

**Office of Environmental**  
**oeh&s**  
**Health and Safety**

**GUIDE TO SERVICES**

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**ENVIRONMENTAL HEALTH & SAFETY**

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**UNIVERSITY OF CALIFORNIA, SAN FRANCISCO**

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**2009**

web site: <http://www.ehs.ucsf.edu>

## OFFICE OF ENVIRONMENTAL HEALTH & SAFETY

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### KEY TELEPHONE NUMBERS

Director Office of Environmental Health & Safety	Robert Eaton	502-8653
Receptionist		476-1300

### Program Managers

Campus	Mario Suarez	476-0549
Clinical & Industrial Hygiene	Vacant	476-1300
Hazardous Materials Management	Lamberto Luistro	476-0964
Radiation Safety Officer	William Lew	476-5303
Biosafety Officer	Brynte Johnson	476-2097
Chemical Safety Officer	Lamberto Luistro	476-0964
Controlled Substances Officer	Robert Eaton	502-8653
Campus Fire Marshal	Frank Billante	476-0570
Public Safety Officer	Krista Lindstrom	504-3531

For a complete listing of OEH&S staff, see the OEH&S website: <http://www.EHS.ucsf.edu/>

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The Office of Environmental Health & Safety is located at 50 Medical Center Way  
San Francisco, CA 94143-0942, Campus Mail: Box 0942, Phone: 476-1300, Fax: 476-0581

### INTRODUCTION

The Office of Environmental Health and Safety (OEHS) assists the campus community with the evaluation, planning, development, and execution of health, safety and environmental programs.

OEHS has established safety program for biological materials, radiation, fire and life, occupational health and research, environmental permitting and monitoring, safety management, hazardous materials management, and removal of regulated waste. The department acts as University liaison with federal, state, and local regulatory agencies in interpreting the requirements of these agencies, evaluating potential hazards, and correcting violations of safety standards.

OEHS provides a variety of services to campus departments. These include but are not limited to indoor air monitoring, ergonomic evaluations, instrument calibration, bioassays, wipe tests for contamination, removal of medical, chemical, radioactive and controlled substance waste, and laboratory inspections.

OEHS also provides consultation and training, and makes recommendations for environmental management and applied research. OEHS assists the University by evaluating the impact of its activities on the environment.

