



Safety Talks

FALL/WINTER ISSUE 2007



Chemical Maintenance and Inventories

There are requirements under both OSHA and the EPA for laboratories to maintain all chemical containers in a safe manner and also to ensure that an accurate chemical inventory exists for the lab.

The first step for compliance is to ensure that **ALL** containers have a proper label.

- The label must indicate the identity of the contents, using the full, proper name(s). Sample numbers or chemical formulae are not permitted.
- Labels must not be faded, torn or otherwise unreadable. (The EPA will consider these items to be hazardous waste and fines may ensue due to improper chemical management.)
- Material in containers that are no longer in good condition or do not properly contain the chemical must be disposed of or transferred to suitable containers.
- Containers where the contents are no longer usable, either by having reacted, expired, polymerized, separated, crystallized or in any other similar way are no longer suitable for storage and must be disposed of.
- All chemical containers must be stored in suitable cabinets or shelves, and away from incompatible materials. For example, flammables in flammable storage cabinets, corrosives in corrosive storage, flammables separated from oxidizers, acids and bases separated. Fume Hoods should NOT be used for storage.

Additionally, the university requires that all laboratory owners maintain a current inventory of their chemicals and provide EH&S a copy on an annual basis. This is essential in helping the university manage its requirements regarding building code limitations, fire and emergency response, as well as locating hazardous materials.

We will evaluate inventory compliance in each lab's annual EH&S inspection.

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Environmental Health &
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We're also on the web:

www.odu.edu/af/ehs

Do You Need To Sign Up? -

Required Chemical Safety training

All Old Dominion University employees who work with chemicals are required to attend one of two chemical safety trainings offered by the Environmental Health and Safety Office. Laboratory safety training is offered to employees who work with chemicals in laboratories. Hazard Communication training is offered to employees who work with chemicals in non-laboratory settings.

If you or any of your employees work with chemicals and have not attended one of these trainings, please contact the Environmental Health and Safety Office at 683-4495 to schedule for the next available session.





Old Dominion University faculty, staff and students are reminded that any delays or closings will be announced through the university's new ODU Alerts text messaging system as well as other information outlets.

If you would like to receive emergency and weather advisory text messages on your cell phone from the university, sign up at www.odu.edu/alerts. You'll need your Midas ID and password. After creating an account, be sure to check the optional box for weather alerts.

Should a delayed opening or a closing become necessary, those on the ODU Alerts system will receive a text message. Information will also be available through the following:

*ODU's Web site:
<http://www.odu.edu>

*Campus Infoline:
757-683-3000

*Television stations
WTKR-TV 3, WAVY-TV 10, WVEC-TV 13

*Radio stations
WNIS-AM 790, WHRV-FM 89.5 and WHRO-FM 90.3.

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What is MSDS Online?

MSDS Online is a commercial management system that eliminates the need to retain and manage paper ("hard") copies of MSDSs - which was traditionally done in a three ring binder. Instead, MSDSs are managed electronically, which automates the task of keeping those binders up-to-date - while retaining the concept of a binder.

Users: How to Access the System

MSDS Online is being sponsored by Environmental Health and Safety (EHS). EHS has set up the system that provides eBinders for various departments. To access eBinder: use the General Username and Password shown below.

- User Name: **odu**
- Password: **msds**

To SIGN IN:

Go to the MSDS Online system either from the EHS Web Site, or by entering the direct URL: <http://binderview.msdsonline.com/OldDominionUniversity/General/UserSignIn.aspx?SessionEnd=yes>

To access from the EHS Web Site:

- Go to: www.odu.edu/af/ehs
- Click on the MSDSonline image on the right
- Enter your Generic Username and password (shown above)

To FIND AN MSDS:

- Simply type in the name of the product or the Manufacturer. Or click on your department name and view products used in your area.
- Once the MSDS is found, click on the PDF icon (in the View column) to the left of the correct MSDS. Here you can view and print the MSDS.

Login Out:

To log out of the system, simply close your browser. There is no "Log Out" button for general users.

Respirator Usage

The Occupational Safety and Health Administration (OSHA) regulates the use of respiratory protection in workplaces, including at Old Dominion University. If you use a respirator of any sort as part of your work activity, please read this information.

What you need to do if you use a respirator depends on three main factors:

- Whether or not you are an employee of Old Dominion University.
- Whether you are **REQUIRED** to use the respirator.
- What type of respirator you use.

First of all, if you do not receive a paycheck from Old Dominion University, you do not "officially" fall under OSHA regulations. We want you to follow these steps nevertheless, to ensure your continued safety and health.

Secondly, if you are **REQUIRED** to wear a respirator as part of your job, you must do the following.

1. Complete a medical questionnaire and have it evaluated by a physician so we can be sure you are physically able to wear a respirator.
2. Receive Respirator Training at least annually and receive a fit test at the same time. EH&S can coordinate these activities for all campus users. If you are provided a respirator to wear on a voluntary basis, you may or may not need these two items. EH&S will advise you on this.

Third, if you use a true, tight-fitting respirator in either a required or voluntary basis, you still need the Questionnaire approval and the annual training. If you use a filtering facepiece (i.e., a disposable "respirator" or dust mask) on a voluntary basis, you need only an initial orientation on the proper use of these items.

EH&S coordinates **ALL** respiratory activities at the university, even voluntary ones, so be sure we know if you are using any respirator. Please contact either Doug Alexander (3-4495) or Shawn Sarauw (3-6358) if you have any questions about this information or your compliance with respirator requirements.