



Department of Occupational and Environmental Safety NEWSLETTER

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CASE WESTERN RESERVE UNIVERSITY

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Summer Cleaning

With the school year over, now is a good time to put your laboratory in order, especially with most students having left and others on their way. Taking care of a few simple “housekeeping” tasks when the semester ends is a good way to get your lab into shape for summer.

1) **Clean out chemical stocks.** Go through your laboratory shelves and **properly** dispose of any chemicals that are no longer used or needed. We strongly recommend that this kind of sorting be done at least once a year for many reasons:

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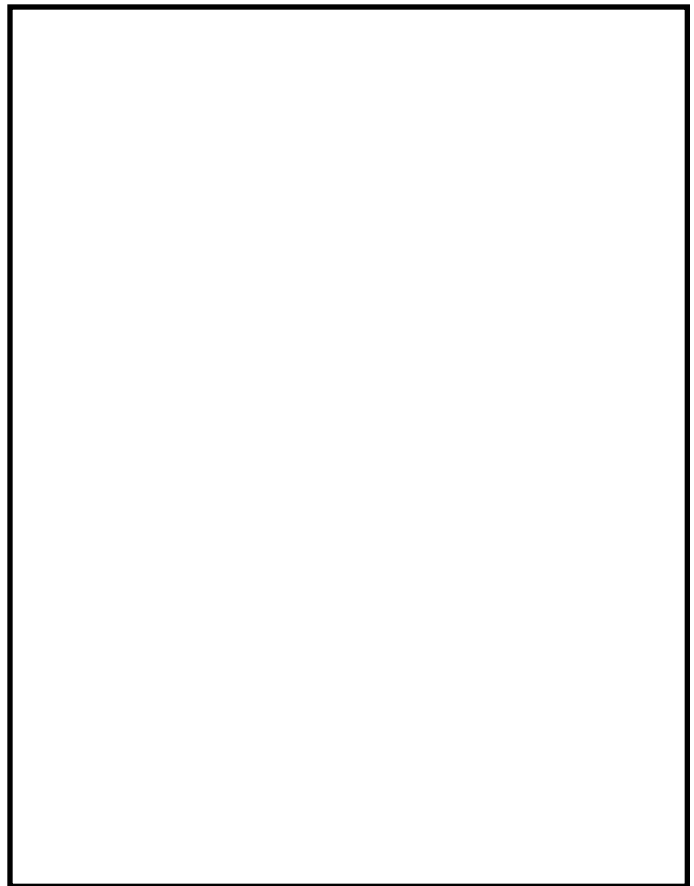
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What a WASTE!



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are uncertain.

Chemical inventories should be adjusted after the disposal of hazardous chemicals. If some of the chemicals are transferred to a co-worker's lab, that person should also submit an updated inventory list reflecting the changes.

2) Dispose of trash promptly — especially hazardous and radioactive waste. Call DOES (x2906) to arrange disposal (with the appropriate accompanying paperwork completed) as early as possible in the day so we can process the request.

3) Go over training materials with your lab staff so that they **all** understand any changes to the laboratory's safety procedures and protocols. New students beginning work in the summer (and especially next fall) will then have the most up-to-date set of materials and guidelines to follow.

Keeping a clean, easily-identified workplace is one of the easiest ways to both increase and encourage safe laboratory practices.

ALCOHOLIC BEVERAGES? NOT IN LABS!



Your star doctoral student who has spent the better part of eight-plus years on his final experiment has **FINALLY** finished! Hooray! So is it time to celebrate with a toast over said experiment?

NO WAY!

Recently, our staff has noticed several instances of stockpiled alcoholic beverages -- which we **WILL** confiscate. And we know all the hiding places -- so take your celebrations **outside** the lab, to a setting where laboratory safety standards are **not** violated.



HOT TIPS



Keeping Records

Remember to keep your rad records up-to-date in case of inspection by University or State Regulatory Authorities. Your records should always include:

- receipt and disposition of radioactive material in your possession.
- records of waste disposal
- records for storage and transfers, incl. rad survey results for both.
- surveys of rooms and equipment
- records of all packages received
- all incident reports.

