

**Environmental Safety
Health
and Update
Safety Newsletter**

WE WOULD LIKE TO HEAR FROM YOU

To you, our customers, we at the Office of Environmental Health and Safety (EH&S) sometimes appear rushed and interested only in the various EH&S regulations and policies. We want to make certain that you know that we're here to help you - to provide the tools and expertise that minimize your risks from environmental, health, and safety hazards.

We're interested in your input about how we do our job, the services you wish we provided (or wish we didn't), what you expect from each of us, and anything else you wish to discuss with us. Both formal and informal communication helps us!

One type of formal communication we are implementing is a customer satisfaction survey. The survey is intended to give us information from a large number of customers on some very specific topics. This quarter, we sent the survey to a small number of people, and we'll use the feedback both to improve our services, and to tailor the survey form to meet your needs. Early in the new year we hope to distribute more surveys and hope that you'll complete the form and return it to us.

On a more informal basis, we're eager to hear from you. To each department, we've assigned a Department Safety Advisor (DSA) - a professional whom you can contact for any EH&S issue. If your DSA doesn't have an immediate solution to your question, (s)he has access to all resources within EH&S and will work to meet your needs. The names and telephone numbers of the DSAs are listed below. If you don't know which person works with your depart-

ment, you can find out by calling EH&S at 476-1300.

Department Safety Advisors:

Hector Acuna	476-9457
Jeff Casano	476-0566
Jimmy Choy	476-5506
Sharllen Lee	476-3875
Lowell Miller	476-3328
Mario Suarez	476-0549
Roger Tindall	476-2160
Ryan Wong	476-0607
Chris Younghans-Haug	502-5389

On occasion, you may want to talk with someone other than your DSA. To help you find the right person, below are the names, phone numbers, and email addresses for key EH&S staff:

Dian Tollinger manages the Campus Program and is available at 502-7536 or diant_at_ehs@ccmail.ucsf.edu. This program, focused on the research community, encompasses:

- Laboratory audit program
- Obtaining use authorizations
- Radiation, Biological, Chemical, and Fire / Life Safety
- Dosimetry
- Controlled substances registration
- Carcinogen permitting & monitoring
- Fume hood testing and certification
- Eyewash and shower testing
- Ergonomic evaluations
- Plans review for new or modified facilities
- Employee training
- Support for safety program development within departments

The Hazardous Materials Management (HMM) Program Manager is John Shaver; his voicemail number is 476-

0568 and his email address is johns_at_ehs@ccmail.ucsf.edu. The HMM program is responsible for receipt and distribution of radioisotopes, pickup of radioisotope waste and chemical waste, wipe test service, licensing and permitting, and liaison with governmental agencies.

Eugene Lau manages both the Clinical and Industrial Hygiene Programs; he is available at 476-1794 or eugenel_at_ehs@ccmail.ucsf.edu. The Industrial Hygiene Program is responsible for indoor air monitoring and occupational monitoring, should you need these services.

The Campus Fire Marshal and Emergency Response Team lead is Katie Shypertt (476-0570); Glenn Funk, Ph.D., is the Biosafety Officer (476-2097); Controlled substances issues are handled by Eileen Lloyd (502-8653), and Ara Tahmassian, Ph.D., (476-5869) is the Director and Radiation Safety Officer. All are available to answer your highly technical questions.

The DSA system gives everyone at UCSF an EH&S contact for service requests and/or problem resolution. Your DSA should be your first contact, but feel free to call a Manager or even the Director if you believe your needs are not being met. Dr. Ara Tahmassian is the Director and may be reached by calling 476-5869 or sending email to arat_at_ehs@ccmail.ucsf.edu.

If you're not certain who to talk with, the EH&S Receptionist (476-1300) can direct you to the appropriate individual. We welcome your comments and look forward to continuing to serve you.

HOLIDAY SAFETY

The winter holidays, with all the decorations, parties, and hoopla, create some special hazards. In the interest of public safety and the safety of all UCSF employees and students, we at EH&S must remind everyone of the regulations which apply to use of Christmas trees, wreaths, lights, and other decorations.

