

# EHS Lab Chatter





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# Safety Spotlight:

## Spring Forward, Review Safety Checklist

**Time to Change the Clocks:** Daylight Saving Time begins every year on the second Sunday in March. Clocks are set forward one hour, except in Hawaii and most of Arizona. Daylight saving time begins **Sunday, March 10, 2019.**

**It's also a good time to review the following spring safety checklist:**

**Smoke Alarms:** Three out of every five home fire deaths result from fires in homes with no smoke alarms, according to the National Fire Protection Association. Test your smoke alarms every month and replace the battery at least once a year. If the alarm makes a "chirping" sound, replace it immediately.

Smoke alarms should be in every bedroom and in the common areas on each floor of a home. Mount them at least 10 feet from the stove to reduce false alarms, less than 12 inches from the ceiling and away from windows, doors and ducts.

Smoke alarms can be interconnected wirelessly. That means, when one sounds, they all sound. A Consumer Product Safety Commission survey found this is the best way to notify everyone in a home if there is a fire. Be sure to purchase smoke alarms with the label of a reputable testing agency, like Underwriters Laboratories (UL).

**Carbon Monoxide Detectors:** Anything that burns fuel can potentially become a source of carbon monoxide, an invisible, odorless gas that can kill. CO alarms should be installed in a central location outside each bedroom and on every level of the home. The safety tips for CO detectors mirror those of smoke alarms: change the batteries, test them and interconnect them, if possible. Also, make sure vents for your gas appliances (fireplace, dryer, stove and furnace) are free and clear of snow or debris.

**Family Emergency Plan:** The National Safety Council recommends every family have an emergency plan in place in the event of a natural disaster or other catastrophic event. Spring is a great time to review that plan with family members. Have a home and car emergency kit. The Federal Emergency Management Agency says an emergency kit should include one gallon of water per day for each person, at least a three-day supply of food, flashlight and batteries, first aid kit, filter mask, plastic sheeting and duct tape, and medicines. Visit the FEMA website for a complete list.

**The emergency plan also should include:**

-A communications plan to outline how your family members will contact one another and where to meet if it's safe to go outside

-A shelter-in-place plan if outside air is contaminated; FEMA recommends sealing windows, doors and air vents with plastic sheeting

-A getaway plan including various routes and destinations in different directions

Also, make sure your first aid kit is updated.

**Get Rid of Unwanted Medicines:** NSC recommends you take unwanted or expired medicines to a prescription drop box or take-back event near you. NSC offers free Stericycle Seal & Send envelopes, so you can send your unwanted medication to be safely destroyed.

**Getting the Urge to Clean?** With the warm weather comes a desire to shine and polish your home. But when warning labels are ignored or chemicals fall into the wrong hands, disaster can occur. Learn what you can do to keep you family safe around poisons in the home.

**Window Safety:** With warmer temperatures arriving, it's important to practice window safety - especially in homes with young children.



# Why Is That On My Lab Inspection Report?

by Jessica Tyre

The UNE Environmental Health and Safety Department does laboratory safety inspections for each laboratory once in the Fall semester and once in the Spring semester. The reason for these inspections is for EHS to assist the lab community in making sure their lab areas are safe and in compliance with state and federal regulations. EHS is here as a resource to collaborate with lab staff to create a safe and healthy work environment for the UNE lab staff, students, visitors, and support staff that are in the spaces regularly. You may sometimes review your report and say, "Why is that even on the report?" We have pulled out a few items to review why they are part of the inspection process.



## **Q: Why do you ask if I have a step stool in my lab area?**

**A:** Many labs store items on high shelving. If there is no step stool in the immediate area when an individual would like to access something on a high shelf, they may be tempted to use a chair or a lab bench to climb on. This presents a huge fall hazard. If there is a step stool readily available nearby, people are more apt to utilize the stool and avoid using furniture that may not be stable or sturdy.

## **Q: Why do you ask if the doors to my lab are closed and not propped?**

**A:** There are a few reasons to keep your lab doors closed. First of all, some building ventilation systems are designed to work more efficiently with the door closed. Secondly, you want to contain hazards (e.g. chemical vapors, biological agents, etc.) to your lab so they do not reach other labs or common spaces. Thirdly, having the doors closed will make it so that research is not contaminated by outside influences as well.

## **Q: Why do you ask if all food and beverage rules are being observed (e.g. such as no food or drinks being consumed/stored in the lab area)?**

**A:** The main reason for not eating and drinking in labs is so there is no accidental ingestion of hazardous materials. Airborne materials, chemical spray, vapors, or powders, biological agents, etc could contaminate food and drink items that are ingested. It is also against federal regulations to have food and drink items in the lab area.

