



FLORIDA STATE UNIVERSITY

Environmental Health and Safety

GUARDIAN

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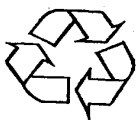
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No News is Good News

During the last year, the staffs of Environmental Health & Safety (EH&S) and the Florida State University Police Department (FSUPD) have been called upon to investigate reports of suspicious substances in buildings and in letters. In response to reports of white powders and suspicious letters and packages, members of the FSUPD and EH&S isolated and decontaminated areas of buildings on campus, evaluated letters and packages, and sent samples to the State laboratory for anthrax identification. Fortunately, no evidence was found of anthrax contamination from any sample taken at the Florida State University campus. In fact, the State laboratories have reported that no samples of anthrax have been identified in Florida since the incidence of anthrax received in the mail at American Media in Boca Raton that led to the death of one employee early in October, 2001.

In order to be better prepared for future investigations on campus, EH&S believes it is wise to review departmental and University guidelines related to responses to incidences of white powders or suspicious letters and packages:

- Be aware of activities that may involve harmless white powders (i.e. spilled sugar, construction dust, etc.) and evaluate accordingly. If suspicion of a true terrorist threat exists, follow the contact procedure below.
- Isolate area or letter and call the FSUPD, 644-1234.
- FSUPD, along with EH&S personnel will meet with a departmental representative and investigate the report.
- Suspicious letters or packages will be tested or held for decontamination and disposal.
- Areas of concern will be decontaminated.
- Follow up testing or law enforcement investigation may be needed.
- Individuals reporting incidents involving white powders or suspicious letters will be notified of any findings.

EH&S, along with other departments at FSU and State and local agencies of Florida, are working to stay informed about local, state, and national health and safety issues and potential threats to our citizens and community. We encourage all faculty, staff, and students at FSU to reasonably evaluate any given incident, and to call us for guidance with concerns about health & safety. For information or answers to questions that you may have, call our main office at 644-6895, or the Biological Safety Office at 644-5374 or 644-8916.

Grant Proposal Changes

As the events of the past year have unfolded, there has been an increase in the demand for information from the various Federal and State authorities concerning hazardous materials (i.e., Select Agents, chemicals, radioactive materials, etc.) on campus. To assist Environmental Health & Safety in responding to those demands, the transmittal form for grant proposals is being modified.

In future grant applications it will be necessary for EH&S to review all proposals that involve chemicals, radioactive materials, or Select Agents. If your research involves any of these materials, please check block 22 of the Proposal Transmittal Form. As with current practice, this review will be post-submittal as long as the funding agency allows it.

With the indication of the intent to use any of these materials, EH&S will be reviewing internal records to verify that the individuals in the laboratory are in compliance with current campus requirements. Those requirements include, but are not limited to, training for all laboratory personnel and current inventory of all chemicals in the laboratory. If you have any questions or comments regarding this information, please feel free to contact EH&S at 644-8800.

Training Corner

Look to this area for information on training EH&S offers. This quarter, we would like to highlight the following training:

Right-to-Know/Hazard Communication

Any employee working in a laboratory setting shall annually receive this training. This training is covered by OSHA's Laboratory Safety Standard.

Topics covered include:

- Permissible Exposure Limits for OSHA regulated chemicals
- Methods to detect the presence or release of chemicals
- The Chemical Hygiene Plan
- Physical and health hazards of chemicals in the laboratory
- Methods to reduce employee exposure to chemicals
- Location of chemical safety reference materials (MSDS')

For more information on this class or on other classes EH&S offers, feel free to visit our training web site at www.safety.fsu.edu/training.html.

A Little Electrical Safety

Now that you have your holiday lights hung around your home and office, let's take a minute to discuss electrical safety. Approximately 200 deaths are attributed to product-related electrocutions each year. By following these safety tips, you can ensure you aren't one of those statistics.



- Check your electrical panel for an inspection date and if it's been more than ten years, consider getting another inspection.
- Don't use extension cords for long periods of time.
- If your bathroom and kitchen have ground-fault interrupters, test them on a monthly basis. If you don't have them, consider installing them.
- If you have young children in the house, install outlet covers. You'd be surprised how inviting an outlet is to an imaginative two-year old.
- Never use a three prong cord that has had the third grounding prong removed.
- Never unplug a device by yanking on the cord.

Do You Use Ether, Drugs, or Controlled Substances?

The Biological Advisory Committee (BAC) reviewed the issue of compliance with Federal and State laws relating to the use of Ether, Prescription and/or Legend Drugs, and Federally Controlled Substances. A subcommittee then made recommendations to the BAC to ensure FSU's compliance with Federal and State laws. The BAC, through the Provost, has forwarded that recommendation to President D'Alemberte who agreed with the findings of the BAC and assigned Environmental Health & Safety (EH&S) the task of working with FSU faculty and staff to institute the changes recommended by the BAC to ensure compliance.



EH&S has drafted a new policy entitled **Purchase and Use of Ether, Prescription or Legend Drugs, and Controlled Substances (OP-G-1.10.2)**. The new policy will be effective December 31, 2002.

The main highlights of this policy are:

- Registration for use and proper control of these materials is the responsibility of each principal investigator.
- Persons who either purchase or possess ether in the quantity of 2.5 gallons or more, or prescription/legend drugs to use for lawful research, teaching, or testing must first obtain a letter of exemption from the Florida Department of Health (DOH), Bureau of Pharmacy Services (BPS). Those who use federally controlled substances for research, teaching, or testing must then apply for a U.S. Drug Enforcement Administration (DEA) license to procure and use such substances.
- All records of procurement, authorized use, wastage or loss and disposal of ether, prescription drugs and federally controlled substances must be maintained and available to the DOH-BPS, the DEA and the FSU Department of Environmental Health and Safety.
- The DEA requires separate registration for each principal investigator at each unique storage location for controlled substances.
- EH&S will provide support and oversight on procurement, use, and disposal of these materials as directed.