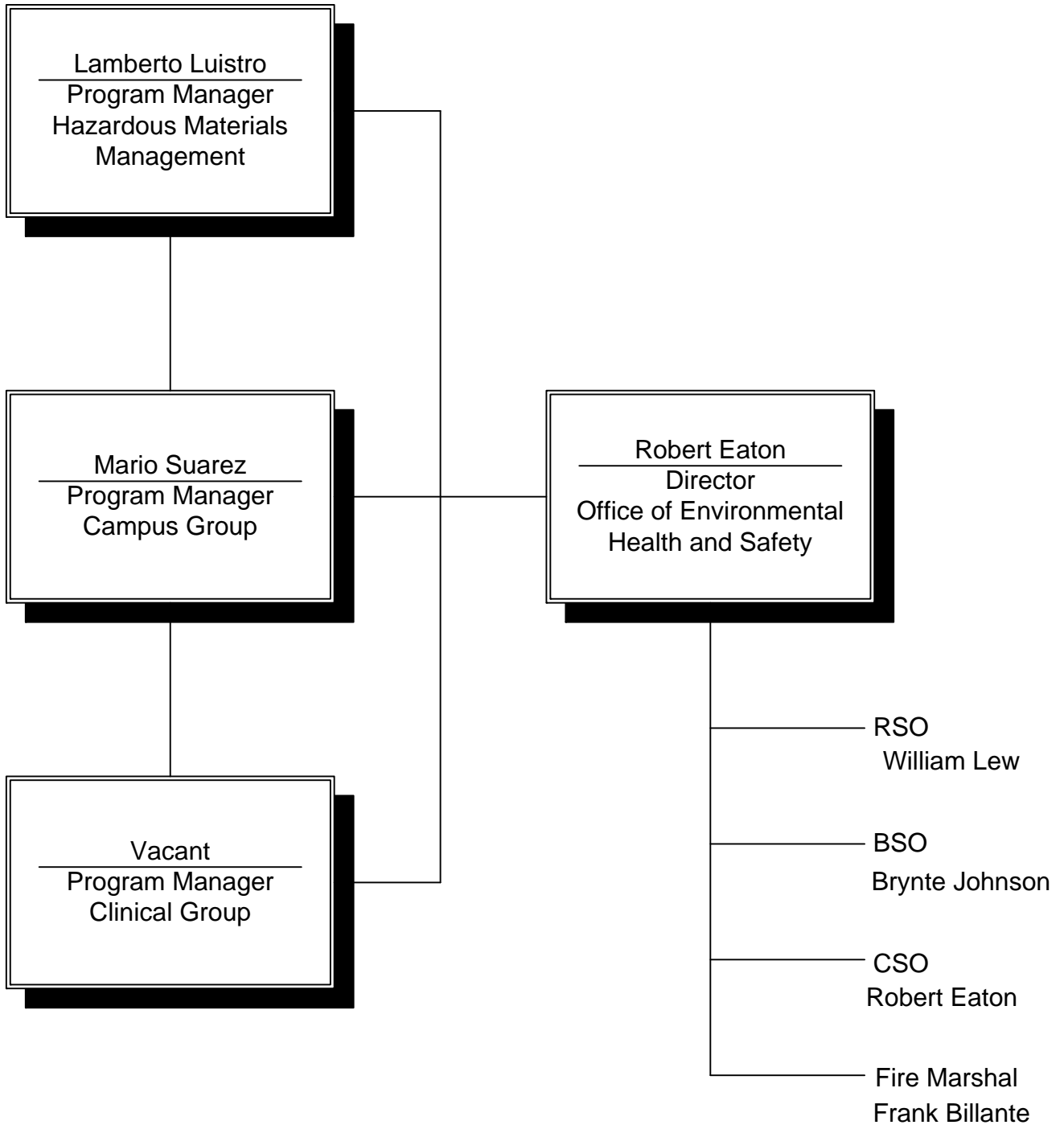
A description of training classes offered by OEHS is located on the OEHS website at <http://www.ehs.ucsf.edu/Training/oehsTraining.asp>. Course registration can be easily completed online.

The OEHS Director oversees the inventory and application process for all state and local permits regulating hazardous materials storage, air toxics emissions, sewer discharge, underground storage tanks, waste disposal and other environmental issues.

OEHS assists both the UC Office of the President Long Range Planning and the UCSF Campus Planning as needed, with the development of Environmental Assessments and Environmental Impact Reports. OEHS also coordinates with the Office of the President's Facilities Management-Risk Management and the Office of the General Counsel on legal and regulatory issues.

OEHS acts as liaison between UCSF and the neighborhood community and assists the UCSF Public Affairs Office in addressing community environmental issues.

# ORGANIZATION CHART



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### Hazardous Materials Emergency Response Program

OEH&S has established the Hazardous Materials Emergency Response Program to provide 24-hour emergency support to campus and satellite locations.

The on-call Hazardous Material Emergency Responder is an OEH&S Specialist who is available seven days a week, 24 hours a day to provide technical assistance to the UCSF university community. The on-call responder is available by cell phone and pager 24 hours a day either on campus or while traveling in a fully equipped emergency response van and will respond immediately after receiving calls for assistance.

The Hazardous Materials Emergency Response Program complements existing campus policy which specifies that researchers are responsible for the clean up of minor spills. The Emergency Response Team (ERT) generally responds to larger spills.

The ERT responds to “stabilize the situation” to protect human health and the environment. The ERT does not fully mitigate a hazardous materials spill or release. After stabilizing a hazardous material spill emergency event, the final mitigation of the situation is the responsibility of the Department, or Principal Investigator.

