exposure limits, labeling and handling requirements, and recognizing when monitoring is necessary. As stated above, the definition and application of this standard is included in the Lab Standard Orientation.

**If you use a respirator:**

**3. Respiratory Safety Program:** required for all workers whose responsibilities may require the use of a respirator. It consists of three parts: training, medical approval, and a fit test. Also covered are limitations of

