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# The Waste-Paper

*“A Waste is a terrible thing to mind”*

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## *The Gloves Are Off...or Should Be*

Imagine that you are walking back to your work area and in front of you on the same path is a woman wearing a lab coat and gloves. She holds the handrail, grasps the door handle to open the door, presses the keys on the vending machine, and pushes the button for the elevator.

Like many people, you may be wondering why she is wearing those gloves and the lab coat. Might there be residue from the materials she uses in the lab? If so, is it now on the handrail, door handle, vending machine and elevator buttons?

This is a relatively common concern among many people who work in laboratory buildings, particularly those who are not lab workers themselves. As much as they support and appreciate the research and teaching going on in the labs, there is some worry about potential exposure to hazardous materials. You may know that your personal protective equipment is not contaminated, but others don't.

### **It is good lab etiquette to remove unnecessary protective equipment before going into public areas.**

If you are transporting hazardous materials and there is a potential for exposure, by all means wear proper gloves, eye protection and anything else needed to protect yourself. If possible, wear just one glove and use your bare, clean hand to open doors, etc., as long as it does not compromise your safety.

## *Training Reminder*

Just a reminder to those who are new to the University or who might be veterans, but have not received safety training:

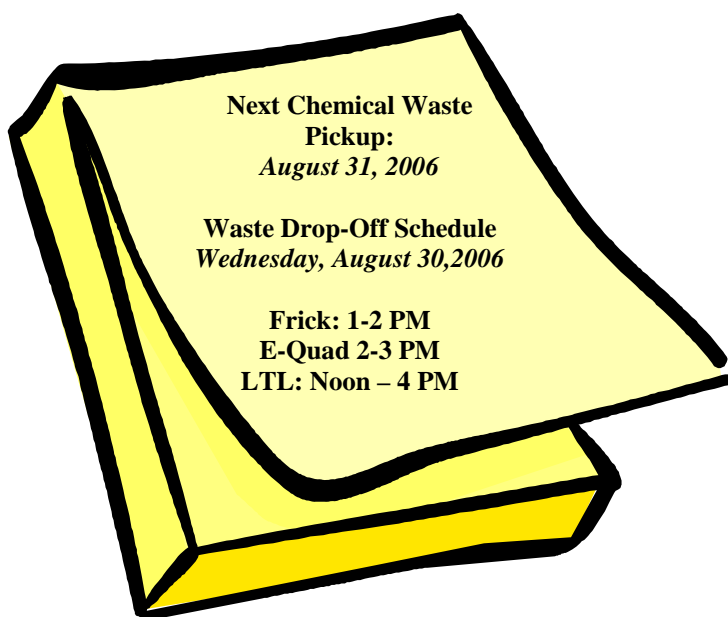
**All faculty, staff, students, and visiting researchers who work in laboratories are required to attend Laboratory Safety training** provided by EHS and receive additional, more specific training from their department and/or supervisor.

Regardless of previous training and experience, **anyone planning to use radioactive materials must complete initial radiation safety training before using radioactive materials.** Initial radiation safety training is divided into two segments: a [web-based Radiation Basics modules](#) and a Radioactive Materials Safety Class. Participants must successfully pass the Radiation Basics Test before attending the Radioactive Materials Safety Class.

Lab workers may need additional training depending on their responsibilities and/or the materials used in the lab:

- [Lab Supervisor Training](#) is mandatory for **Principal Investigators, lab managers and others with supervisory responsibilities.** Contact [Robin Izzo](#) at 8-6259 to schedule.
- **Individuals who work with class 2, 3 or 4 lasers** must attend [Laser Safety Training](#).
- **Anyone using an air-purifying respirator or self-contained breathing apparatus** must complete Respiratory Protection training and fit-testing annually. Contact [Robin Izzo](#) at 8-6259 to schedule.
- [Animal Workers Health and Safety Training](#) is mandatory for **anyone working with research animals.** This training is available on-line.
- **Anyone working with human blood or certain body fluids** must complete the on-line [Bloodborne Pathogens Training](#).
- Live Virus Worker Training is mandatory for **anyone working with live pathogenic viruses.**

Check the [EHS online training calendar](#) for dates and locations of upcoming training sessions.



## Emergency Information Posters

Have you noticed that yellow sign at the entrance to your lab or chemical use/storage area? Does it appear to be paying homage to those who have gone before you or the way the lab used to be?

The purpose of the Emergency Information Poster (EIP) is to provide an easily recognizable and consistent means of displaying essential information about the status and contents of laboratories and facilities with chemicals, primarily for the benefit of emergency responders attempting to cope with a fire, natural disaster, or other emergency. Such information is important for the safety of emergency personnel and is often of considerable value in evaluating and dealing with the emergency.

However, the posting will be of little value if the contact people and the lab information is not accurate. Experience has illustrated that when there is an emergency and the EIP is accurate, the emergency response runs more smoothly and in a timely manner than when the information is outdated.

Recently there was an incident in one of our laboratories where it was necessary to contact someone who works in and is familiar with the systems in that laboratory. It took

<b>EHS HAZARDOUS WASTE CONTACTS</b>	
Main Office	8-5294
Steve Elwood (Chemical and Radioactive Waste)	8-6271
Marcia Leach (Waste-Paper)	8-5296
Don Robasser (Biohazardous Waste)	8-6256
EHS Web Page	<a href="http://www.princeton.edu/ehs">http://www.princeton.edu/ehs</a>

nearly two hours to reach someone from that lab, prolonging the incident unnecessarily. The Emergency Information Poster listed three contacts for the lab, two of whom were no longer at Princeton and one whose phone number was listed incorrectly.

### EHS greatly appreciates your efforts to maintain these EIPs and recommends the following steps:

1. Appoint someone in the lab to be responsible for reviewing and updating the EIP at least every six months. The box in the upper right corner provides a space to track these reviews.
2. Review the EIPs affixed to the entrance to your lab/chemical use areas. Update any incorrect information. If you need a new poster, please e-mail your request (specify building and room number(s) to Joan Hutzly at [hutzly@princeton.edu](mailto:hutzly@princeton.edu).
3. Please have all of the faculty, staff and students working in your lab or chemical use area review their personal information in the Princeton database. Individuals should include home addresses and phone number, cell phones, pagers and other useful contact information. This information is not publicly available and is used by Public Safety to contact people in the event of an emergency.

To review and update personal contact information in the Human Resources Self-Service system, follow the steps listed below:

- Go to [https://ps8web.princeton.edu/pu\\_pages/HRSERVE-index.htm](https://ps8web.princeton.edu/pu_pages/HRSERVE-index.htm).
- Click on *Login*. Use your NetID and password.
- Choose *HR Self-Service*, then *Employee*, then *Home*, then *My Personal Information*.
- Make any necessary corrections by utilizing the yellow buttons. To add phone numbers, choose *Correct Phone Numbers* and then choose *Add a Phone Number*. You may add home, fax, cell, pager and other numbers.

Please feel free to contact Robin Izzo at [rmizzo@princeton.edu](mailto:rmizzo@princeton.edu) or 8-6259 with any questions.

Instructions for completing the poster are available at: <http://web.princeton.edu/sites/ehs/emergency/poster.htm>.