Welcome to the 2005 spring edition of the REHS Newsletter. The University will soon be embarking on an Environmental Health & Safety (EHS) Management System (see story). This system is a tool to achieve continuous improvements with our EHS program. This edition also contains articles about on going EHS programs at the University. If you have a suggestion for a future Environmental, Health or Safety article, please feel free to contact us through the Safety Suggestion Link on our website at http://rehs.rutgers.edu or by calling us at (732) 445-2550.

Environmental Health and Safety Training at Rutgers

Employee training is a critical part of a successful Environmental, Health and Safety (EHS) Program. REHS offers a wide variety of classroom style training sessions as well as online refresher courses. The University’s EHS training program is designed to:

- Inform employees of hazards in the workplace and how to protect themselves from those hazards
- Promote a strong environmental health and safety culture at the University
- Provide the knowledge and skills required to prevent job-related injuries and illnesses
- Promote compliance

Effective employee health and safety training includes both classroom and hands-on instruction. A complete list of the EHS training sessions can be found on the REHS website http://rehs.rutgers.edu/rehs_train.htm. The following information is also available on the REHS website:

- Who is required to attend
- A complete list of trainings offered
- The schedule for upcoming training dates
- The Laboratory Safety and Radiation Safety online Refresher Training Sessions

Hazardous Materials Training

Training is required by University policy, and also by the many Environmental, Health and Safety regulations. Training documentation must be supplied to the following regulatory agencies during routine compliance inspections:

- Public Employees Occupational Safety and Health Administration, (PEOSH)
- United States Environmental Protection Agency, (USEPA)
- New Jersey Department of Environmental Protection (NJDEP)
- Nuclear Regulatory Commission (NRC)

REHS maintains the documentation for all trainings that we perform. Your supervisor must maintain documentation for hands-on training given at your work location.

Upon request, REHS will perform trainings for departments or groups on any health and safety related issue not listed on our website. For additional training information please visit the REHS website at http://rehs.rutgers.edu/, or contact David Fernandez at dfernandez@rehs.rutgers.edu or (732) 445-2550.
**Emergency Action Plan**

The University has a written Emergency Action Plan, which describes the actions employees should take to ensure their safety if a fire or other emergency situation occurs. The Emergency Action Plan is developed not only to provide for the safety of the University community, but also to comply with New Jersey’s Public Employees Occupational Safety and Health Program (PEOSH) regulations.

All University employees should be familiar with the Emergency Action Plan because the best time to plan for an emergency is before an actual event.

You can help by:

- Knowing the locations of all exits, fire alarm pull stations, fire extinguishers and other emergency equipment (safety showers, eyewashes, etc.) in your work area.
- Immediately report all fires and/or emergencies.
- Immediately evacuate the building and report to locations designated by your supervisor.
- Assist responding personnel with information (i.e. Location, employee(s) unaccounted for, activities in lab, etc.).
- Managers/Supervisors must account for their employees.
- Only re-enter the building when instructed by emergency response personnel.
- Do not attempt to fight a fire. Employees are not authorized or trained to use fire extinguishers. Fire extinguishers may only be used to shoot your way out of a building during a fire.

The written Fire Prevention Plan and Emergency Action Plan is available on the REHS website by the following Link: http://rehs.rutgers.edu/rehs_eap.htm#eap

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**Environmental Health And Safety Management System**

Rutgers is committed to the development of an Environmental Health And Safety Management System (EHSMS), which will provide a framework for the University’s EHS program. The Environmental Protection Agency (EPA) is promoting the development of management systems for Colleges and Universities as a systematic approach to ensure compliance and continuous improvement. The EPA pursued this approach after many higher education compliance inspections resulted in enforcement actions with large fines. These types of management systems have proven to be valuable for businesses and are now being developed at many colleges and universities.

The overall goal of this system will be to integrate our EHS program into all University operations, with the following benefits:

- Reducing our environmental impacts
- Enhancing safety
- Improving compliance

Rutgers has developed an EHS Policy utilizing a multidisciplinary group of University faculty and staff. REHS will continue developing the EHSMS with support from the existing safety committees along with additional environmental committees. We appreciate everyone’s support as we move forward with our EHSMS. Additional information about management systems at colleges and universities can be found at http://www.epa.gov/sectors/colleges/index.html and http://www.c2e2.org/ems/
Lockout/Tagout Program

At the University, we must maintain or service many pieces of equipment; i.e. ventilation systems, hot water tanks, electrically powered equipment, utilities required to power and heat our buildings, equipment used for research in our laboratories, etc. To protect our employees and students from injury during maintenance or service activities, New Jersey’s Public Employees Occupational Safety and Health Program (PEOSH) requires the lockout and tagout of all energy sources prior to maintenance or service to prevent the unexpected release of energy. Energy sources can be electrical, pneumatic, hydraulic, thermal, radiological, pressurized or rotating energy.