Display Regulations

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

- In the hospital and patient areas, natural Christmas trees are required to be live-rooted in potted soil; the soil should be kept moist to assure the freshness of the plant.
- At any campus location, natural cut Christmas Trees must be pre-treated with fire retardant, and must have a State Fire Marshal tag attached, verifying the treatment. Many Christmas tree lots have a licensed flame retardant applicator who can properly treat the tree.
- All natural cut Christmas trees must be kept in a minimum of two inches of water at all times. The water level must be maintained such that the bottom of the trunk is fully immersed. Any area having a natural cut tree should assign an individual to check water levels at least daily.
- Wreaths and garlands made in whole or part from live cut Christmas tree parts or other natural foliage must be treated with a fire retardant the same as for trees.
- All decorative materials, including synthetic Christmas trees, must comply with the flame retardant requirements of the State Fire Marshal's office.
- Decorative materials must not be placed or secured in any exit corridor or stairwell.
- Decorative materials are prohibited in any location that impairs the op-

- eration of any fire safety equipment.
- Flame producing items, including candles, oil lamps, and incense, are strictly prohibited.
 - Only lights with an Underwriters Laboratories (UL) label may be used. No high-heat producing bulbs may be used.
 - Use of extension cords is discouraged. If extension cords are used, they must be unplugged when no one is in attendance, they must be UL-approved, they must be of a sufficient wire gauge to support the attachments, and they must be grounded.
 - Use of multiple electrical adaptors is prohibited.
 - Electric cords, including extension cords, must not be run beneath rugs or other surfaces which conceal the cord. They must not be run under or through combustible materials.
 - Use of metal decorative trees is discouraged. If used, electrical lights on the metal trees are strictly prohibited.
 - Displays should not be located near heat sources, in high traffic areas, or near flammable materials.

Removal of Displays

All displays must be removed as soon as possible after the New Year holiday. Once all decorations are removed from live cut trees, Building Services will remove and dispose of the trees.

Parties

Please confine parties to rooms or assembly areas. Corridors should not be used as party locations; clear corridors are critical for emergency egress of any area.

Have a SAFE and happy holiday season!



SHOULD I? OR ...

Lately, a common question asked of EH&S: should I have cleaned up that spill or should I have called the Emergency Response Team (ERT)? Obviously, each situation is unique, but there are some criteria which will help answer the question next time.

A standard EH&S expression is P-E-P: people first, then environment, then property. At UCSF, we can modify this slightly: P-E-R-P: people, then the environment, then research, then property. Yes, it's true - in an emergency, one should always take care of people first, the environment next, and then worry about the experiment and the equipment and building. So, what does this have to do with how to handle a spill? Let's step through a typical scenario that follows a spill of a hazardous material. The spill occurs.

The first consideration should be the welfare of the people. Is anyone hurt? If so, immediately call 476-6911 or 9-911, and report the injury to the emergency dispatcher. The dispatcher will summon medical support and the ERT.

Is there a strong likelihood that people in the room will be exposed to a hazardous material? Are there strong fumes that might be damaging? Is the material highly flammable, toxic, an airborne pathogen? If so, vacate the area immediately and prevent other employees from entering the area. Use a nearby phone to call for the ERT.

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email:
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(Should I?, continued)

Is the spill elemental mercury (from a thermometer or sphygmomanometer)? If so, the ERT should be called as they have special equipment to quickly and safely vacuum up the material.

Is the spill a very large spill, say over 1 gallon? If so, it's best to call the ERT, as they have sufficient clean up materials and training to handle a large spill.

OK, so those scenarios are pretty obvious. But what about the more typical spill? Here are some ground rules for those. If the answer to any of these questions is NO, call the ERT! (You should, however, be familiar with the hazards in your lab and familiar with the chemicals that you use.)

- Do you know the material's identity and the hazards associated with the material? If it's a chemical spill: have you carefully read the label on the container and the Material Safety Data Sheet(s) (MSDS(s))? Is the information on the label or MSDS adequate to help you clean up the spill properly? Are you familiar with other hazards, i.e., biological or radioactive?
- Do you have appropriate personal protective equipment (PPE)? Eye protection? Apron or Lab Coat? Gloves of a material that is resistant to the chemical? If a respirator is required, have you been properly fit-tested for it and do you know how to use it?
- What about spill clean up supplies? Does your lab have a spill kit? Are you familiar with the contents of that kit and when to use what? Is there a central spill closet near by? Are you familiar with those supplies?
- Do you know the proper procedure for handling the spill? Do you understand that you must clean from the OUTSIDE of the spill inward, in order to minimize further spread of the material?

- Do you have a way to dispose of contaminated cleaning materials safely (i.e., a closed, labeled bucket)?

Again, if the answer is NO, it's appropriate to call the ERT.

Once you call the ERT (by calling EH&S at 476-1300 during normal work hours, or 476-6911 or 9-911), what should you do, and what should you expect from the ERT?