## **Q: Why do you ask if there are EHS contact cards mounted on fridges/freezers with their contents listed?**

**A:** The fridge/freezer cards are in place in case there is an emergency with the appliance such as a loss of power, appliance malfunction or other building emergency. UNE Security or UNE Facilities will know who to notify about the appliance and what the hazards inside may be. It is the best way to keep everyone safe and protect valuable research.

## **Q: Why do you ask so many questions about hazardous waste satellite accumulation areas?**

**A:** There are several Maine DEP regulations that must be followed when generating hazardous waste in a laboratory. If these rules are not followed there can be severe safety consequences as well as regulatory fines. It is extremely important that these regulations are strictly adhered to each and every day. EHS advises labs on these practices to help them be safe and compliant.

We have several other items on the checklist. If you ever need clarification on any other items and why they are inspected please feel free to reach out to anyone on the EHS staff.





# Quick Review: UNE Facilities Management Work Order System

## by Peter Nagle

Many of you are familiar with the UNE Facilities Management Work Order System, a comprehensive program that tracks all work order requests submitted from both campuses. It is easy and convenient to use. Some of you may not understand the entire scope of work covered by the work order system.

Facilities can do a variety of tasks for lab personnel ranging from electrical to carpentry to heating, ventilation and air conditioning (HVAC) work. Work order requests can range from the complex to something as easy as changing a light bulb. Some requests generally considered as being handled by EH&S can be done by Facilities as long as certain precautions and packaging requirements are met beforehand. Below is a step by step procedure for submitting work order requests and examples of tasks that can be performed by Facilities staff.

To access the Facilities Work Order System, access the following link:

<https://www.une.edu/campus/facilities-management>

From the Facilities Management web page, follow the steps below to submit a work order:

1. Click on the Work Order button
2. Log in with your UNE email address and password
3. Enter information on Work Request Page (name, contact info, location, type of problem\*)
4. Provide a short description of your request
5. Set a completion date
6. Attach a file (optional)
7. Enter submittal password: "password"
8. Click Submit

**\*Icons in Section 3 represent either a division of Facilities or a specific issue. If your issue does not have an icon, then click on the division that is closely associated with it. Clicking the proper icon assures that the request is delivered to the right personnel.**

Examples of work order requests with the appropriate Section 3 icon in parentheses:

1. Bio-hazardous waste pick-ups (Moving)\*
2. Broken glass boxes (Moving)\*
3. Changing light bulbs (Lighting)
4. Fixing cabinets (Carpentry)
5. Plumbing issues including sinks and eyewashes/safety showers (Plumbing)
6. Temporary (-80) Freezer (HVAC)
7. Trash pick-ups (Housekeeping)
8. Emergency backup power outlet installation (Electrical)
9. Chemical fume hood issues (HVAC)
10. Wild mice (Pest Control)



**\*Due to inherent hazards, broken glass boxes and bio-hazardous waste containers must be sealed shut by lab personnel before pick-up. If the containers are not properly sealed, Facilities will refuse to move them.**

**If you have any questions about the work order system, please contact the Facilities front desk at X-2368.**



Work order link on UNE website:  
<https://www.une.edu/campus/facilities-management>

Alumni + Employees + Patients + Students + Athletics + Events Calendar +

Maine, USA | Tangier, Morocco | Online



ABOUT ACADEMICS ADMISSION RESEARCH STUDENT LIFE GLOBAL GIVE



## Campus Services

FACILITIES MANAGEMENT

BOOKSTORES

ENVIRONMENTAL HEALTH AND SAFETY

CAMPUS PLANNING

RISK MANAGEMENT

Home

### Request a Work Order

If you have a work request, please use the following link.

[WORK ORDER](#)

### Facilities Management

#### Our Vision

The Facilities Management Team is committed to providing service excellence in all areas of responsibility by utilizing innovative leadership and exceptional technique and technology. We foster an atmosphere that allows for an innovative, integrated learning experience.

#### Our Purpose

The purpose of the Facilities Management Department is to continuously improve our products and services in a way that provides a clean, healthy, adaptive, accommodating, functional work environment for students, faculty, and staff.

#### Facilities Management Customer Satisfaction Survey

Thank you for completing our 2017 Facilities Management Customer Satisfaction Survey. Your participation is

**Step 1: Enter your contact information**  
**Step 2: Location of the reported issue**

## Work Request

### Welcome

Thank you for using our online service to submit your work requests. Please complete this request form. For EMERGENCY Work Orders, please contact Facilities Management at X2368 during normal business hours. For AFTER HOUR EMERGENCIES, please contact Security at X2298. Please note that signed Key Request forms and Room Set Up Diagrams can be uploaded in Step 6.

