

## Tools

This issue of EH&S News and Notes announces some useful tools for anyone at Stanford who takes safety training or manages employees who are required to take safety training.

### **1. THE BIOLOGICAL WASTE DISPOSAL POSTER**

EH&S has developed a new poster showing how to dispose of the various kinds of bio- and medical waste. While a full-sized poster is being distributed to labs producing bio-waste, we're including a smaller version with this newsletter that you can print if you like. **INSIDE, PAGE 3.**

### **2. DETERMINING WHAT SAFETY TRAINING YOU NEED**

Everyone in the Stanford Community is required to take some safety training. However, it's not always clear what training they need to take.

In this newsletter we're including three job aids to help you determine what training you are responsible for taking. The three are:

1. **General Safety For All Staff**--this document is designed to identify required safety training for Stanford staff, faculty and students. ALL Stanford employees must complete this document.

2. **EH&S Course Advisor for Laboratory Employees and Support Staff**--this form is designed to identify required safety training for Stanford staff, faculty and students who work in or around laboratories. If you work in or around laboratories, you must complete both this document AND the General Safety of All Staff document.

3. **Supplemental Environmental Health & Safety Course Advisor for Non-Laboratory Staff**--this document is designed to identify required safety training for Stanford staff, faculty and students who work in industrial shops, trade occupations or construction. If you work in an industrial shop, trade occupations or construction, you must complete both this document AND the General Safety of All Staff document. **INSIDE, PAGES 4-8.**

### **3. ANNOUNCEMENT: FALL 2006 STAFF & NEW STUDENT TRAINING**

One of the many things that the staff at EH&S do during the year is to conduct training for staff and students. September and October are busy months for us with the return of students to campus.

During the months of September and October, "Fire Safety in Kitchens" will be taught by Alison Pena and the EHS Fire Marshall's staff, who will be training 14-18 different Stanford Dining groups.

Once again, this September and October, EH&S will be actively involved in training new RAs in the residence halls and new students on campus. Students come from a variety of schools and departments including Chemistry, Biology, Aero/Astro, Mechanical Engineering, Electrical Engineering, Civil Engineering, Materials Sciences, Physics, and the School of Earth Sciences. In 2005, over 1000 people were trained through the new student training sessions.

Many departments and schools have chosen to shift from live training to the web-based training for General Safety/Emergency Preparedness, Chemical Safety for Laboratories, and Compressed Gas Safety.

NOTE: If you need to organize a fall training but have not already started the process, please contact EH&S Training and Communication at 650-723-3635.

## 4. STANFORD EMERGENCY NUMBERS PHONE STICKERS

If you would like a sticker like the one below for your phone or other phones in your department, please send your name, mail code and requested quantity to [kathlynm@stanford.edu](mailto:kathlynm@stanford.edu).



NOTE: If you work in the School of Medicine or one of the Hospitals, check to make sure you know your correct emergency response procedures before putting any stickers on your phone. You may need another version of the sticker, because both the School of Medicine and the hospitals have internal emergency response numbers other than 9-911.

## 5. OBTAINING A LIST OF ALL STUDENTS WITHIN A SU DEPARTMENT WHO HAVE COMPLETED AN EH&S SAFETY COURSE LISTED IN STARS

STARS is perhaps...not the most immediately intuitive system to work with. Over the last few months, we've had a few requests for help from people who wanted lists of all the people within their organization who had taken a specific safety training class. While you can use STARS to obtain information on your own course history, you can't use STARS to find

course histories for others. Administrators who are looking for such information have to use a separate online tool, ReportMart1.

However, to access ReportMart1, you need to take Learning Administrator training, and obtain administrator access.

For those who have had some difficulty using ReportMart, we've put together a set of instructions to help with creating lists of students who have passed a specified safety class. We've put the document up on our website, at <http://ehs.stanford.edu/training/index.html>. If this sounds like it would be helpful to you, check it out.

## 6. COMING SOON

Radiation Safety for Non-Radiation Workers: an online course especially for lab workers in open labs who do not themselves work with radioactive materials.







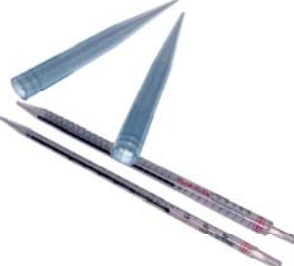





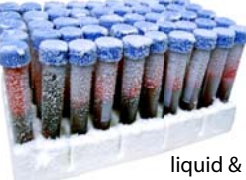







Finger-ring dosimeters are used by some radiation workers to monitor radiation exposure.