### Hazardous Materials Emergency Response Reporting Procedures

After identifying a spill or release of a hazardous material the following reporting procedure should be followed:

1. Attend to injured or contaminated persons and remove them from exposure. Avoid unnecessary movement in order to prevent the spread of contamination.
2. Alert persons in the immediate area to evacuate.
3. Call UCPD at 9-911 or 476-1414 and provide the following information:
  - name
  - call back phone number
  - location of spill
  - identity of spilled material
  - quantity spilled
  - any other pertinent information.The UCPD will then contact the OEH&S Hazardous Materials Emergency Responder.
4. Close doors and restrict access to affected area.

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5. Have a person knowledgeable with the incident available to assist emergency personnel.

### PROGRAM SERVICES CHART

Central Administration  
and Finance  
Director of Finance and  
Administration  
Suzanne Murphy

Contract Administration  
Financial Management  
Personnel  
Purchasing  
Recharges

Campus Program Manager  
Mario Suarez

Animal Care Facility Monitoring  
Biosafety Bloodborne Pathogens Training  
Biosafety Certifications and Decertifications  
Biosafety Consultations and Inspections  
Biosafety User Authorization Support  
Carcinogen Usage and Registration  
Chemical Safety Consultation and Inspections  
Chemical Safety Manual\Chemical Hygiene Plan  
Ergonomic Evaluations  
Fire and Physical Safety Consultation and Inspections  
Hazard Communication Program  
Laboratory Accident Investigations  
Radiation Consultation and Inspections  
Radiation Dosimetry Program  
Radiation Safety Certifications and Decertifications  
Radiation Training  
Radiation User Authorization Support  
Research Controlled Substances Usage and Registration  
Safe Shipping of Biohazards Training  
Sealed Source Monitoring  
Training (Health and Safety)  
Workplace Safety Evaluations and Inspections

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Hazardous Materials Management  
Program Manager  
Lamberto Luistro

Air Toxic Emission  
Chemical Waste Collection  
Chemical Waste Analysis and Consultation  
CUPA Compliance  
Deluge Shower and Eyewash Station Monitoring  
Due Diligence  
Environmental Permit Applications  
Fume Hood Evaluation  
Hazardous Materials Inventories (Business Plan)  
Material Safety Data Sheet Resource Library  
Radiation Detection Instrument Calibration  
Research Controlled Substances Receiving  
Research Controlled Substances Collection & Disposal  
Medical Waste Removal and Contract Oversight  
Radioactive Materials Receiving & Delivery  
Radioactive Material Transport  
Radioactive Waste Collection  
Thyroid & Urine Bioassays  
Waste Minimization Program  
Wipe Test Services  
Underground Storage Tanks Compliance and Inspection

Clinical Program Manager  
Vacant

Agency Liaison  
Asbestos Material Sampling  
Asbestos Abatement Oversight and Coordination  
Asbestos Training and Notification  
Community Air Quality and Noise Surveys  
Emergency Response Program  
Facility Plans Review  
Fire & Physical Safety Consultations and Inspections  
Food Inspections  
Hospital Safety  
Indoor Air Quality Evaluations  
Occupational and Environmental Exposure Monitoring  
Patient Care Area Monitoring  
PCBs, Lead  
Respiratory Protection Program  
Ventilation System Evaluation

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### Central Administrative Services Program

CONTACTS:
Director of Finance & Admin: 476-5782
Business Services: 476-0539
Recharges: 514-4431

The Environmental Health and Safety Central Administrative Services Program is responsible for accounting and analysis, departmental purchasing, programmatic administrative services, contract administration, recharges and financial management, information services, personnel and payroll.

The program will assist users of OEHS services in solving recharge, contract and other related financial operational problems.

#### SERVICES & RESPONSIBILITIES

**Accounting and Financial Management.** Acts as departmental liaison to the University accounting and budget offices.

**Forms.** A variety of OEHS forms, both admin and technical are available on OEHS web site.

**Contract Administration.** Monitors departmental vendor contract payments on behalf of the University to ensure contract compliance.

**Recharges and Financial Management.** Coordinates all recharge activities between Campus OEHS service users and the Department. This includes both Radioactive Waste Collection Services and Wipe Test Services.

