

STANFORD UNIVERSITY
HEALTH AND SAFETY GUIDELINES FOR LIBRARY STAFF
Reviewing & Processing Collections at Stanford University Facilities and in the Field
January, 2005

A. PURPOSE

The purpose of these guidelines is to provide library staff with general occupational health and safety information regarding types of hazards, hazard assessment, and recommended controls for reviewing and processing incoming library collections at Stanford University facilities and in the field.

Ø *This document does not address the conservation and preservation requirements for the collections.*

B. BACKGROUND

Library staff examines, reviews, manipulates, and sorts incoming collections (e.g., books, manuscripts, recordings) either within SULAIR (e.g., Special Collections, Technical Services, Archive of Recorded Sound) or at off-site locations (e.g., at donor's home).

These collections may have various *types* and *levels* of contaminants as described below. Controls for these contaminants are presented in Section D.

1. **General nuisance dust** – Nuisance dust normally encountered on shipping materials or on the collections themselves does not pose an occupational health hazard because concentrations do not exceed exposure limits and the constituents include common materials such as dirt, sand, and household dust. Nevertheless, as the exact constituents are rarely known, prudent practice dictates that good work practices precautions and work practices be taken.
2. **Mold** (dormant or active) – Molds are forms of fungi ubiquitous in both indoor and outdoor environments. Most workers will not be affected by the presence of molds. However, some individuals may experience allergic reactions or, in rare cases, fungal infections or other health effects. When discovered, mold contamination should be cleaned up by appropriate personnel regardless of the type of mold present.
3. **Insects/Rodents/Other Animals** – Collections may have active infestation and/or evidence of past infestation (e.g., animal droppings, boxes/materials chewed, insect skins, nesting materials, hair). These pests may be potential vectors for biological hazards (e.g., Hantavirus from rodents).
4. **Pesticides** – Some collections may have been fumigated by the owner or the transportation company as a requirement of shipping. The owner of the collection may provide this information, or library staff suspects collection has pesticide on it by smell, residue, etc. Generally, any exposure would be minimal due to the residual quantities present and by taking appropriate measures including “airing-out” the collection, wearing gloves while handling, and exercising good personal hygiene (i.e., washing hands after handling collection and before consuming food and beverages or applying cosmetics).
5. **Blood or Body Fluids** – Collections with human or animal blood contamination are extremely rare. However, staff should be aware that all human blood and human body fluids are to be treated as if known to be infectious for HIV, HBV, HCV, and other bloodborne pathogens.

6. **Sharp Items** (e.g., glass fragments, staples, fasteners, knives, paperclips) – These items can pose a physical hazard as well as a potential route of exposure to chemical, biological agents, etc. through injection.
7. **Misc. Suspect Debris (Asbestos, Lead-Based Paint, Etc.)** - Building materials that contain hazardous components such as asbestos (deteriorated pipe insulation, plaster), lead (flaking paint), mercury (broken light tubes, thermostats) and PCBs (leaking light fixture ballasts) may fall on top of, or into, a box holding a collection. Although this is considered a rare condition, it has been known to occur. Debris containing such materials are potential hazards if they are disturbed and inhaled or absorbed through the skin.

C. HAZARD ASSESSMENT

The potential hazard that any collection poses is assessed by evaluating:

1. The type of contaminant and potential routes of exposure for that contaminant
2. The quantity of contaminant deposited on the collection materials, and
3. The size of the collection affected (e.g., one box vs. an entire room).

D. EXPOSURE CONTROLS

Library Staff must follow the general precautions in Table 1 when examining and processing collections at Stanford facilities and in the field. In addition to adhering to the “General Precautions,” follow the additional precautions in Table 2 for the confirmed or suspected presence of specific contaminants on collections at Stanford facilities and in the field. SULAIR’s procedures for planning for and conducting fieldwork are provided in Section E.