EH&S News and Notes is published by the EH&S Training and Communications Group. Feedback is welcome at [rbedgar@stanford.edu](mailto:rbedgar@stanford.edu).

# Biohazardous and Medical Waste Disposal Guidelines



ITEMS REQUIRING DISPOSAL	PROPER DISPOSAL METHOD
<p><b>SHARPS</b></p>  <p><b>All:</b> Blades (scalpels, razors) Pasteur pipets Hypodermic needles with attached: •Syringes (barrels and plungers) •Tubing</p> <p><b>Never remove needles from syringes!</b></p>	<p>Sharps Container</p>  <p>Biohazard waste</p>
<p><b>CULTURES AND DISPOSABLES</b></p>  <p><b>Contaminated:</b> Petri dishes Disposable culture &amp; tissue flasks Materials (paper towels, kim wipes, etc.)</p> <p><b>Contaminated liquid waste in container</b></p> <p><b>See below for disposing of blood and body fluids.</b></p> <p>If culture is <b>NOT Biohazardous (BSL-1)</b></p>	<p>Red bag in hard-sided leak proof container with biohazard symbols on all sides and top</p>  <p>Biohazard waste</p> <p>Container with liquid removed</p> <p>Decontaminate liquid</p>  <p>Dispose liquid into sewer using running water</p> <p>Regular trash</p> 
<p><b>PIPETES</b></p>  <p><b>Contaminated</b> Pipete Tips Disposable Pipets</p> <p><b>Non-contaminated</b> Pipete Tips Disposable Pipets</p>	<p>Red bag in hard-sided leak proof container with biohazard symbols on all sides and top</p>  <p>Biohazard waste</p> <p>Regular trash</p> 
<p><b>GLASS</b></p>  <p><b>Contaminated</b> Broken and unbroken glass</p> <p><b>Non-contaminated</b> Broken and unbroken glass</p>	<p>Sharps container</p>  <p>Biohazard waste</p> <p>Broken glass container</p>  <p>Recycling</p>
<p><b>BLOOD &amp; BODY FLUIDS</b></p>  <p><b>All:</b> human blood animal blood blood elements body fluids liquid &amp; semi-liquid materials</p>	<p>Dilute with bleach 1:10 (final concentration = 0.5% sodium hypochlorite)</p> <p>or</p> <p>Autoclave (do not add bleach if autoclaving)</p>  <p>Dispose into sewer using running water</p> 
<p><b>ANIMAL BODIES</b></p>  <p><b>All:</b> Animal carcasses &amp; body parts</p> <p>Radioactive carcasses</p>	<p>Double red bag</p>  <p>Research Animal Facility(RAF) refrigerators</p> <p>Double red bag</p> <p>RAF radioactive refrigerators</p>
<p><b>CHEM AND RAD</b></p>  <p><b>All:</b> Biohazardous material with chemical contamination</p> <p>Biohazardous material with radioactive contamination</p>	<p>Call EH&amp;S Chem Waste 5.7520</p> <p>Call EH&amp;S Radiation Waste 3.3765</p>

Do not use needle clippers or cardboard pipet envelopes for sharps disposal.

For biohazardous waste, do **not** use **orange** or clear autoclave bags.



**Environmental, Health & Safety Training Advisor  
General Safety For All Staff**

This document is designed to identify required safety training for Stanford staff, faculty and students. Trainees should complete this form and discuss the results with their Supervisor. Please be aware that there may be additional, local training required based on your job duties. Please be sure to discuss the need for Tier III training with your Supervisor. Trainees should follow the instructions to register for each of the required courses. Questions can be directed to the Environmental Health & Safety Training & Communications Office at 723-0448 or refer to our website at <http://ehs.stanford.edu>.

