



n o t e s

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ENVIRONMENTAL HEALTH and SAFETY

Laboratory Closeout

When vacating a location registered with EHS Hazardous Material Services, proper disposition of all hazardous materials is the responsibility of the Principal Investigator (PI) to whom the room is assigned. In the event of a closeout or relocation, it is important that the areas are left in a clean and safe condition for the next occupants and/or construction crews. If improper management of hazardous materials results in the necessity of cleanup services from EHS or an outside contractor, the responsible department may be billed for this service.

When does the Laboratory Closeout Policy apply?

The Policy applies when any of the following occurs:

The PI is relocating to a different room in the same building. (Occupants are authorized for non-motorized transport of hazardous materials to the new location.)

The PI is relocating to another location in a different building. (Consult with EHS to coordinate transportation of hazardous chemicals, biological agents, or radioactive materials to the new location. The Department of Transportation (DOT) requires training for individuals to legally transport hazardous materials over public roadways. EHS will assure that the move is DOT

compliant.)

The PI is leaving the University and closing his/her registration. (If the PI is planning to take chemicals to another university or employer, contact them for shipping assistance.)

The PI is leaving the University, but transferring responsibility of his/her registered location to another investigator. (Hazardous materials may be left in the room if the new PI takes responsibility for them.)

What is the proper registered location closeout procedure?

Notify EHS six weeks prior to the evacuation date or as soon as possible. Once EHS receives notification, an appointment will be made for a closeout monitoring visit.

Chemicals: Submit a Pick Up Request Form (PURF) to schedule the removal of all hazardous chemicals. Use separate forms for Used Materials and Unused Materials (chemicals still in their original container). Characterize any unknown chemicals as completely as possible and submit them on a separate Used Material PURF.

In This Issue

Laboratory Closeout	1
Like Us on Facebook	2
Hello and Goodbye.	3
Stay Cool Out There!	3
Thank You Roger Giles	4

Continued on Page 2

Laboratory Closeout Cont.

PURF items are to be physically left in the same order they are entered on the PURF to expedite processing when EHS staff members arrive to collect the material. Many PIs have found it helpful to offer good chemicals and labware to other researchers in the department before determining what needs to be collected by EHS.

Gas cylinders: Arrange for all gas cylinders to be returned to the supplying vendor (contact EHS for assistance if this requires using a commercial carrier). List any non-returnable cylinders on an Unused Materials PURF.

Glassware: Unwanted glassware and other laboratory equipment should be cleaned and boxed so that it may be redistributed to other researchers through the Chemical Redistribution Program. Email hazmat@missouri.edu or call 882-3736 for collection. Broken glassware should be managed in accordance with the Biosafety Manual. <http://ehs.missouri.edu/bio/biosafety.html>

Biological Materials: Place all sharps in a sharps container. Dispose of the sharps containers and all other potentially biohazardous waste from the laboratory in a biohazard box/tub lined with a red biohazard bag. If biohazards are used in the location, contact Biological Safety for decontamination instructions. Refer to the Biosafety Manual for closeout guidance. <http://ehs.missouri.edu/bio/biosafety.html>

Radioactive Material: Call your assigned Health Physicist (HP) to notify them of the closeout. Refer to the Radiation Safety Manual for instructions on moving out of or inactivating an approved area.

Electronics Recycling: All electronics (central

processing units, monitors, keyboards, printers, televisions, and scanners) must be separated from general trash and placed into a designated area for collection by Surplus Properties. Contact Surplus Properties at 882-5053 to arrange for collection.

General Cleanup: The location must be thoroughly cleaned to assure removal of all hazardous residues. This includes bench tops, fume hoods, cabinets, drawers, floors, refrigerators and freezers.

Summary

Let EHS know you're moving. The locations need to be cleaned and cleared (except for those things which the next person has agreed to take). The PI, EHS, the Building Coordinator, the Department Chair and the new PI assigned to the space (if there is one) agree that the space has been released.

Our goal is for students, staff and the public to stay safe and healthy while at MU. By creating a plan before you move, you can help make this happen.

LIKE us on Facebook

Did you know that EHS has a Chemical Redistribution Program? <http://ehs.missouri.edu/haz/recycling.html> The objective is to collect chemicals from those who have no use for them and redistribute them to those who need them. This same program also has a Facebook page to inform our customers of available equipment and chemicals to MU users. <https://www.facebook.com/MUEHSChemicalRedistributionProgram> Like us, stay informed, and save money!