<b>RECHARGE RATES</b>		
<b>FY 2009-2010 AND FY 2010- 2011</b>		
<b><u>Service</u></b>	<b><u>Unit Price</u></b>	<b><u>Unit</u></b>
<b>Instrument Calibration</b>	<b>\$46.30</b>	<b>each</b>
<b>Wipe Test - Visit</b>	<b>\$18.87</b>	<b>each</b>
<b>Wipe Test - Decon</b>	<b>\$159.07</b>	<b>hour</b>
<b>Wipe Test - wipe</b>	<b>\$2.46</b>	<b>each</b>
<b>Labor – Asbestos Services</b>	<b>\$51.09</b>	<b>hour</b>

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<b>RADIOACTIVE WASTE</b>		
<b>Dry, &lt;90 days</b>	<b>\$112.17</b>	<b>cu. ft.</b>
<b>Dry, P-32</b>	<b>\$112.17</b>	<b>cu. ft.</b>
<b>Dry, &gt;90 days</b>	<b>\$173.24</b>	<b>cu. ft.</b>
<b>Aqueous, &lt;90 days</b>	<b>\$138.58</b>	<b>gals</b>
<b>Aqueous, P-32</b>	<b>\$137.45</b>	<b>gals</b>
<b>Aqueous, &gt;90 days</b>	<b>\$200.86</b>	<b>gals</b>
<b>Vials, Regulated</b>	<b>\$79.61</b>	<b>trays</b>
<b>Exempt Vials, De Minimus</b>	<b>\$52.11</b>	<b>trays</b>
<b>Bulk Organic</b>	<b>\$461.44</b>	<b>gals</b>
<b>Biological, &lt; 90</b>	<b>\$120.10</b>	<b>cu. ft.</b>
<b>Biological, De Minimus</b>	<b>\$120.10</b>	<b>cu. ft.</b>
<b>Biological, &gt; 90</b>	<b>\$560.38</b>	<b>cu. ft.</b>
<b>Bactec Vials</b>	<b>\$3.37</b>	<b>each</b>
<b>Beta Plates</b>	<b>\$3.24</b>	<b>each</b>
<b>Uranyl Acetate</b>	<b>\$183.41</b>	<b>gals</b>
<b>Nuclear Medicine</b>	<b>\$112.17</b>	<b>cu. ft.</b>

Note: These prices are subject to change as a result of regulatory surcharges imposed on disposal facilities. **Wipe Test Services.** Wipe Test Services are contracted by individual departments through OEHS Financial Operations (476-0539). The recharge rate is \$2.46 per wipe.

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### Campus Program

CONTACTS:
Program Manager: 476-0549
Department Safety Advisors (DSAs): 476-1300

The Campus Program supports the research and administrative departments of UCSF for all environmental, health, and safety issues. The program is built around the concept of a Department Safety Advisor (DSA).

Each department on campus is assigned an OEHS specialist as the single point of contact for all OEHS issues and activities. The DSA, works closely with the Department Head, Chief Administrative Officer, Principal Investigators (PI), and their laboratory managers to identify and mitigate workplace hazards, and to ensure compliance with applicable environmental and health and safety regulations.

The DSA can either provide or obtain resources within OEHS to address all health and safety issues.

The Campus Program supports the Radiation, the Biosafety, the Chemical committees and their associated officers. The Campus Group interfaces with the Environmental Health and Safety (OEHS) User Committee to ensure that the OEHS needs of the Campus community are met.

Program policies are in accordance with the current standards of good practice, the provisions of the University Licenses, the laws of the city of San Francisco and the State of California and the U.S. Government covering environmental, health or safety practices.

It is the responsibility of OEHS to maintain awareness of applicable policies and regulations, and to provide information on implementation of each to the UCSF community. The OEHS web site contains links to many government agencies, regulatory agency requirements and professional organizations.

### SERVICES & RESPONSIBILITIES

#### **Laboratory Animal Resource Center (LARC) Monitoring**

OEHS has a DSA assigned to the Animal Care Facility. In addition, the Biosafety Officer conducts regular inspections of LARC.