Employee Name: \_\_\_\_\_ SU ID: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ SU ID: \_\_\_\_\_ Date: \_\_\_\_\_

1. Have you already completed the EH&S General Safety online course or received other documented General Safety Training?	<input type="checkbox"/> YES	⇒ Good!
	<input type="checkbox"/> NO	⇒ Take EHS-4200*
If NO, you need to take the online course "General Safety and Emergency Preparedness", EHS-4200*.		
2. Do you supervise employees (faculty, staff) and/or students?	<input type="checkbox"/> YES	⇒ Take EHS-5400*
	<input type="checkbox"/> NO	⇒ No training required
If YES, you need to take the online course "Supervisor Health & Safety Responsibilities", EHS-5400*.		
3. Do you routinely work on a computer for more than 1 hour/day?	<input type="checkbox"/> YES	⇒ Take EHS-3400*
	<input type="checkbox"/> NO	⇒ No training required
If YES, you need to take the online course "Ergonomics, Computer Workstation", EHS-3400*		
4. Does your work involve frequent lifting or carrying?	<input type="checkbox"/> YES	⇒ Take EHS-1400*
	<input type="checkbox"/> NO	⇒ No training required
If YES, you need to take the classroom course "Back Care - Ergonomics/Safe Lifting and Carrying", EHS-1400*.		
5. Do you work with or around chemicals in a non-research setting?	<input type="checkbox"/> YES	⇒ Take EHS-4300*
	<input type="checkbox"/> NO	⇒ No training required
If YES, you need to take the classroom course "Hazard Communication", EHS-4300*.		
6. Do you pack, ship, or complete documentation for shipment of hazardous materials (chemicals)?	<input type="checkbox"/> YES	⇒ Take EHS-2600*
	<input type="checkbox"/> NO	⇒ No training required
If YES, you need to take the classroom course "DOT: Shipping Hazardous Materials", EHS-2600.		
7. Do you pack, ship, or complete documentation for shipment of dangerous biological goods?	<input type="checkbox"/> YES	⇒ Take EHS-2700*
	<input type="checkbox"/> NO	⇒ No training required
If YES, you need to take "DOT: Shipping Dangerous Biological Materials", EHS-2700*.		
8. Do you have contact with laboratories or laboratory hazards including chemicals, lasers, biohazards or radiation sources?	<input type="checkbox"/> YES	⇒ Complete additional questionnaire
	<input type="checkbox"/> NO	⇒ No training required
If YES, complete the Advisor Document for "Laboratory Employees and Support Staff".		
9. Do you have exposure to hazards not related to laboratories? (examples: shops, trades, construction, athletics, art staff etc.)	<input type="checkbox"/> YES	⇒ Complete additional questionnaire
	<input type="checkbox"/> NO	⇒ No training required
If YES, complete the "Supplemental Course Advisor Document for Non-laboratory Staff".		

\* Registration for this course is handled through the Stanford Training & Registration System (STARS) at <http://axess.stanford.edu>. Refer to the STARS registration guide if you need instructions on registering for courses in STARS.

**Be sure to discuss the results of this document with your supervisor and retain a copy of this survey with your personnel records.**



## Environmental, Health & Safety Course Advisor For Laboratory Employees and Support Staff

This document is designed to identify required safety training for Stanford staff, faculty and students who work in or around laboratories. Trainees should complete this form and discuss the results with their supervisor. Please be aware that there may be additional, local training (Tier III) required based on your job duties. Discuss the need for Tier III training with your supervisor. Questions about required training can be directed to the Environmental Health & Safety Training & Communications Office at 723-0448 or refer to our website at <http://ehs.stanford.edu>.