Hello and Goodbye

Environmental Health and Safety has always been fortunate to have dedicated personnel working in this department. During the past year, several new individuals have joined EHS. Here is an introduction to these individuals who you may run into in various capacities across campus.

Jon Hendrell is a new Environmental Health Technician working for the Environmental Management Section. He spends a lot of time in Mid-Missouri's conservation areas and state parks. Having received a degree in Forestry from the School of Natural Resources at Mizzou, Jon is also a Certified Arborist.

Steve Hynes started at EHS in February 2013 as the Manager of Biosafety. Prior to joining EHS, Steve spent 14 years at the Missouri State Public Health Laboratory (MSPHL) as a scientist specializing in Parasitology then Molecular Bioterrorism testing. In 2004 Steve began working in the Emergency Response Outreach and Training unit of the MSPHL where he focused on laboratory preparedness and response activities. In 2007 Steve became a Biosafety Officer which continued until his move to MU. Steve plans to use his specialized biosafety knowledge and training to develop, implement and enhance a comprehensive biological safety program to ensure a safe and compliant environment for staff, students and visitors.

Another new Environmental Health Technician working for the Environmental Management Section is **Sam Loyd**. Sam attended the University of Missouri and received his BS in Soil Science in 2007.

Tricia Oswald joined Environmental Health and Safety April 8, 2013 as an Administrative Associate II. Tricia has been with the University of Missouri since February 2006. She received a bachelor's degree from Columbia College in business administration with an emphasis in management in December 2006.

Jim Pasley is the new Assistant Fire Marshall working with the campus. He has been working with the Columbia Fire Department for 5 years. Prior to working with CFD he worked with the Boone County Fire Protection District. Jim graduated from Columbia College. He is proud to report that his great grandmother was a member of one the first classes which allowed females at MU.

Sadly, while we are happy to have Jim as a new member to the EHS team, we are sad to say goodbye to **Shawn McCollum**, who has served as the campus Assistant Fire Marshall since 2006. Shawn did a great job here and was responsible for bringing Fire Factor's mock campus housing room burn to fruition. Shawn will not be leaving MU completely. He will be taking over the position of Station Manager for the Mizzou fire station. Good Luck Shawn and welcome to all our new employees!

Stay Cool Out There!

As we head into the Summer months it is important to be aware of the effect hot weather can have on all our activities. For more information on how to work and play in hot weather please check out the EHS website for information on Heat Stress. <http://ehs.missouri.edu/work/heat-stress.html>



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Thank You Roger Giles

With all the personnel changes happening at EHS it is important to point out that one of our longest lasting and most recognizable employees is retiring. After 30 years of service to MU Roger Giles is leaving EHS for greener pastures - or in his case, bluer waters!

Roger started working at MU as a laboratory assistant/chemist in Food, Science and Nutrition. After a brief stint with the USDA, Roger worked as a laboratory storekeeper while working on his bachelors of science degree in the Department of Chemistry. In 1986 Roger was offered the position of environmental chemist with Environmental Health and Safety.

Roger has held many titles at EHS. His current title is Manager, Hazardous Material Services, which encompasses many jobs: supervision of personnel, oversight of the Resource Recovery Center (9 buildings); hazardous material (chemical, radioactive, infectious, universal) collection, processing and shipping functions;

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Registered User program; incinerator operations; DOT shipping functions; and the chemical and laboratory equipment recycling program. He also ensures that all operations are conducted in an expedient, cost-effective and safe manner in compliance with all applicable federal, state and local regulations; provides support and client services to MU faculty, staff and students utilizing hazardous materials; and maintains emergency response capabilities and provides services to the campus community and non-MU emergency. As you can imagine Roger's experience and knowledge will be hard to replace.

While we are sad to see Roger retire, we are envious of the adventures that lay before him. His wife, Barb, is also retiring from the Department of Biochemistry. Two years ago they purchased the sternwheeler paddle boat, the Joseph M. LaBarge, and traveled with it from Marietta OH to Columbia, MO via the Ohio, Mississippi, and the Missouri rivers. The total trip took 28 days to cover 1200 miles. Roger and Barb have more trips planned with their sternwheeler as well as plans to spend time with their four grandchildren and other domestic and international travel interests. Rogers last day at MU will be May 31. Thank you Roger for your hard work and friendship.