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OEHS&S EMERGENCY RESPONSE TEAM

To ensure effective response to emergency situations the Responder will respond to campus or hospital emergency situations by initial phone consultation, followed by site visit if needed.

The OEHS&S has a Hazardous Materials Emergency Response Program that provides technical assistance to chemical, radioactive, or biological emergencies. The Team members are properly trained as required by law, and have an emergency van that has all the necessary supplies and equipmentsent to respond to calls on a 24 hour basis. The program is supported by approximately 20 safety professionals, and is coordinated by the Campus Fire Marshal. The Emergency Response Team (ERT) works in tandem with city, state, and federal regulatory agencies, providing mutual aid as needed.

In case of a hazardous materials incident, call the UCPD Emergency telephone number (9-911) and they in turn will page the on-call Responder. If you have questions, or would like further information contact:

- Campus ERT Coordinator @ 476-0570
- OEHS&S Main Desk 476-1300
- UCSF Emergency Preparedness Program @ <http://www.police.ucsf.edu/emereprep.htm>

The OEHS&S Safety Update Newsletter is distributed by the UCSF Office of Environmental Health and Safety. Please send comments to OEHS&S Safety Update Newsletter: editor@ehs.ucsf.edu Box # 0942 476-1300

Environmental Health and Safety #717
50 Medical Center Way
San Francisco, California 94143

(Trees, Continued)

REMOVAL OF TREES: When decorations are removed from a Christmas tree, Facilities Management (6-2021) may be called for tree disposal.

PARTIES: During the coming holidays, many departments will hold staff parties. Please confine the parties to rooms or assembly areas. Corridors should not be used for this purpose. Compliance with these regulations will contribute to your safety and the safety of others, as well as the protection of the University's property.

For more information, contact Frank Billante, Campus Fire Marshal, @ 476-0570.

HAVE A SAFE & HAPPY HOLIDAY SEASON!

SAFETY UPDATE NEWSLETTER

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO
OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

UCSF RESEARCH NEWS

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FOR ALL UCSF/UCSF MEDICAL CENTER EMPLOYEES DECORATING REGULATIONS FOR A SAFE AND MERRY CHRISTMAS

In the interest of public safety at UCSF/UCSF Medical Center, the following regulations have been issued regarding Christmas trees, wreaths, lights, and other decorations for the 2001 Holiday Season. Compliance with these regulations is expected.

SPECIAL REQUIREMENTS FOR "HOSPITALS AND PATIENT CARE AREAS"

ALL NATURAL CHRISTMAS TREES BEING USED IN THE HOSPITAL AND PATIENT AREAS ARE REQUIRED TO BE LIVE ROOTED IN POTTED SOIL. (NO CUT NATURAL TREES ARE ALLOWED IN THE HOSPITAL OR PATIENT AREAS). ALL ARTIFICIAL TREES MUST COMPLY WITH THE REGULATIONS BELOW.

REGULATIONS THAT APPLY TO ALL AREAS

DATES FOR DECORATIONS: All decorations must be dismantled and removed as soon as possible after the New Year Holiday, unless requested to do so earlier.

DISPLAY REGULATIONS: The maintenance and display of all trees and other decorations shall comply with the following requirements:

(a) All decorative materials, including synthetic Christmas trees, must comply with flame retardant requirements of the State Fire Marshal's Office.

(b) All cut natural Christmas trees are required to be fire retardant treated and must have a State Fire Marshal applicator tag attached to the tree to verify that it has been treated.

(c) All cut natural Christmas trees must be kept in at least 2 inches of water at all times. The water level must be maintained such that the butt or bottom of the trunk is fully immersed.

(d) The use, maintenance and display of wreaths or garlands constructed in whole or in part from Christmas tree parts or other natural foliage or any portion thereof may be permitted, provided they are treated with a fire retardant the same as for the trees. (Most large Christmas tree lots have a licensed fire retardant applicator that can treat the foliage. It is suggested trees and foliage be purchased at one of these locations since Facilities Management no longer provides this service.)

(e) Decorative materials must NOT be tied or placed so as to obstruct the exit ways or to impair the operation of any fire sprinkler, fire alarm device, fire extinguisher, or fire hose cabinet.

(f) Candles, fondue pots, oil lamps, incense, or other flame producing apparatus are NOT allowed in any of the decoration set-ups.

(g) High-heat producing lights are NOT allowed. Small twinkle lights having an Underwriters Laboratory label are acceptable.

(h) All extension cords must be grounded. Lightweight extension cords or multiple adapters are NOT allowed.

(i) Electric light cords must NOT be hidden under combustible material such as rugs, drapes, etc.

(j) Electric lights must NOT be used to decorate metal trees. This practice is extremely hazardous.

(k) Good housekeeping practices must be maintained. Accumulated gift paper, ribbon, boxes, etc. must be cleaned up before they become fire hazards.

FIRE: If a fire does occur, after all your efforts, IMMEDIATELY CALL 9-911, sound the building alarm, evacuate the area, and close doors as you leave. Don't go back! It's not worth it! (Continued on pg. 4, See Trees)

HAZARDOUS (CHEMICAL) WASTE MANAGEMENT MADE EASY

The Office of Environmental Health & Safety (OEHS) collects hazardous waste **free of charge**. Please call 476-0544. Detailed hazardous waste storage and disposal information can be found in Chapter 9 of the UCSF Chemical Safety Manual @ <http://www.ehs.ucsf.edu/Manuals/manuals.cfm>

- No drain disposal, No evaporation, No treatment
- Do not place in ordinary trash
- Properly fill out a hazardous waste tag

- Accumulation Start Date: The hazardous waste must be collected by OEHS no later than 60 days of the accumulation start date
- OEHS Pick-up date: filled in by OEHS only
- Building and room number
- Check off hazard class (Ignitable, corrosive, toxic, reactive)
- Write chemical name
- Identify physical state (solid, liquid, gas)

University of California, San Francisco
501-551 Parnassus Avenue
San Francisco, CA 94143-0942

① Bldg. & Rm. # **HSW 1180**
② PI: **John Kelly** Tag #: AA16798
③ Accumulation Start Date: **06/12/01**
④ OEHS Pick-Up Date: 09/12/01

DO NOT WRITE IN THIS SPACE FOR OEHS USE ONLY.