YOU should secure the area, making certain no one comes in contact with the spilled material. Ask everyone to leave the lab, if necessary.

YOU should stay in the immediate area - outside the lab in the hallway, for example, to provide information to the Emergency Responder. DO NOT leave the area totally unattended!

When you call the ERT, please provide all the information asked for by the person taking your call:

- Your name.
- Your location (building, room number, area within the room).
- The nature of the emergency (chemical spill, radioisotope spill,...).
- The identity of the material and a description of the spill.
- Telephone number where you can be reached (such as the lab next door).

Wait at that telephone number until the Emergency Responder returns your call. This may take 10-15 minutes. (Please note that at night and on weekends, the Emergency Responder is "on-call" and the responses may take a little longer.)

When the Emergency Responder returns your call, be prepared to provide as much information as possible to the person, to help him/her in handling the incident properly. As you discuss the spill, the two of you may decide 1) that you can handle the spill with direction from the Emergency Responder over the phone, or, 2) that the Emergency Re-

sponder should come to deal with it. If you decide the Emergency Responder should come to your area, he/she will give you an estimated time of arrival. Stay at your contact location until the Emergency Responder arrives! Your assistance or knowledge may be needed!

Once the spill has been cleaned up, the Emergency Responder will give you an "Incident Report Form". Give this to your supervisor as soon as possible, as it is your official record of the incident. The EH&S Emergency Response Team lead will also receive a copy, as will the EH&S Program Manager.

Are there situations where it's really not useful to call the ERT? Yes - transient odors. These have usually dissipated by the time the Emergency Responder can arrive, and it is very difficult to find their source, so the ERT can be of little help. If an odor is strong and persistent, it may be best to simply vacate the area until the odor dissipates. If the odor occurs repeatedly, our Industrial Hygienist may be able to perform some air monitoring tests to help identify the odor and its source.

To summarize, if you're not certain how or whether to clean up the spill, play safe and call the ERT. And remember - people first, environment next, property after that!



USEFUL WEB SITES

Below are useful EH&S-related web sites:

- National Fire Protection Association <http://www.wpi.edu/~fpe/nfpa.html>
- Dept. of Health & Human Services Gateway to Consumer Health Info <http://astdr.aster.cdc.gov:8080/cx.html/#dhhs>
- American Biological Safety Assn. <http://www.ABSA.MSU.edu>

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



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TIDBITS FROM EH&S

The recent power outages should be a reminder to all how vulnerable we are in our dark offices and labs during an emergency. It's a good time to review your department's Emergency Action Plan (EAP). In an emergency, do you know where your group is supposed to meet? Have you been assigned a role in "safing" your work area, if so, do you know how? Who is the prime contact in your department should you need to contact someone? In most departments, the Management Services Officer maintains the master copy of your EAP. Ask for a copy, read it, and discuss it with others in your group so everyone will be prepared!



EH&S provides support for ergonomic evaluation of your workstation. We can come to your site and work with you to find the best configuration for your workstation. We have a university-wide site license for ErgoSmart - software to help you best adjust your

work station and personal habits. See your DSA to request an evaluation or a copy of the software.



EH&S recently held a Campus Safety Fair, focused on safety and health issues in the lab. The fair included exhibits by EH&S, vendors of safety equipment, and university groups concerned with campus health and safety issues. We'd like your feedback on the fair - what you liked, disliked, or want to see next year. Please give your comments to your DSA or Dian Tollinger, Campus Program Manager.



EH&S is updating its user safety manuals; the following manuals have recently been released: Radiation Safety, Radiation Safety Training, Biosafety, and Controlled Substances. The Chemical Safety Manual is under revision and will be released shortly. If your lab did not get the new manuals, please ask your DSA for copies.

(Web Sites, continued)

- Link to Multiple MSDS Directories
<http://www.chem.uky.edu/resources.msds.html>.
- National Safety Council
<http://www.nsc.org>
- US Environmental Protection Agency
<http://www.epa.gov>
- Fed. Environmental Mgmt. Agency
<http://www.fema.gov>
- Earthquake Information & Maps
<http://www.abag.ca.gov/bayarea/eqmaps/eqmaps/html>
- Bloodborne Pathogens Std. Info
http://gabby.osha-sic.gov/OshDoc/Interp_data?interp19930201B.html
- Calif. Office of Emergency Services
<http://www.oes.ca.gov>
- Information on El Nino
<http://ceres.ca.gov/elnino/>