Table 1: General Precautions

<p>Work area</p> <ul style="list-style-type: none"> • Establish a set area for the sorting and cleaning of incoming collections to minimize spread of any potential contamination. • Work in well-ventilated area. • Use room air cleaner, equipped with a High Efficiency Air Filter (HEPA), to control dust, as needed. • Work in well-lit area; use flashlight, or portable lighting as needed. <p>Personal Protective Equipment (PPE)</p> <ul style="list-style-type: none"> • Wear: (1) gloves (e.g., nitrile), (2) lab coat, (3) safety glasses or goggles (<i>if the sorting or cleaning process has the potential to generate flying particles</i>). <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Filtering face piece (e.g., N-95 style disposal masks) can be worn for comfort purposes, at employees’ discretion, though are not required. Call the Occupational Health & Safety Program at 723-0448 for direction on these types of masks.</p> </div> <ul style="list-style-type: none"> • Store all PPE in a clean, dry location away from chemicals, dirt, moisture, etc. <p>Work Practices</p> <ul style="list-style-type: none"> • Food and drink are prohibited in processing areas. • Always wash hands when leaving the work area. Though not a substitute for hand washing, wet wipes should be made available if hand-washing facilities are not immediately adjacent to the area. • Remove lab coats and other personal protective equipment when leaving the work area. • For general dust removal and minimal mold, use vacuum equipped with a HEPA filter. • Use tongs or other mechanical means to extract broken glass or other sharp items from collection. Dispose of sharp items in hard-sided container (i.e., plastic or cardboard box).
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Table 2: Controls and Action Items for Additional Hazards

<p>1. For Mold Deposits on Collection or Containers</p> <ul style="list-style-type: none"> Ø If present on the collection, contact SULAIR’s Preservation Department @723-9367. Ø If mold is present <i>on</i> the containers in which the collection is stored, avoid moving containers to minimize disturbing mold. Follow the general precautions in Table 1.
<p>2. For Live and Dead Insects</p> <ul style="list-style-type: none"> Ø For live infestations, contact SULAIR’s Facilities Department @723-4857 and/or Preservation Department @723-9367. Ø Use HEPA vacuum to remove any dead insects.
<p>3. For Live and Dead Rodents/Other Animals</p> <ul style="list-style-type: none"> Ø For live or dead animals, contact SULAIR’s Facilities Department @723-4857 who then will arrange for trapping and removal by Crane’s Pest Management Contractor, Crane Pest Control.
<p>4. For Animal Droppings</p> <ul style="list-style-type: none"> Ø Use HEPA vacuum to remove small quantities (e.g., a few droppings). Ø If droppings are present widely throughout the collection, contact EH&S’s Biosafety Manager @ 725-1473 for guidance.
<p>5. For Suspect Heavy Pesticide Applications – strong odor present and/or residue covering large-size collection</p> <ul style="list-style-type: none"> Ø Contact EH&S’s Occupational Health & Safety Program Manager @725-3209 for guidance.
<p>6. For Blood, Blood Products, or other Human Body Fluids</p> <ul style="list-style-type: none"> Ø Contact EH&S’s Biosafety Manager @ 725-1473 for guidance.
<p>7. For Suspect Debris found on collection</p> <ul style="list-style-type: none"> Ø Contact EH&S’s Asbestos & Lead Program Manager @ 723-0486.

E. FIELDWORK

Adhere the following SULAIR procedure when planning for and conducting fieldwork.

1. Before you go

Before going to the location to examine the collection, ask the owner or collection custodian about the conditions under which the collections were stored, for example:

- q Pesticide applied to collection?
- q Any mold evident or has collection suffered any water exposure or stored in high humidity locations (condition that can promote mold growth)?
- q Collection stored in barns, attics or other locations where rodents and other animals are present, or their droppings have been observed (conditions that may pose potential exposures to Hanta Virus or other biological hazards)?
- q Any miscellaneous suspect debris (e.g., asbestos, lead-based paint) present on the collection?

Contact EH&S for guidance as described in Table 2 if any unusual conditions are disclosed.

2. Equipment/Supplies to Bring

Bring flashlight, wet wipes, small quantities of dilute water/bleach solution or other disinfectant, PPE. Wear long pants, long-sleeved shirt and close-toed shoes.

3. Work Practices in the Field

Follow the *General Precautions* described in Table 1 for examining the collection, provided none of the unusual conditions have been disclosed previously. However, be prepared to stop work and seek assistance if any suspected hazard is encountered.