#### **Biosafety and Bloodborne Pathogens Training**

The Campus Program offers initial and yearly refresher training for all campus personnel. Training is tailored to the needs of the work assignments.

#### **Biosafety Certification and Decertifications**

OEHS verifies availability of biosafety equipment (biosafety cabinets, autoclaves), facilities suitability and laboratory practices and procedures as appropriate to meet the risk-level of the studies performed at that site.

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### **Biosafety Consultation and Inspections**

The DSAs perform regular inspections of laboratories for the purpose of identifying and mitigating biohazards and for assuring the laboratory's compliance with biosafety policies, guidelines, and regulations. The DSAs are also available for consultation in biosafety.

### **Biological User Authorizations Support**

DSAs perform evaluations of laboratory practices, safety equipment and facilities as a part of the Biological Use Authorization (BUA) approval and renewal process. DSAs are also available to assist the investigator with preparation of the BUA application, and to support the Biosafety Committee's review process.

NOTE: For more information regarding the Biological Safety Program and requirements for using biohazardous materials at UCSF, please see the UCSF Biosafety Manual, distributed by OEH&S and available online at the OEH&S website.

### **Carcinogen Usage and Registration**

OEH&S is responsible for maintaining appropriate registrations for campus users of certain carcinogens, reviewing the work practices of the carcinogen users, coordinating an exposure monitoring and/or medical surveillance program as needed.

### **Chemical Safety Consultation and Inspections**

The DSAs perform regular inspections of laboratories for the purpose of identifying and mitigating chemical hazards and for assuring the laboratory's compliance with safety policies, guidelines, and regulations. The DSAs are also available for consultation in the chemicals and hazardous materials area.

### **Chemical Safety Manual/Chemical Hygiene Plan**

OEH&S prepares and implements the UCSF Chemical Hygiene Plan (CHP). The CHP is embodied in the UCSF Chemical Safety Manual. Chemical Safety Policy is established by the UCSF Chemical Safety Committee, in accord with regulatory requirements. The entire chemical safety manual is available on the OEH&S website.

### **Disaster and Emergency Preparedness and Planning**

The Campus Program assists in preparation of department Emergency Action Plans, provides training in emergency preparedness, inspects worksites for earthquake preparedness, and is available for consultation on this topic.

### **Ergonomic Evaluations**

DSAs are available to evaluate ergonomic properties of individual work stations and work practices. Training in proper lifting techniques is also available.

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### **Fire and Physical Safety Consultation and Inspections**

The DSAs perform regular inspections of all campus facilities for the purpose of identifying and mitigating fire and physical hazards and for assuring compliance with safety policies, guidelines, and regulations. The DSAs are also available for consultations on this topic. DSAs work closely with the Campus Fire Marshal to ensure fire safety requirements are met.

### **Hazard Communication Program**

The DSAs support the implementation of the UCSF Hazard Communication Program. They provide training in chemical labeling, storage and in use of Material Safety Data Sheets. They are available for consultation in identifying and mitigating workplace hazards.

### **Injury and Illness Prevention Program (IIPP)**

DSAs support implementation of the UCSF IIPP by helping develop individual department safety committees, and by performing other services described herein.

### **Laboratory Accident Investigations**

OEH&S investigates laboratory accidents, attempting to determine causes and complicating factors, and recommending ways to prevent future occurrence. Lessons learned are communicated to campus personnel during OEH&S training sessions, and via the OEH&S newsletter.

### **Radiation Dosimetry Program**

A Campus Program representative is responsible for distribution, pick-up and all recordkeeping associated with personnel monitoring and area monitoring devices.

### **Radiation Safety Certifications and Decertifications**

OEH&S verifies availability of appropriate safety equipment (shielding, meters, fume hoods), facilities suitability, and laboratory practices and procedures as appropriate to meet the risk-level of the studies performed at the site.

### **Radiation Safety Consultations and Inspections**

DSAs perform regular inspections of laboratories for the purpose of identifying and mitigating radiation hazards and for assuring the laboratory's compliance with radiation safety policies, guidelines, and regulations. The DSAs are available for consultation in the radiation safety area.