Rutgers University has a Lockout/Tagout Program that requires:

- Notification to anyone affected by the work
- Isolation and release of all energy sources
- Verification that all energy sources have been properly controlled
- Application of proper lockout/tagout devices
- Restoration back to normal operating conditions
- Periodic program evaluation

For further information regarding the University Lock Out/Tag Out Program visit the REHS website at http://rehs.rutgers.edu/ms_loto.htm or call 732-445-2550 and ask for a Campus Health/Safety Specialist.

Indoor Air Quality

The University is committed to ensuring that indoor air quality (IAQ) meets accepted standards and guidelines throughout all buildings. The New Jersey Public Employees Occupational Safety and Health Program (PEOSH) IAQ standard, requires public employers to ensure that:

- Heating, Ventilation and Air Conditioning (HVAC) systems are operating according to manufacturers recommendations
- Specific contamination sources are controlled
- Air quality is not adversely impacted during renovation or remodeling projects

The following services are provided, to ensure compliance with the standard:

- Evaluation of IAQ complaints
- Review and approval of new or modified HVAC system installations
- Perform air monitoring for potential contaminants
- Provide specific recommendations to improve IAQ

What you can do to help improve the air quality in your location:

- Do not adjust thermostats in your area. To adjust for temperature differences, wear layered clothing and have spare clothing available. Contact your Facilities Maintenance representative if you have temperature complaints.
- Odors may be the result of dried-out sink traps or floor drain traps. To prevent this situation, you can add water to traps, which are not routinely used. This will prevent sewer odors from coming back up through the drainpipes.
- Please do not block or attempt to readjust air diffusers. Airflow is calculated for each building, blocking diffusers may disrupt airflow in another area. If you have an air flow concern, please contact your Facilities Maintenance representative for your area.

If you have questions or would like REHS to perform an IAQ assessment of your area. Contact us at (732) 445-2550. For additional information on IAQ, please visit the REHS website at http://rehs.rutgers.edu/office_safety_iaq.htm.

"The University is committed to ensuring that indoor air quality (IAQ) meets accepted standards and guidelines throughout all buildings."
Hazardous Waste Frequently Asked Questions

REHS provides Hazardous Waste and Radioactive Waste pick-ups on all campuses and research stations at the University. Below are some of the frequently asked questions related to Hazardous Waste pick-ups.

Does REHS supply containers?
Yes, REHS supplies 5-gallon carboys for liquid waste and 5-gallon pails for solid waste. Typically, researchers reuse empty 4-liter reagent bottles for containing hazardous waste. For radioactive waste, 2½-gallon carboys are provided for liquid waste and a choice of 30 or 55-gallon drums for solid waste.

How do I request a hazardous waste pick-up from REHS?
There are two ways you can request a hazardous waste pick-up. You may submit your request either online or by fax.

To request a pick up online, visit our website http://rehs.rutgers.edu and follow the steps below:
1. Click on the Hazardous Waste button on the right side of the page, under the heading waste disposal. This button is a quick link and will bring you directly to the proper location.
2. Fill out the form completely with all the necessary information (including any special circumstances or requests).
3. Click the submit button.

To request a pick-up by fax (732) 445-3109 or via campus mail, you must complete the pick-up request form.

A blank copy of the form can be obtained by:
- Calling REHS at (732) 445-2550
- Going to appendix #6, of your Chemical Hygiene Guide (CHG)

When can I expect to have REHS pick-up my waste?
On the New Brunswick campuses, routine pick-ups are typically completed within 5 working days. Unusually large pick-ups, such as lab cleanouts, may take longer. Please contact Steve Etzold to schedule a clean out (732) 445-2550.

On the Newark and Camden campuses, laboratory hazardous waste is placed in the hazardous waste storage areas as it accumulates over time. REHS schedules hazardous waste shipments every 60 to 70 days for these campuses. On the day of the shipment, REHS completes on-site pick-ups to include any waste that is ready to be removed. Waste generators (typically laboratories) are sent an email notification of the upcoming shipment dates approximately 30-days prior to the event. This notification provides an opportunity for researchers to request an on-site pick-up on the day of the shipment. If you would like to be added to the Newark or Camden waste shipment notification list, please send an email to hazwaste@rehs.rutgers.edu.

Farms and research stations are scheduled as needed or within 180-days from the last shipment. Please contact Steve Etzold to schedule a pick-up (732) 445-2550.

How do I dispose of empty chemical bottles?
Containers must be completely emptied. Empty solvent containers may air dry in the fume hood. Other chemical bottles must be rinsed and the rinsate must be collected as hazardous waste. Container labels must be defaced by crossing-out the chemical name. The glass bottles are to be placed in the broken glass container. Other containers (metal or plastic) are to be placed in the regular trash.

Note: If you generate containers that held an acutely hazardous waste, these empty containers cannot be discarded in the regular trash and must be collected by REHS. The list of acutely hazardous waste may be found in your CHG appendix #6 or online http://rehs.rutgers.edu/pdf_files/hazwaste_disposal.pdf, Appendix #1.

Check out all the links to each story by going to our website at http://rehs.rutgers.edu.