**Employee Name:** \_\_\_\_\_ **SU ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Name:** \_\_\_\_\_ **SU ID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>1.</b> Have you already completed the Course Advisor document "General Safety training for all staff"?	<input type="checkbox"/> <b>YES</b> Good <input type="checkbox"/> <b>NO</b> → <b>Complete the form first!</b>
If NO, you need to complete the Course Advisor document "General Safety Training for all staff".	
<b>2.</b> Are you responsible for Health & Safety compliance in your laboratory?	<input type="checkbox"/> <b>YES</b> → <b>Take EHS-5200</b> <input type="checkbox"/> <b>NO</b> → No action required.
If YES, you need to take the classroom course "Orientation for Lab Safety Coordinators", EHS-5200. Contact EH&S at 723-7487 to request training.	
<b>3.</b> Do you work with chemicals in the lab?	<input type="checkbox"/> <b>YES</b> → <b>Take EHS-1900*</b> <input type="checkbox"/> <b>NO</b> → No action required
If YES, you need to take the online course "Chemical Safety for Laboratories", EHS-1900.*	
<b>4.</b> Do you work with recombinant DNA and/or biological agents?	<input type="checkbox"/> <b>YES</b> → <b>Take EHS-1500*</b> <input type="checkbox"/> <b>NO</b> → No action required.
If YES, you need to take the online course "BioSafety", EHS-1500.*	
<b>5.</b> Do you work with blood, blood products or other potentially infectious materials?	<input type="checkbox"/> <b>YES</b> → <b>Take EHS-2600*</b> <input type="checkbox"/> <b>NO</b> → No action required.
If YES, you need to take the online course "Bloodborne Pathogen Training", EHS-2600.*	
<b>6.</b> Do you work with or handle compressed gases or gas cylinders?	<input type="checkbox"/> <b>YES</b> → <b>Take EHS-2200*</b> <input type="checkbox"/> <b>NO</b> → No action required.
If YES, you need to take the online course "Compressed Gas Safety", EHS-2200.	
<b>7.</b> Do you work with radionuclides or radiation producing equipment?	<input type="checkbox"/> <b>YES</b> → <b>Take EHS-5250</b> <input type="checkbox"/> <b>NO</b> → No action required.
If YES, you need to take the classroom course "Radiation Safety Training", EHS-5250. To request training, contact Health Physics at 725-1411.	
<b>8.</b> Does your lab work routinely involve repetitive tasks with laboratory equipment (e.g., frequent pipetting, long hours at a microscope)?	<input type="checkbox"/> <b>YES</b> → <b>Take EHS-4800*</b> <input type="checkbox"/> <b>NO</b> → No action required.
If YES, you need to take the classroom course "Laboratory Ergonomics", EHS-4800.*	
<b>9.</b> Do you work with either a Class 3b or Class 4 laser or laser system?	<input type="checkbox"/> <b>YES</b> → <b>Take EHS-4820</b> <input type="checkbox"/> <b>NO</b> → No action required.
If YES, you need to take the classroom course "Laser Safety", EHS-4820. To request training, contact Health Physics at 725-1411.	
<b>10.</b> Do you use vertebrate animals or their unfixed tissues, blood or body fluids in your research?	<input type="checkbox"/> <b>YES</b> → <b>Take VSC-0001*</b> <input type="checkbox"/> <b>NO</b> → No action required.
If YES, you need to take the classroom course "Laboratory Animal Care and Use", VSC-0001.*	
<b>11.</b> Will you manage the chemical inventory for your lab?	<input type="checkbox"/> <b>YES</b> → <b>Take EHS-1800*</b> <input type="checkbox"/> <b>NO</b> → No action required.
If YES, we recommend you take the classroom course "Chemical Inventory Management", EHS-1800.*	

More on other side ➡

12. Do you work with or near quantities of oils or fuels exceeding 54 gallons in one container, or in an area with total oil and/or fuels storage capacity exceeding 55 gallons?  YES → Take EHS-5100  
 NO → No action required.

If YES, you need to take the classroom course "Oil Spill Response (SPCC)", EHS-5100.

\* Registration for this course is handled through the Stanford Training & Registration System (STARS) at <http://axess.stanford.edu>. After logging in click on the "Training" tab to get to STARS. You will need a SUNet ID and Password to access the system. If you do not have a SUNet ID, talk to your local training coordinator about how to obtain training or call EH&S at 723-0448.

**Be sure to discuss the results of this document with your supervisor and retain a copy of this survey with your personnel records.**



## Supplemental Environmental Health & Safety Course Advisor For Non-Laboratory Staff

This document is designed to identify required safety training for Stanford staff, faculty and students who work in industrial shops, trade occupations or construction. Trainees need complete the "Health & Safety Course Advisor, General safety training for all staff" AND this document. Trainees should discuss the results with their supervisor. Please be aware that there may be additional, local training (Tier III training) required based on your job duties. Discuss the need for Tier III training with your supervisor. Questions about required training can be directed to the Environmental Health & Safety Training & Communications Office at 723-0448 or refer to our website at <http://ehs.stanford.edu>.

Employee Name: \_\_\_\_\_ SU ID: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ SU ID: \_\_\_\_\_ Date: \_\_\_\_\_