### **Radiation Safety Training**

All personnel who work with radioisotopes must be trained to understand the associated hazards and to use proper techniques in working with isotopes. This training must occur before the individual can begin use of radioisotopes. The Campus Group provides online training. Radioisotope users must be retrained biennially.

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### **Radiation Use Authorization (RUA) Support**

DSAs perform evaluations of laboratory practices, safety equipment, and facilities as a part of the RUA approval process. DSAs are also available to assist the investigator with preparation of the RUA application, and to support the Radiation Safety Committee's review process.

### **Research Controlled Substances Usage and Registration**

OEH&S is responsible for recognizing controlled substance hazards, developing safe procedures through peer review, newsletters, and communications with campus users, and maintaining registrations.

### **Sealed Source Monitoring**

All radioactive sealed sources must be inventoried quarterly, and leak-tested semiannually. DSAs are available to support the inventory and to perform the leak testing.

### **Training**

The Campus Group can provide training for all environmental, health, and safety topics, as necessary for the safety and well-being of all campus employees. Each DSA coordinates the needs and training schedules for assigned departments. For a list of training courses offered by OEH&S go to the OEH&S webpage at Research online <http://www.ehs.ucsf.edu/Training/oehsTraining.asp>

### **Safe Shipping of Biohazards**

The Biosafety Officer provides initial and biennially refresher training on the safe shipping of biohazardous materials. These sessions include local, state, federal, and international regulations regarding paperwork and shipping containers. A certificate is provided to all those who successfully complete their session. These certificates are legally required if you need to ship by common carrier, and are being required by these carriers before they will accept this category of "dangerous goods".

### **Workplace Safety Evaluations and Inspections**

The DSAs perform regular inspections of all campus work areas for the purpose of identifying and mitigating hazards not covered by other processes (physical hazards, electrical hazards), and for assuring compliance with employee health and safety regulations. DSAs are also available for consultation on any safety issue.

### **Hazardous Materials Management Program**

#### CONTACTS

Program Manager:  
476-0964

Environmental Compliance:  
476-5506

The Hazardous Materials Management Program (HMM) oversees services related to hazardous chemical waste collection; radiation survey instrument calibration, radioisotope receiving and delivery, radioactive waste collection, thyroid and urine bioassays, wipe test services, controlled substances receiving, collection and disposal, research medical waste collection, and environmental permits.

The HMM program arranges for the pickup and disposal of hazardous waste from all UCSF locations. This Group is responsible for maintaining

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the necessary permits, licenses, and registrations to operate and manage OEH&S hazardous waste facilities and for overseeing the consolidation, packaging, and removal of the waste from UCSF sites.

The HMM program oversees chemical, radioactive and medical waste removal contracts. Audits of vendors are conducted as needed.

### SERVICES & RESPONSIBILITIES

#### Chemical Waste Collection

Collects hazardous (chemical) waste from all UCSF locations. Arranges with vendors for final disposal, maintains shipping manifests, waste removal records, and transporter permits.

#### Deluge Shower and Eyewash Station Monitoring

HMM Program representative functionally checks all deluge showers and eyewash stations on a monthly basis. On a yearly basis, deluge shower flow rates are verified. OEH&S is available for consultation on selection and appropriate placement of deluge showers and eyewash stations at all UCSF locations.

#### Due Diligence

HMM assists UCSF property managers in performing their due diligence responsibilities prior to leasing rental space by performing a technical review of the property and preparing a written report on findings. The review focuses on environmental issues associated with the prior uses of hazardous materials or hazardous wastes (e.g. chemical, radioactive, and biological materials or wastes).

#### Environmental Permits

HMM represents UCSF on behalf of EH&S with environmental regulatory agencies and secures needed environmental permits, licenses, and/or registrations. This includes required air, sewer discharge, and underground/above storage tanks permits. Compliance with permit conditions and necessary agency reporting is also provided.

#### Fume Hood Evaluation

HMM Program representative is responsible for placement, testing, and function of all fume hoods on the UCSF campuses. Fume hoods are tested and certified yearly.