#### Step 1 Please be yourself, click here if you are not Jessica Tyre

First Name

Last Name

Email

Phone

Pager

Mobile Phone

#### Step 2 Location

-- Select Location -- ▾

Building  If there is no building to choose, please contact your administrator.

-- Select Building -- ▾

Area

-- Select Area -- ▾

Area/Room Number

Yes, remember my area entries for my next new request entry.



## Step 3: Select a category for the request

## Step 4: Describe the request

### Step 3 Select Problem Type:



#### Maintenance Help Desk:

Click [here](#) for Maintenance Emergency Contacts  
Click on the problem type below that best describes your issue.



Boiler



Carpentry



Custodial Equipment  
Repair



Electrical



Elevators



Emergency Services



Event Setup



Fire Alarm System



Grounds



Heating/Ventilation /Air  
Conditioning



Housekeeping



Key and Lock



Kitchen Equipment



Lighting



Moving



Painting



Pest Control



Plumbing



Recycling



Snow Removal



Sprinkler System



Vehicle Maintenance



Washer/Dryer

#### Maintenance Emergency

Check here if this is an emergency or call any of the emergency contacts below.

Contact Name	Contact Phone
Facilities Management	602-2368

### Step 4 Please describe your problem or request.

## Step 5: Requested completion date.

## Step 6: Attachments (if applicable)

## Step 7: Enter password

## Step 8: Submit

### Step 5 Requested Completion Date

(A valid date is required. Text is not accepted, but you may leave it blank. [Click here](#) for assistance in date entry.)

### Step 6 Attachment

Attach New File (Maximum allowed is two attachments with a size of 3MB or less per file.)

### Step 7 Submittal Password

 [Forgot Password?](#)

### Step 8

NOTE: You will receive the following notifications.  
You will be notified receipt of your request.  
You will be notified if this request is completed.  
You will be notified if this request is declined.  
You will be notified if this request is marked as voided.

#### Legend



Required Information



# Transporting Chemicals between Labs and Buildings

By Peter Nagle

Occasionally it is necessary to transport chemicals between buildings, whether through a lab move, borrowing, or simply moving them between labs. When doing so, there are guidelines that must be followed.

First, if carrying a chemical, it is important to place it in a secondary container such as a pail or bottle carrier. Doing so provides the container with “bump protection” and helps contain any potential leaks or spills that could occur in high profile areas at inopportune moments.

Second, if moving several chemicals at once, it is essential to use a sturdy cart with a substantial lip to prevent slippage from the cart. This is crucial when transporting chemicals outdoors on uneven surfaces where a cart can unexpectedly come to a sudden stop, subsequently causing the chemicals to slip off the cart and create a spill. Many of the lab carts seen on campus do not have a sufficient rim to prevent slippage and, therefore, are inadequate for transporting chemicals outdoors. The Rubbermaid carts with the 3 inch rims are best for conveyance.

Third, under no circumstances should a personal or university vehicle be used to transport chemicals between campuses or on public roads without EH&S approval. The US Department of Transportation (USDOT) has specific regulations regarding the “Materials of Trade” exemption, in which only limited amounts of chemicals or products are allowed to be transported over public roads without associated paperwork. Furthermore, not all chemicals are covered under this exemption. If you need to transport chemicals between campuses, consult EHS beforehand.

Transport in a bucket in case there is accidental leaking or overflow.

Use a cart with a rim on the edge to transport multiple items or large items.

Container should be dependable with no defects and lid closed tightly.





