

Safety Notes

August 15, 2011

1. Safety Checklist: Please find enclosed the most current version of the safety checklist from EH&S. This is the checklist that will currently be used for both EH&S inspections and for peer inspections.

2. Incident Report: Please find enclosed a copy of the incident report form that is to be filled out whenever there is an accident in your lab. Please bring the completed form to room 104. Instructions for filling out the forms are included. If an accident happens in your research lab, replace TA with RA, etc. as appropriate.

****3. Peer Safety Surveys:** In order to better prepare all research labs for EH&S inspections, members of the chemical safety committee are planning to do informal surveys of research labs during the academic year. Each research group will have a survey done once a semester (a proposed list of weeks for surveys is included). The head of the respective peer committee is to contact the Safety Captain for each research group and schedule a time during the appropriate week for a walk through. If there are questions, problems, etc, that arise during the inspections, these will be noted for discussion in the safety committee and with EH&S. The peer committee will then provide the results of the safety survey on a form very much like the output from EH&S to the Safety Captain and to the research mentor. There will be a space on the form for signatures from both the Safety Captain and the research mentor, indicating that each has seen the results of the survey. If the dates that are listed do not work for you due to travel, etc., please let one of the peer inspectors on the list know so that accommodations can be made.

*****4. Chemical Inventory REMINDER:** EH&S will be using an inventory system that is used nationwide called “EH&S Assistant” to keep track of all of the chemicals on campus. There are two ways that you can put your inventory into the system: a) You can map your current Excel spreadsheet onto the EH&S-provided template, and send the result to Jared Martin at EH&S (jared.martin@ttu.edu <randy.nix@ttu.edu>). The template is included with this e-mail. Once all of the templates are collected, they will be combined and sent to the software company to be imported into EH&S Assistant. This is a one-time opportunity since EH&S must pay for this work and cannot do so repeatedly. The company will then put all of the entities in EH&S Assistant for us. b) You can place your chemicals directly into EH&S Assistant (the instructions are provided). **IMPORTANT:** You must first send Jared an e-mail requesting access to your inventory for whoever you are going to have update your inventory or input chemicals. The “register” button on the EH&S Assistant site is really a “log in” button, but it won’t work unless the person first has received permission. Once they have permission, follow the instructions on the attached PDF document. **c) The deadline for having your inventory placed in EH&S Assistant or on the template is November 1, 2011.**

5. Personal Protective Equipment (PPE) Policy: The current policy is as follows: *Appropriate PPE must be worn by all individuals in the laboratory while any dangerous chemicals are out in the laboratory or when a hazardous operation is being conducted in the laboratory. If (and only if) no hazardous operations are being conducted and all dangerous or hazardous chemicals and biologicals are stored behind a physical barrier (i.e., inside a closed cabinet, closed refrigerator or closed drawer), PPEs can be removed. All laboratorians must always put their PPEs back on any time that any dangerous or hazardous chemicals or biologicals are brought out of storage.* During discussion with the safety committee, the notion of what

constitutes “dangerous” and “hazardous”, and the difference came up (these are defined in “*Prudent Practices in the Laboratory*”). After further discussion, we decided that it would be useful to identify those rooms where PPE must always be worn, and those rooms in which, most of the time, PPE’s do not need to be worn. I will ask again at faculty meeting, but if you would like to get a jump on things, ***please send me a list of the labs under your purview, with a comment as to whether or not PPE must always, sometimes, or never be worn.*** We will then work on a way of marking each lab, so that when EH&S comes around, they will know the policy of that room, as determined by the faculty member in charge.

6. Empty Solvent Container Disposal Protocols: As a result of some misunderstandings regarding the throwing away of empty glass and metal solvent containers, the following protocols have emerge:

A. Small (< 4 Liters) Solvent Bottles: Clean and dry the container. Place the container in a box (available from the stockroom). Once the box is full, seal up the box (taping around the periphery as well, in case of accidental bottle breakage within the box) and place it in the dumpster behind the Chemistry and Biochemistry building.

B. Four-Liter Solvent Bottles: Clean and dry the container. *Check with the stockroom.* The stockroom will act as a clearinghouse to store empty four-liter bottles that can be used by other groups as waste containers. If the stockroom bottle cache is full or you are advised by the stockroom that they cannot receive your bottles, place the container(s) in a box (available from the stockroom) or double bag the bottles to minimize the dispersal of glass shards should the bottle(s) break. Once the box is full, seal up the box (taping around the periphery as well, in case of accidental

bottle breakage within the box) and place it in the dumpster behind the Chemistry and Biochemistry building.

C. Metal Containers: Clean and dry the container. *Check with the stockroom.* They will act as a clearinghouse to store some empty metal that can be used by other groups as waste containers. If the stockroom bottle cache is full or you are advised by the stockroom that they cannot receive the metal container, either cut the plastic top off or poke a hole in the container to render it useless as a storage medium. Dispose of the container in the dumpster behind the Chemistry and Biochemistry building.