#### Hazardous Materials Inventories (Business Plan)

The City of San Francisco mandates a complete inventory of hazardous chemicals and other hazardous materials at UCSF biannually. DSAs are available to assist their departments in performing the inventory and providing the appropriate documentation.

#### Material Safety Data Sheet (MSDS) Resource Library

The HMM Program is responsible for the availability of MSDSs for all hazardous materials used at UCSF. OEH&S assures hard copy and/or electronic access to MSDSs for all chemicals in the chemical inventory.

Chemical Waste Operations:  
Chemical Waste Minimization  
476-1480

Hazardous Materials Services:  
Due Diligence  
Medical Waste Oversight  
Controlled Substances Disposal  
476-1480

Radioactive Waste Operations:  
Wipe Test Services  
476-1771/476-1772

Radiation Technician  
Operations:  
Receiving and Delivery of  
Radioactive Material  
476-1771/476-1772

Radiation Survey  
Meter Calibration  
Thyroid Bioassays  
Controlled Substances Receiving  
476-1771/476-1772

Mt. Zion Radiation Safety Lab:  
Phone: 502-1129  
Fax: 502-1199

Gallo Research Emeryville  
Phone: 510-985-3115  
Fax: 510-985-3100

Mission Bay Genentech Hall  
Receiving Phone: 514-4107  
Chem Waste Phone: 514-4106  
Bio Waste Phone: 514-4107  
Fax: 514-4160 (N121)  
Fax: 514-4297(N101)

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HMM Specialist can arrange for distribution of MSDSs to users. The OEH&S web site contains links to several MSDS databases.

### **Medical Waste Removal**

Collects medical waste from UCSF campus research laboratories. Arranges with vendors for final disposal, maintains shipping records and required permits. Oversees UCSF Medical Waste Management Program.

### **Permit Applications**

OEH&S coordinates and maintains responsibility for all permits required by regulatory agencies, including the City of San Francisco, the State of California, and the Federal Government.

### **Radioactive Waste Removal**

Collects, packages, and arranges for final disposal of radioactive waste from all UCSF locations. Arranges with vendors for final disposal, maintains all required regulatory records including shipping manifests.

### **Recharge Rates for Radioactive Waste Collection Services**

See Administrative Information Services Program page 8.

### **Radiation Survey Instrument Calibration**

HMM picks up, calibrates, and arranges for return of radiation survey meters. The UCSF Radioactive Material License requires annual inspection and calibration of these instruments.

### **Radioisotope Receiving and Delivery**

Radioactive materials are delivered to OEH&S authorized Radioisotope Receiving Area (such as Long-235G, Mission Bay Genentech Hall N121 and Mt. Zion N 130). Shipments are surveyed for contamination. Radiation use authorization is verified and the material is delivered to the laboratory.

### **Research Controlled Substances Receiving**

HMM receives controlled substances at Parnassus and Mission Bay. Upon receipt of the substances from either the Medical Center Pharmacy or from commercial distributors, the documentation of each package is verified for accuracy and completeness. Only registered controlled substance users are allowed to pick-up approved shipments at the receiving laboratory.

### **Research Controlled Substances Collection and Disposal**

Disposal of expired and unwanted controlled substances are not permitted. These substances must be surrendered and disposed of properly through the OEH&S Controlled Substances program. HMM staff arrange for proper disposal with approved outside vendors and maintain required shipping and disposal records.

### **Thyroid and Urine Bioassays**

Users of volatile radioactive iodine are required to undergo a thyroid scan on a frequency determined by the UCSF Radioactive Materials License.

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The scan is performed at the Parnassus campus Radioisotope Receiving Area (Long 235G) and at Mission Bay Genentech Hall (N121) following procedures prescribed by the Radiation Safety Officer.

### **Wipe Test Services**

UCSF license requires laboratories using radioactive material to perform wipe testing on a regular basis. HMM provides this service on a recharge basis.

**Note:** For more information about the UCSF Radiation Safety Program, refer to the UCSF Radiation Safety Manual, available at the OEHS web site.

