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# The Waste-Paper

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

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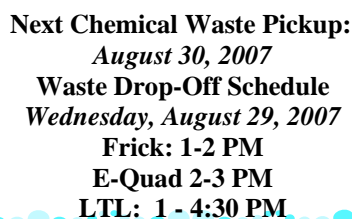
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## ***Don't Leave Your Skeletons In Our Closets***

As summer research activities wind down, please remember to clean up any “messes” before you leave. Leaving a legacy of unknown or unwanted chemicals can put others at risk due to potential safety hazards, make the lab vulnerable to regulatory fines, and make the lab responsible for the costs of proper disposal. The expense of having a contractor identify and properly package unlabeled chemicals becomes the responsibility of the host laboratory group. To avoid having this happen, manage your research materials as outlined below:

- Identify and properly label all chemical containers using the proper name. Do not use generic names, abbreviations, structural diagrams or formulas.
- Chemicals that are spent or for which there is no foreseeable future use must be managed as chemical waste.
- Chemicals that may become unstable or reactive over time (e.g., peroxidizable ethers) should be marked with the date they were first opened.
- Identify all hazardous chemical wastes with the yellow hazardous waste labels available through EHS or mark the container with the words “hazardous waste”.

Bring chemical waste containers to the assigned collection location on the date listed below. Individuals departing the University prior to the waste collection date must make arrangements to ensure the containers are managed properly. If you have any questions concerning the proper management of chemical waste, please contact Steve Elwood at 8-6271 for assistance.



**Next Chemical Waste Pickup:**  
*August 30, 2007*  
**Waste Drop-Off Schedule**  
*Wednesday, August 29, 2007*  
**Frick: 1-2 PM**  
**E-Quad 2-3 PM**  
**LTL: 1 - 4:30 PM**

## ***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 Briefing](#) 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 [Jim Boehlert](#) at 8-7882 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](#).
- On-line 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 important information about hazards in the space and contact information for individuals with responsibility for and knowledge of the operations.

Providing current and accurate information on the poster is an important part of maintaining an effective response program with our local emergency responders. This program is the primary way we have avoided requiring labs to keep detailed inventories of lab contents. However, the posting is of little value if the information is not accurate. Experience has shown that when there is an emergency and the EIP is accurate, the emergency response runs more smoothly.

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. The Emergency Information Poster listed three contacts for the lab - two of whom are no longer at Princeton and one whose phone number was listed incorrectly.

<b>EHS HAZARDOUS WASTE CONTACTS</b>	
Main Office	8-5294
Steve Elwood (Chemical and Radioactive Waste)	8-6271
Tonya Gruchacz (Waste-Paper)	8-6255
Don Robasser (Biohazardous Waste)	8-6256
EHS Web Page	<a href="http://www.princeton.edu/ehs">http://www.princeton.edu/ehs</a>

As a result, it took nearly two hours to reach someone knowledgeable about the lab. This delay in reaching the appropriate people unnecessarily prolonged the incident (and the amount of time the building was not accessible to researchers).

### EHS greatly appreciates your efforts to maintain 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, specifying building and room number(s), to Joan Hutzly at [hutzly@princeton.edu](mailto:hutzly@princeton.edu).
3. Please have all faculty, staff and students working in your lab or chemical use area review the personal contact information (home address, cell and home phone numbers, etc. in either SCORE (for students) or HR self-service (faculty and staff). This information is not made publicly available, but can be used by Public Safety to contact you 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>.