

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

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NEED OR WANT TO GET RID OF LAB CHEMICALS OR SUPPLIES?

Check out the Chemical & Supply Surplus Exchange (LCSSE) Program Website at www.ors.ucsf.edu or find a direct link to the program from the OEHS Website at www.ehs.ucsf.edu. You can post information on the on-line posting board about excess items you may have as well as search for items you need.

From the website:

- Select the category you are interested in from the pull-down menu.
- Another screen will appear with an identical pull-down menu, in which you select "Submission Forms".
- Complete the form and submit it directly on line.
- It will be sent to the OEHS Webmaster who will post the ad on the board within 24 hours upon receipt. You will receive a confirmation and the opportunity to make any changes to the form at the time of completion and via the email.



We will continue to refine and update the website as necessary. If you have any questions or suggestions about the program, feel free to send an email to webmstr@ehs.ucsf.edu or call 476-1300.

SAFETY UPDATE

UNIVERSITY OF CALIFORNIA, SAN FRANCISCO

NEWSLETTER

OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY

UCSF RESEARCH NEWS

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TRANSPORT ADVISORY

The following message is repeated on behalf of Brynte Johnson, Biological Safety Officer UCSF - OEHS

To All Campus Researchers Who Transport Laboratory Materials

Researchers have the need to transport biological materials. Due to significantly increased security at airports, these items may be interpreted as potential biological or chemical weapons no matter how innocuous they really are; they may be confiscated.

Save yourself time, trouble, expense, and possibly the loss of material that would be difficult or impossible to replace.

Do not carry any biological materials, no matter how harmless or how carefully packaged, with you or in your luggage when traveling.

This also applies to surface transportation (trains, buses), as security protecting these carriers has also been significantly tightened.

If you need to transport biological materials, please use a licensed courier or call the Biosafety Officer at 476-2097 for additional information.

DEPARTMENTAL SAFETY ADVISORS & ANIMAL USE

The following message is repeated on behalf of Dr. Nigel W. Bunnett, Chair, Committee on Animal Research.

Most laboratory personnel are familiar with their DSA, the Departmental Safety Advisor who helps their group stay in compliance with radiation, biosafety, controlled substance and chemical safety laws, regulations, and policies.

Starting in early November, DSAs will begin to offer assistance and oversight of animal care and use in laboratories.

When DSAs visit a laboratory, they will meet with the laboratory manager and verify:

- that personnel lists and room authorizations are accurate for animal use approvals,
- that euthanasia methods accord with approved protocol,
- that dry ice is not being used as a source of carbon dioxide,
- that animals are not housed in laboratories for greater than 12 hours without CAR approval posted in the laboratory, and
- that an inventory system is in place for monitoring expired drugs and medicine.

The checklist they will be using can be found at <http://www.ors.ucsf.edu/away/forms/forms.htm> to help you prepare for their visit.

DSAs will refer people with questions and concerns to the Animal Welfare Assurance Program to help them modify their approvals as necessary to be in full compliance.

DSAs will be working with information in the Office of Research Services on-line database.

To verify your laboratory's on-line information, go to <https://www.ehs.ucsf.edu/login/login.asp>

SAFE SHIPPING OF BIO. MATERIALS TRAINING

Biological or biohazardous materials are constantly being transported both among UCSF campuses and between UCSF and other research facilities around the state, country and world. The process of shipping these materials (in legalese, a category of "dangerous goods") is regulated by a number of laws and regulations. These are designed to ensure the safety of the carrier and to ensure the safety of the receiving facility. Carriers are becoming much more careful about what they accept for shipment, and Customs agencies usually provide no care for perishable materials they hold while they wait for missing paperwork to arrive.

If you or others in your laboratory are responsible for the transport or movement of biological or biohazardous materials, at least one person from your lab should attend a training class entitled Safe Shipping of Biological Material.

These sessions will cover local, state, federal, and international regulations regarding paperwork and shipping containers.

A certificate will be issued to all those who successfully complete the training. Unlike those which are merely "suitable for framing" these certificates are legally required if you need to ship by common carrier, and are being demanded by these carriers before they will accept "dangerous goods".

Please contact OEH&S at 476-1300 to enroll in a class. For more information, contact the Biosafety Officer, Brynte Johnson at 476-2097, or, bjohnson@ehs.ucsf.edu.

COMPUTER WORKSTATION ERGONOMICS

Computer Workstation Design

The importance of workstation design increases with the amount of time spent at the computer. As a general guide anyone who spends more than two hours a day in front of a Video Display Terminal (VDT) should take special care to ensure the workstation is user friendly and ergonomically correct.