1.	Have you already completed the Training Advisor document "General Safety Training for All Staff"?	<input type="checkbox"/> YES    Good <input type="checkbox"/> NO    ➔ <b>Complete the form first!</b>
If NO, you need to complete the Training Advisor document "General Safety Training for All Staff".		
2.	Do you supervise employees (faculty, staff) and/or students?	<input type="checkbox"/> YES    ➔ <b>Take EHS-5400*</b> <input type="checkbox"/> NO    ➔ No action required
If YES, you are required to take the online course "Supervisor Health & Safety Responsibilities", EHS-5400.*		
3.	Will you work with chemicals (examples: paints, solvents, cleaners, acids)?	<input type="checkbox"/> YES    ➔ <b>Take EHS-2600*</b> <input type="checkbox"/> NO    ➔ No action required.
If YES, you need to take the classroom course, "Hazard Communication", EHS-4300		
4.	Will you work with asbestos or asbestos containing materials?	<input type="checkbox"/> YES    ➔ <b>Take EHS-2600*</b> <input type="checkbox"/> NO    ➔ No action required.
If YES, you need to take the classroom course "Asbestos Awareness Training", EHS-1100. If you are a custodian, take EHS-1200 "Asbestos Awareness for Custodians" instead of EHS-1100.		
5.	Will you come in contact with human blood, blood products or other potentially infectious materials?	<input type="checkbox"/> YES    ➔ <b>Take EHS-1600*</b> <input type="checkbox"/> NO    ➔ No action required.
If YES, you need to take the online course "Bloodborne Pathogen Training", EHS-1600.*		
6.	Will you handle compressed gas cylinders?	<input type="checkbox"/> YES    ➔ <b>Take EHS-2200*</b> <input type="checkbox"/> NO    ➔ No action required.
If YES, you need to take the online course "Compressed Gas Safety", EHS-2200.*		
7.	Will you operate a forklift?	<input type="checkbox"/> YES    ➔ <b>Take EHS-4100*</b> <input type="checkbox"/> NO    ➔ No action required.
If YES, you need to take the classroom course "Forklift Safety", EHS-4100.		
8.	Have you previously received Fire Extinguisher Training?	<input type="checkbox"/> YES    ➔ No action required <input type="checkbox"/> NO    ➔ <b>Take EHS-3700</b>
If NO, we recommend you take the classroom/hands on course "Fire Extinguisher Use", EHS-3700.		
9.	Will you be required to enter "confined spaces"?	<input type="checkbox"/> YES    ➔ <b>Take EHS-2300*</b> <input type="checkbox"/> NO    ➔ No action required.
If YES, you need to take the classroom course "Confined Space Entry", EHS-2300.		
10.	Will you work around energized or hydraulic equipment?	<input type="checkbox"/> YES    ➔ <b>Take EHS-4900*</b> <input type="checkbox"/> NO    ➔ No action required.
If YES, you need to take the classroom course "Lockout / Tagout", EHS-4900.		
11.	Do you work with or near quantities of oils or fuels exceeding 54 gallons in one container, or in an area with total oil and/or fuels storage capacity exceeding 55 gallons?	<input type="checkbox"/> YES    ➔ <b>Take EHS-5100</b> <input type="checkbox"/> NO    ➔ No action required.
If YES, you need to take the classroom course "Oil Spill Response (SPCC)", EHS-5100.		

More on other side ➔

12. Will you work in a noisy environment or with noise producing equipment?	<input type="checkbox"/> YES	⇒ Take EHS-4700
	<input type="checkbox"/> NO	⇒ No action required.
If YES, you need to take the classroom course "Hearing Conservation", EHS-4700.		
13. Will you operate a crane?	<input type="checkbox"/> YES	⇒ Take EHS-2500*
	<input type="checkbox"/> NO	⇒ No action required.
If YES, you need to take the classroom course "Crane Operations", EHS-2500.		
14. Will you work in a machine shop?	<input type="checkbox"/> YES	⇒ Take EHS-5000*
	<input type="checkbox"/> NO	⇒ No action required.
If YES, you need to take the classroom course "Machine Shop Safety", EHS-5000.		
15. Will you be required to wear a respirator?	<input type="checkbox"/> YES	⇒ Take EHS-5300*
	<input type="checkbox"/> NO	⇒ No action required.
If YES, you need to take the classroom course "Respirator Use and Fit", EHS-5300.		

Registration for this course is handled through the Stanford Training & Registration System (STARS) at <http://axess.stanford.edu>. Refer to the STARS registration guide if you need instructions on registering for courses in STARS. You need to have a SUNet ID and Password to access the system. If you do not have a SUNet ID, talk to your local training coordinator about how to obtain training or call EH&S at 723-0448.

**After completing this questionnaire, review the results with your supervisor to be sure that it accurately reflects your job responsibilities. Additional training may be necessary to address specific hazards associated with local equipment, processes, materials or circumstances. Discuss the need for additional training with your supervisor. Be sure to document all local training.**