Due to the time constraints for the registration process it is imperative that you review the unified policy and initiate compliance with this policy as soon as possible. The policy can be found at www.safety.fsu.edu/substancemanual.html.

If there are any questions concerning this policy, please contact us at 644-8800.

Happy Holidays from EH&S

Workers' Compensation Changes

Employees of the State of Florida who are injured or exposed to illness at work are required to utilize medical care providers (doctors and hospitals) that are part of the State's Managed Care Arrangement or MCA. The State's MCA is **Corvel's CorCare Provider Network**.

If you are injured on the job...

1. Report your injury to your Supervisor/Manager *immediately*. The supervisor will report the injury to the Intake Center (800) 929-0107 who will complete the First Report of Injury form.

IN CASE OF EMERGENCY, INSIDE OR OUTSIDE YOUR SERVICE AREA, SEEK IMMEDIATE MEDICAL ATTENTION AT THE NEAREST HOSPITAL.

The injured employee will be advised of the following information:

- Appropriate provider/facility for treatment
 - Advised of the prescription drug program
2. If you require medical treatment, a **CorCare Network physician** (or other health care provider) is available for you to see. The CorCare Network provider will become your Primary Care Physician and will provide the necessary and appropriate treatment for your work-related injury. Your Primary Care Physician will direct your care overall and refer you to specialists as required. All care must be pre-authorized. Any treatment sought that is not pre-authorized may not be covered. A **CorVel** Case Manager may be assigned to interact with you, your provider and employer.
 3. If you are on business-related travel or away from your work site when an injury occurs, call your Supervisor/Manager to report your injury immediately. They will help you in seeking medical attention.
 4. You may only use physicians within the CorCare Network and must have authorization prior to seeking treatment.
 5. A Medical Case Manager will be assigned to assist with medical care coordination and can be reached at (866) 352-7915.

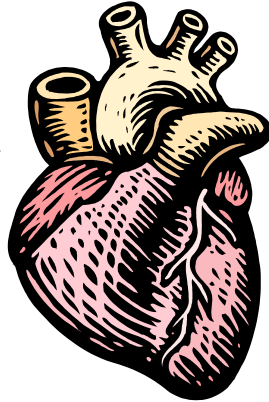


YOU ARE RESPONSIBLE FOR ANY UNAUTHORIZED MEDICAL SERVICES OR TREATMENTS PERFORMED BY PROVIDERS OUTSIDE THE CorCare Network.

Heart Attacks

Not all heart attacks are sudden and obvious. Unfortunately, many of the minor or subtle heart attacks are overlooked and those suffering them don't receive medical attention until it's too late. If you or someone you know has any of the symptoms below, seek medical attention immediately.

- Continued or reoccurring discomfort, pressure, squeezing, or pain in the chest area.
- Discomfort in other areas of the upper body-pain or discomfort in one or both arms, the back, neck, jaw or stomach.
- Other signs including lightheadedness, shortness of breath, cold sweats, or nausea.



What's an AED?

An AED is an Automated External Defibrillator. It's a device that can be used to help save a heart attack victim's life. After being attached to the victim, it analyzes the heart rhythm and administers a shock if it detects a rhythm that can be remedied. The devices are designed in such a way that it is impossible to administer a shock to a person who does not need one. AED's are designed for ease of use. They usually have easy-to-read buttons and audible instructions.

AED's are becoming more and more common today. Gymnasiums, office buildings, police and fire vehicles, and commercial aircraft are just some of the places where you can find AED's .

For information on how to receive First-Aid/CPR training and to become familiarized with how to use an AED, please contact our office at 644-6895, or contact the Red Cross at 878-6080.

Biological Pollutants

Poor indoor air quality can have many contributing factors. One of them is biological pollutants, airborne irritants or allergens that were once, still are, or derived from a living organism. Animal dander, pollen, infectious agents (bacteria and viruses), mold, and dustmites are all considered biological pollutants.

Some people are more sensitive to biological pollutants than others. Reactions can include itchy and watery eyes, nasal congestion, headache, and fatigue.

If you suspect that you or your family are overexposed to such pollutants at home, there are some things you can do to remedy the situation.

- Minimize dust and pet dander in the home. Clean Fido's bed regularly. Change the newspaper in Tweety's cage. Scoop out Fluffy's box.
- Eliminate leaks and water seepage.
- Replace carpet with hard surface flooring wherever possible.
- Replace air conditioning filters.
- Wash bedding in hot water to kill dust mites. Use synthetic mattress pads and pillow instead of down or wool.

Additional information can be obtained at the Consumer Product Safety Commission's website: www.cpsc.gov.

HOLIDAY DECORATION REMINDERS

- Natural vegetation (trees, wreathes, hay, straw, corn stalks, etc.) are not to be used as decorations.
- All lights, or other electrical devices should be UL listed, in good condition, and turned off at the end of the day.
- Extension cords should not be used.
- Decorations should not interfere with exit or emergency lights, exit doors or pathways, extinguishers or sprinklers.
- Lit candles are not permitted in University facilities.

GAS AND STATIC ELECTRICITY

Electrical discharge from built up static electricity can be very dangerous around flammable materials like gasoline.

- Whenever filling a portable container with gasoline, always place it in contact with the ground.
- Don't enter and exit the vehicle while filling your car.
- Never use a cell phone while pumping gas.
- Never, ever smoke while pumping gas.

Environmental Health and Safety
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