Procedural records such as:

- Inventory -- must detail date, radionuclide, chemical/physical form, supplier, method, and date of disposal.
- Contamination surveys -- Maintain all radiation survey results in accordance with the Laboratory/Contamination Survey Section of the Rad Safety Manual.
- Incident Reports - All reports or surveys from spills or accidents.

Lab Coats

OSHA prohibits you from taking your lab coat home to be washed -- esp. if it is radioactive. Instead, take them to the University Hospital Laundering Service for cleaning. Put the coat(s) in a clear plastic bag after decontamination. If you can't fully decontaminate a coat, bring it to D.O.E.S. At the time of drop-off you need:

- A valid account number
- PI name
- Lab phone number
- Lab location.

3 days later -- you've got a clean coat and a heightened sense of style. Laundering Services is located on the 6th floor of the Service Building and is open M-F 6am to 2:30 pm. Call them at 844-1893

Fire Evacuation

The recent and tragic fire-related deaths of two Ohio college students (at John Carroll and Ohio University) have reminded us of the need for not only WORKING smoke alarms, but a smart evacuation plan. When exiting a burning building, the following basic guidelines should be adhered to.

Evacuation Exiting General Procedures

1. Use stairways; DO NOT USE ELEVATORS.
2. Leave the building using the nearest exit. Do not re-enter the building until the emergency is cleared.
3. If smoke, heat or fire blocks an exit, go to another exit. If all exits are blocked, return to your room/area and call Protective Services at once (x3333) to report your location.
4. Before opening a door, feel the knob/hardware. If hot, do not open it. If it is not hot, open it slightly. If heavy smoke or heat is present, close the door and seek an alternative route.
5. Keep low to the floor if smoke and/or heat is encountered.
6. If for any reason you cannot evacuate, move as far as possible from the fire area. Seek a room with a door. Close the door and seal any cracks along the door with towels or other materials. Notify Emergency Response Personnel of your location; contact Protective Services; signal from a window.

If you have any concerns and/or questions regarding Emergency Evacuations, discuss them with your Evacuation Coordinator, Supervisor or Department Management. You may also contact D.O.E.S. at x2907 and Protective Services at x1952 for additional information.

Best of Luck

Two outstanding members of our Safety Department have moved on to new experiences.



Ed Traverso is now a manager in the Animal Resources Center. As most of you know, Ed has been a valued specialist in our Radiation Safety program for several years and responded skillfully to help solve problems caused by a variety of incidents in our laboratories. We will greatly miss Ed, but we are happy that he has moved on to keep a watchful eye on safety and procedural issues in the ARC. Our best wishes to Ed in his new position.



Paige Wietelmann has also moved on to a new endeavor. She expects to deliver her first child in the next two weeks and will also be relocating her home to a distance that makes commuting impractical. Paige brought us our ergonomics program, responded to environmental complaints all over campus, and generated a large community of staff members and faculty who relied on her good advice. A happy birth day to you, Paige and best hopes for a happy future.

-W. David Sedwick, Director
D.O.E.S.

**Department of Occupational
and Environmental Safety
Staff**

Dr. W. David Sedwick (wds), Director and RSO
Richard Dell (rxd7), Asst. Dir., Safety Services
Dr. Bill Stephany (wps3), Asst. Dir., Radiation Safety
Richard Harley (rxh2), Loss Prevention Specialist
Todd Crawley (tac9), Facilities Manager
Felice Thornton-Porter, Q.A. Specialist (fst2)
Shirley Mele (smm5), Dept. Administrator
Gwendolyn Cox-Johnson (gxc13), Dept. Assistant 1
Erick Adam Sanders (eas16), Dept. Assistant 1
Brad Ricca (bjr8), Technical Writer

Chemical Safety

Robert Latsch, Specialist (rnl2)
Marc Rubin, Eng. II (mdr6)
Clinton Giannetti, Technician (cmg4)
Mahdi Fahim, Technician (mhf6)
Ra

Department of Occupational and Environmental Safety Case Western Reserve University
216-368-2906/2907 FAX: 216-368-2236
(E-mail) does@po.cwru.edu (WWW) <http://does.cwru.edu>

Safety News For the Campus Community