# What You Work With Can Make You Sick

## Follow safe lab practices—and don't bring germs home with you.



### Always wash your hands with soap and water...

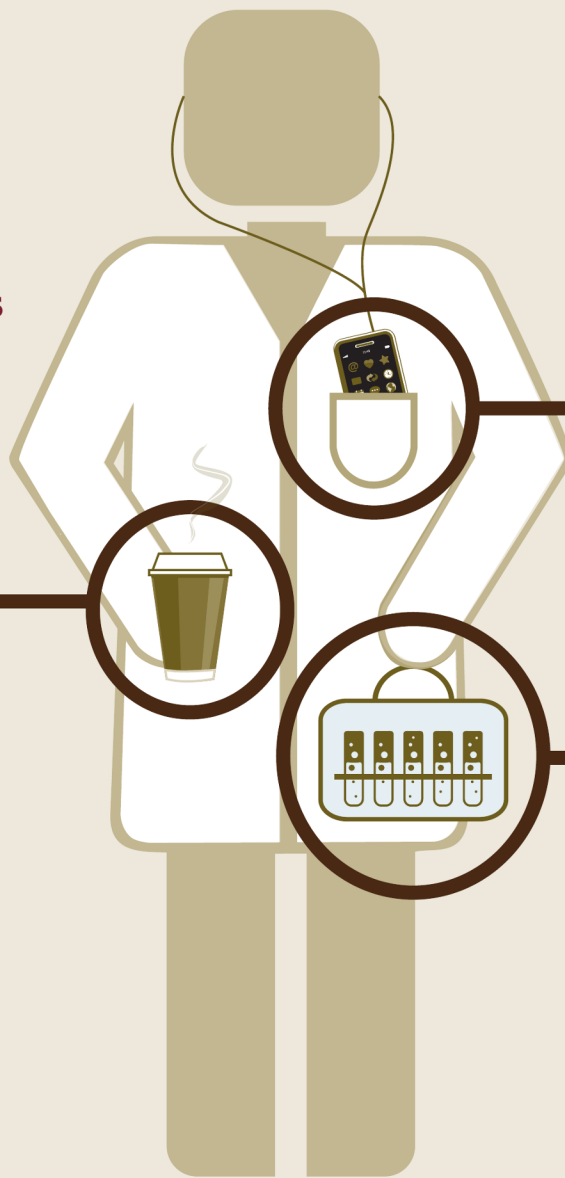
- ▶ Right after working in the lab
- ▶ Just before you leave the lab

### Avoid contamination while in the lab.

Don't eat, drink, or put things in your mouth (such as gum)

Don't touch your mouth or eyes

Don't put on cosmetics (like lip balm) or handle your contact lenses



### Don't carry dangerous germs from the laboratory home with you.

Leave personal items outside of the lab so you don't contaminate them: cell phone, car keys, tablet or laptop, MP3 player

Keep work items off of bench areas where you do experiments: backpacks, notebooks, pencils, pens

### Leave lab supplies inside the lab.

If you must take supplies out of the lab, keep them in a separate bag so you don't contaminate anything else

## Leave your experiment inside the lab so you can stay healthy outside the lab.



Centers for Disease Control and Prevention  
National Center for Emerging and Zoonotic Infectious Diseases





**Things to consider if you (employee) are injured at work:**

- 1. Dial 602-2298 or 9-1-1 if you need emergency care.**
- 2. If you need to seek non-emergency medical treatment please go to:**

<b>SMHC WorkWell</b>	<b>Concentra</b>	<b>ConvenientMD</b>
10 Wellspring Road Biddeford, ME 04005 (207) 283-7600 <b>(Appointments Only)</b>	85 Western Ave. S. Portland, ME 04106 (207) 774-7751 <b>(Walk-Ins Only-</b> Please <u>notify HR first</u> if you wish to go to Concentra so they can call ahead and give verbal authorization for treatment.)	191 Marginal Way Portland, ME 04101 (207) 517-3838 Westbrook & Brunswick locations

- 3. Make sure you complete an Accident Report and turn it in to HR within 24 hours of the injury.**
- 4. Keep HR informed of your work-related injury or illness.**
  - Let HR know if you miss time from work due to your injury.
  - Communicate any restrictions you may have because of your injury to HR.
  - Keep your supervisor informed of any anticipated missed time from work due to your injury (ie doctor appointments).

**Contact Cat Martins, Human Resources  
at [cmartins@une.edu](mailto:cmartins@une.edu) or 602-2394  
with any questions or concerns.**



# UNE Chemical Sharing Program

The UNE Chemical Sharing Program is a great way to reduce hazardous waste, reduce costs for your department, and have a positive environmental impact on campus. If you have any commonly used lab chemicals that you are thinking of disposing, please contact EHS so they can be listed in the next issues of EHS Lab Chatter as available for the UNE Chemical Sharing Program.

## Equipment available:

The following equipment is available through the Chemistry Department:

- over 1000, 250 mL Erlenmeyer flasks in the original packaging
- over 500 white plastic test tube racks

The following item is available through the Biology Department:

- 1 new, unopened bottle of Fisher Phenol Red (500 mL) expires 8/2020

To claim available items, please contact: [jtyre@une.edu](mailto:jtyre@une.edu)

To contribute a topic or article to EHS Lab Chatter,  
email: [jtyre@une.edu](mailto:jtyre@une.edu)



**\*\*All background images are taken from the UNE Digital Asset Manager files\*\***