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Lab Safety

Spectrum

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UW - Madison Environment, Health and Safety Department
Chemical and Radiation Protection

30 N. Murray St.

262-8769

<http://www.fpm.wisc.edu/safety>

Radioactive Materials License No. 25-1323-01

Help Line 265-5518

Moving?

Since many of you are moving your laboratories now and in the future, we have developed some guidelines to assist you.

Moving Chemicals Safely

UW Environment, Health and Safety (EH&S)

John Wendt jwendt@fpm.wisc.edu

Office: 265-5517

Cell: 225-8327

1. Take the time to make those hard decisions about what you want to move to your new lab and what you want to dispose of.
2. For the group of chemicals that you wish to dispose of, call EH&S to come to your lab to make decisions on how chemicals should be disposed. In a typical molecular biology lab the majority of chemicals can safely be disposed via the laboratory sink or in the trash. Other chemicals will have to be picked up by EH&S and sent to a commercial waste contractor. Experienced people in our department can quickly do this sort for you.
3. Fill out our Surplus Chemical form for the chemicals that EH&S will pick up.
<http://www2.fpm.wisc.edu/chemEH&S/whtfrm.doc>
4. Make a request for EH&S to remove unwanted chemicals and solvent carboys.
5. Request containers (flip-packs) for the chemicals that you want moved to your new lab.
6. Pack your chemicals.
 - Pay attention to the compatibility of the items that you are packing. (See Appendix F of the UW Laboratory Safety Guide).
 - Wrap bottles or use packing material to keep glass from touching glass.

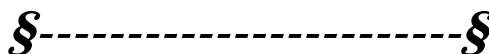


- Attach a packing sheet to each flip-pack so the people moving your chemicals know what they are handling. If you use a spread sheet or a database program to make this inventory, we recommend keeping this as a chemical inventory at your new lab.
7. Call EH&S to make arrangements for the move. EH&S will move your chemicals from your current loading dock to the loading dock of your new building.
 8. Unpack your chemicals promptly at your new lab and contact EH&S to pick up the empty flip-packs. Others are waiting to use them for their move.

We urge you to thoroughly check all of your storage areas to make sure you do not leave chemicals behind. Abandoned and unknown chemical containers can be difficult and dangerous to dispose of properly.

Your move to this new lab space is an opportunity to start fresh.

- Store your chemicals using a good compatibility plan.
- If possible order chemicals that you will use within one year.
- Keep a chemical inventory of what you have in stock.



Moving Radioactive Materials

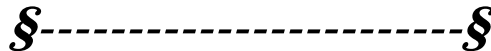
Greg Dierks gdirks@fpm.wisc
Ofc#262-9735
Cell#225-3787
Fax#2-6767

1. Add new rooms in new building by completing form 99s and submitting through campus mail to Greg Dierks c/o EH&S, 30 N.Murray. Be sure the PI signs the form. It's best to keep the number of rooms to a minimum; try to condense use to as few rooms as possible.
2. Post and label new rooms with labels and postings provided by Radiation Safety. All new rooms must have the following signage before radioactive material arrives: "caution-radioactive material/no eating, drinking..." labels and a completed "lab emergency info" form. In addition, the main lab should have the "radioactive material specs/handling/spill response booklet, the State's "Notice to Employees" form, and the Radiation Safety emergency phone list.
3. Package all radioactive waste and unwanted radioactive material and contact EH&S for pickup, call 2-8769 or on the web at <http://www2.fpm.wisc.edu/safety/radiation/pkup.html>
No radioactive waste will be moved into the new building.
4. Package all radioactive material that you wish to bring to the new building. Contact Greg Dierks if you would like EH&S to drive the material to the new building, otherwise trained radiation workers may walk the material over. The material must be securely braced with



sufficient cushioning and packaged in secondary containment such as a small cooler or a box (obscure any radioactive stickers on the outer container). Remember, signage must be in place when material arrives.

5. After all radioactive material has been removed, do a final survey of your old rooms and send to Greg Dierks c/o EH&S, 30 N.Murray St. through campus mail. If the old rooms are shared with other PIs who will continue working with radioactive materials and are not moving, there is no need to do a final survey.
6. Any lab equipment labeled with “Caution Radioactive Material” stickers such as centrifuges, gel dryers, speed vacs, etc. must be surveyed before the move. Also, defrost and survey all freezers that contained (or potentially contained) radioactive materials.
7. Along with the final survey also send along another 99s form indicating the rooms in the old building to be deleted. Be sure the PI signs the form.
8. Remove all radioactive signage/stickers/tape/postings from old rooms.
9. Make maps of new rooms, conduct and post initial survey and complete monthly (~30 days) thereafter.
10. If your Radioactive Authorization is on “inactive status” there is no need to concern yourself with the above-mentioned points. We will set up your radioactive lab in the new building if and when you resume radioactive work.



Care Of Your Thermoluminescent Dosimeter (TLD)

Dosimeters are required at UW-Madison for workers who may use 1 mCi or more of a radionuclide which presents an external hazard ($\beta \geq 300$ keV, $\gamma \geq 20$ keV, any neutron). If you are required to obtain a TLD, please be sure to fill out the new form at:

http://www2.fpm.wisc.edu/safety/Radiation/application_for_radiation_dosimeter_form.pdf

Your badge group leader is the person who distributes your new TLD and collects your old one at the beginning of each badging period. If you have questions, ask your badge group leader or email radpro@fpm.wisc.edu.



It is important to turn your badge in on time. If you lose a badge, email Radiation Safety at radpro@fpm.wisc.edu to obtain a replacement. Your department will be billed \$39.00 for the lost badge.



Radiation and Chemical Safety training classes are offered at Union South; each class satisfies either OSHA or State training requirements. Class location is posted on "Today in the Union" bulletin board on the training date.

2007 Dates	Chemical Safety Training	Radiation Safety Training	2007 Dates	Chemical Safety Training	Radiation Safety Training
August 8	1:30 pm	9:00 am	October 2	9:30 am	12:30 pm
August 14	9:30 am	12:30 pm	October 25	1:30 pm	9:00 am
August 23	1:30 pm	9:00 am	November 7	9:30 am	12:30 pm
September 4	9:30 am	12:30 pm	November 29	1:30 pm	9:00 am
September 19	1:30 pm	9:00 am	December 13	9:30 am	12:30 pm

If you need Hazmat (Hazardous Materials Transportation) training, please register. We will contact you to arrange a class when we have seven registrants.

To register online go to <http://www.fpm.wisc.edu/safety/transportation/register.html> or contact Greg Dierks, gdierks@fpm.wisc.edu , 608-262-9735

UW-Environment, Health and Safety Dept.
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(608) 262-8769

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