### **Clinical and Industrial Hygiene Program**

CONTACTS:
Program Manager: 476-1300
X-Ray Machine and Patient Therapy: 476-5303
Industrial Hygiene Safety: 476-9457

The Clinical and Industrial Hygiene Program assists UCSF healthcare facilities in complying with the Joint Commission on Accreditation of Healthcare Organizations (JCAHO) requirements, conducts new employee safety orientation for hospital employees, performs industrial hygiene surveys for employees who may be exposed to hazardous working conditions, conducts x-ray machine inspections and oversees the campus sanitation program. The group also coordinates CAL/OSHA and other regulatory inspections.

### **Asbestos Abatement Project Coordination**

Provides technical support to project managers and assists in the development of written specifications for asbestos abatement projects. Conducts inspections of asbestos abatement projects prior to the beginning of the work, verifies containment procedures during operations, and performs clearance evaluations upon completion of projects. Oversees the disposal of waste material from project site.

The Clinical Program also provides assistance to identify areas containing lead and PCBs and provides technical advice regarding their safe removal and disposal.

### **Asbestos Material Sampling**

Conducts inspections to verify existence of Asbestos Containing Building Material (ACBM) in buildings at UCSF and maintains an inventory of all such locations. Performs material and air sampling for campus departments or upon employee request.

### **Asbestos Training and Notification**

Develops and conducts training on the potential hazards of asbestos and safe work practices for UCSF employees who perform work that may expose them to asbestos. Notifies and conducts training for all UCSF employees in areas where asbestos abatement projects are being conducted or where asbestos materials may be present in the work environment.

### **Facility Plans Review**

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OEH&S staff and applicable safety officers review plans for new construction and remodeling projects to assure compliance with health and safety standards.

### **Inspection and Calibration of Equipment Producing Ionizing Radiation**

Equipment inspection on a regular basis is required by the State Bureau of Radiologic Health Branch. Inspection records are kept by Radiation Safety and the department that owns the equipment.

### **Patient Care Area Monitoring**

The Patient Injection Area and the Radiopharmaceutical Laboratory are monitored daily for evidence of contamination. Brachytherapy and thyroid therapy patient areas are monitored, and provided special instructions before release.

### **Occupational Exposure Monitoring**

Conducts air monitoring surveys for potentially harmful chemical substances or physical agents. Investigates complaints from all UCSF locations concerning problems associated with nonradioactive chemicals, odors, and noise exposure.

### **Respiratory Protection Program**

UCSF has developed a Respiratory Protection Program (RPP) to establish uniform policies and procedures concerning the use of respirators by UCSF employees and students. The RPP is designed to meet the regulatory requirements mandating a written respiratory protection program to assist employees, students, and supervisors in understanding their responsibilities, how to obtain a respirator, and how to properly use and care for their respirators.

### **Ventilation Systems Evaluation and Monitoring**

Evaluates general mechanical ventilation systems for indoor environments. Monitors and evaluates local exhaust systems including but not limited to canopy hoods, slot hoods, welding booths, and spray booths.

### **Environmental Sanitation**

Inspects and monitors vendor and University-controlled food service operations on campus. Prepares food handler sanitation guidelines. Coordinates the testing of the campus water supply and reviews analytical results. Investigates complaints regarding food sanitation, pest control and water quality for all campus locations.

### **Emergency Response Team – ERT**

Coordinates operations of the Hazardous Materials ERT, provides for routine training and maintains needed equipment and supplies.

### **Hospital Safety**

Assists the UCSF Medical Center, Langley Porter Psychiatric Institute, Mt. Zion Hospital and other off-site facilities in complying with Joint Commission on Accreditation of Healthcare Organizations (JCAHO)

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standards. Assists the UCSF Medical Center Infection Control Committee with the development of policies and procedures to control and prevent the transmission of infectious microorganisms.

### **Nonionizing Radiation Equipment**

Monitors the use and function of nonionizing radiation-producing equipment. Lasers on campus are inspected upon installation and on an annual basis. Microwave ovens can be inspected upon request. Non-ionizing energy-producing equipment is inspected on request.