Ideally the chair, terminal and keyboard height should all be fully adjustable. When this is the case, the chair should be the first piece of furniture adjusted to fit the operator.

Once the chair has been properly adjusted it should be used as a reference point for all further adjustments. With the feet firmly planted on the floor and the upper body in a neutral position, the monitor and keyboard position should then be adjusted.

Finally additional computer accessories including pointing devices (i.e., mouse) wrist supports and copy holders should be correctly placed. If the work surface height is not adjustable, the chair should be fitted to the workstation and a footrest provided to support the feet if needed.

Specific guidelines for these adjustments are outlined in the following sections.

Computer users tend to spend most of their day seated. To provide comfortable support for each particular individual, the following features are important:

- easily adjustable chair height from 42 - 54 cm.

- seat pan large enough to provide support for thighs and buttocks, but not pressing the back of the knees
- seat pan with a waterfall edge at the front to avoid pressure on underside of the lower thigh
- easily adjustable seat pan tilt
- easily adjustable back rest tilt and height providing lumbar support
- easily adjustable arm height
- sturdy base with five legs and casters
- breathable material and a dense foam that gives way no more than 2.5 cm.
- Many work surface heights are adjustable, in this case the chair is the first piece of furniture adapted to fit the user.

Monitor

The monitor or screen of a computer should be positioned so that the top line of text is slightly below eye level while seated as discussed in the previous section. Distance from the eyes to the screen should be approximately arms length, 45 to 60 cm. Greater distances may contribute to poor posture, if the user has to lean forward to see the information on the screen.

Keyboard

A computer workstation should accommodate the keyboard on a separate and adjustable surface. The keyboard holder should be long enough to accommodate a pointing device or mouse pad directly beside the keyboard and at the same height. It is important that both the keyboard and the keyboard holder be kept as flat as possible as this places the wrist in a more neutral position minimizing muscle strain.

(Continued on Pg 3, See Ergo.)

(Ergo, continued)

Mouse

The main pointing device used for computer work is the mouse. Shoulder, forearm and wrist discomfort can be significantly reduced if the mouse is used optimally.

Tips on proper usage of a mouse include:

1. Place mouse at the side of the keyboard and at the same level. Do not reach for it.
2. Use the armrest on the chair or rest your arm on another available support while using the mouse.
3. Reduce pressure on the wrist from the work surface; a mouse pad or rest may help.
4. Rest your finger on the button, do not hold it hovering above the mouse.
5. Keep the wrist straight; wrist angle should not exceed 20° extended, nor bent to either sides.
6. Do not grip the mouse tightly.
7. Choose a mouse that fits your hand; many different sizes and shapes are available.
8. Set your mouse speed at about the middle range.
9. Reduce the time spent using the click and drag feature of the mouse as this puts strain on the forearm and hand. Software is available which will convert an extra mouse button to one which performs the click and drag function, or the double click function.

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

"LIFETIME" DOSIMETRY INFORMATION

ICN incorporates "lifetime" dosimetry information in their reports. This information was available only in the database when Landauer served as the dosimetry vendor.

Beginning with the April 2001 report, you can now see your "lifetime" cumulative exposure each month. (Some of the March reports included the lifetime information.)

ICN has reprinted January, February, and March 2001 reports to include the lifetime information ("Lifetime to Date") and these reports are attached to this memo.

You may discard the previous January to March 2001 exposure reports and replace them with the reprints.

ICN indicated the conversion process was not error-free. Please review your reports.

Contact Ron Ottley, Dosimetry Coordinator, at 476-5505 regarding questions or to report errors. Otherwise, you can send an email to Ron at the following address: rottley@ehs.ucsf.edu. Thank you.

Moving to Mission Bay?



If your laboratory is moving to Mission Bay, there are probably some questions you have regarding, for example, logistics, planning, and scheduling. We would be happy to hear of your questions and / or concerns. Please let us know by contacting Kathleen Knowles @ kknowles@ehs.ucsf.edu

OEH&S NEWS

Effective September 19, the Office of Research Services has a new Human Resources Coordinator, **Betty Jerez**. Betty is transferring from the Department of Pathology, and she has more than 20 years experience in the human resources and payroll functions at UCSF.

Many of you already know **Eileen Lloyd** who has been with OEH&S for several years; effective September 1, Eileen is the acting Program Manager for the Clinical Group. Eileen will coordinate all medical center functions, Industrial Hygiene sampling, controlled substance program, Industrial Hygiene technician activities, and the Emergency Response Program.

Welcome and Congratulations!