REQUIRED STATEMENTS

- Front of Tag
- ① Bldg. & Room # (Filled in by Lab.)
 - ② PI Name
 - ③ Accumulation Start Date (Filled in by Lab. when waste is placed in container)
 - ④ OEHS Pick up Date (By OEHS at time of pick up)

HAZARDOUS WASTE (CHEMICAL WASTE)

⑤ HAZARD CLASS	⑥ CHEMICAL NAME & COMPOSITION	⑦ PHYSICAL STATE	⑧ pH
<input checked="" type="checkbox"/> Ignitable <input checked="" type="checkbox"/> Corrosive <input type="checkbox"/> Toxic <input type="checkbox"/> Reactive	HPLC Waste, (90% Acetonitrile, 5% Methanol, 5% Water)	<input checked="" type="checkbox"/> Solid <input checked="" type="checkbox"/> Liquid <input type="checkbox"/> Gas	7.0

- Back of Tag
- ⑤ Hazard Class (Circled by Lab.)
 - ⑥ Chemical Name & Composition (Filled in by Lab.)
 - ⑦ Physical State (Circled by Lab.)
 - ⑧ pH (Filled in by Lab.)

- Complete Hazardous Waste Removal Form & send to OEHS @ mailbox 0942 or fax 476-0581
- Keep container closed. Open only when adding more waste to it
- Segregate waste properly, for example:

Acids
Oxidizing Agents: e.g.,
chlorates
chromates
halogens
nitric acid

FROM

Bases, Metals
Reducing Agents: e.g.,
ammonia
nitrites
organic compounds
metals

*** Note, typical problem: acid stored next to bleach**

- See Waste pick-up schedule @ <http://www.ehs.ucsf.edu/Manuals/manuals.cfm>
- If a chemical spills: call UCPD @ 9-911 (SFGH: 206-8522) to request for OEHS 24 hour Emergency Response
- Provide secondary containment around waste storage containers (such as a tub), especially if there is a floor drain nearby
- Visit the OEHS Lab Chemical & Supply Surplus Exchange Program @ <http://www.ehs.ucsf.edu/>
- Questions? Call 476-0964 or send email to: bluiestro@ehs.ucsf.edu

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE), head, face/eye, hand, and body protection, are used to protect employees from physical, chemical, and/or biological hazards. Personal protective equipment should not be used as a substitute for engineering, work practice, and/or administrative controls. PPE should be used in conjunction with these controls to provide for employee safety and health in the workplace. The basic element of any management program for PPE should be an in-depth evaluation of the equipment needed to protect against the hazards at the workplace. The Office of Environmental Health and Safety (OEHS) Department Safety Advisors (DSAs) are available to work with Department managers and supervisors to set standard operating procedures for personnel, then train employees on the protective limitations of PPE, and on its proper use and maintenance.



purpose and its limitations. The equipment must not be altered or removed even though an employee may find it uncomfortable. (Sometimes equipment may be uncomfortable simply because it does not fit properly.)

Hazard Assessment

Managers and supervisors are required to assess the workplace to determine if hazards that require the use of head, eye, face, hand, or foot protection are present or are likely to be present. OEHS DSAs are available to assist in the hazard assessment. If hazards or the likelihood of hazards are found, employees must select and have affected employees use properly fitted PPE suitable for protection from these hazards.

Training

Before doing work requiring use of PPE, employees must be trained to know: when to use PPE, what type is necessary, how it is to be worn, and what are its limitations according with the manufacturer's instructions, as well as its proper care, maintenance, useful life, and disposal. In many cases more than one type of PPE can be used for protection. In those instances employees should be given a choice.

Managers and supervisors are required to maintain a record of training which include the name of each employee trained, the date(s) of training, and the subject of the training

Inspection and Maintenance

Prior to use, all PPE must be inspected by its user to ensure the PPE is in good condition to provide adequate protection. One-time-use PPE, such as gloves or disposal

clothing must be properly disposed and managed in accordance with UCSF health and safety policies. Reusable PPE needs to be inspected, cleaned and sanitized, and stored in a manner to protect it from chemicals, dust, sunlight, or extreme heat. If the PPE is to be used by another person, the PPE must be cleaned and sanitized before passing it on to the next person. Using improperly maintained PPE may result in the wearer being exposed to harmful chemical, biological, or physical hazards. Certain PPE have an assigned maximum useable life. For example, hard hats must be discarded after five years due to deterioration from exposure.

Team Approach

To have an effective PPE program, one departmental manager must be responsible for its coordination. First-line supervisors must be aware of the hazard and must be held accountable for their employees' use of PPE. OEHS DSAs are available to work with management, supervisor and employee team to establish an effective PPE program. A safety program for new employees is a necessary part of any orientation program. An on-going safety program should be used to motivate employees to continue to use protective gear.

Teaming the correct PPE with a good training program can give workers a large measure of safety where other controls are inadequate or not feasible.

PPE can be effective only if the equipment is selected based on its intended use, workers are trained in its use, and the equipment is properly tested, maintained, and worn.



PLEASE HAVE ALL PERSONNEL IN YOUR LAB INITIAL HERE AS EVIDENCE OF CONTINUING EDUCATION & KEEP THIS NEWSLETTER IN YOUR LOGBOOK.

