



Guardian

Environmental Health & Safety
www.safety.fsu.edu

Summer Semester 2004

Computer and Mobile Phone Recycling

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GUARDIAN, is published
semesterly by The Florida State
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GUARDIAN is available in
alternative format upon request
and on the web at
www.safety.fsu.edu/guardian.html

Please recycle this
newsletter when finished.



It is estimated that in several years, there may be 500 million or more surplus computers and computer monitors in the United States. The rapidly growing electronic waste stream includes computer components, cell phones, remote controls, VCR's and other devices that contain toxic materials hazardous to humans, animals and the environment.

The University of Florida recently completed a study on the potential leaching of eight hazardous metals from discarded computer components, cell phones and other common electronic devices. Their findings indicate that in laboratory conditions, lead, which is used to solder circuit connections, was present above EPA standards in the leachates from every electronic device tested.

Based on the UF finding, the City of Tallahassee changed its waste pickup policy to exclude electronic devices known to contain lead and other hazardous materials. "Most computers monitors and TV's contain a cathode ray tube (CRT) which can contain 3 to 6 pounds of lead...in addition, computers and other electronic equipment contain small amounts of mercury and hexavalent chromium which also should not be burned or landfilled." (<http://fcn.state.fl.us/citytlh/utilities/solid/electronics.html>)

In the spring of 2004, The Recycling division of FSU's Solid Waste department implemented a new program for recycling computers and computer components. Working computers should be sent to Surplus Property. However, broken, discarded components, including CPU's, monitors, keyboards, mouse and printers may be placed next to the paper recycling boxes found in most departments for pickup by FSU Recycling personnel. Components should be clearly labeled "RECYCLE".

IMPORTANT NOTE: Computer components with FSU tags destined for recycling can be removed from a budget by filling out AR212 (downloaded from the Controller website). Send the form to Property Records at MC 2393, but place the item to be recycled next to the white paper recycle box. For further information regarding computer component recycling, contact Willie Wiggins at 644-7925 or wwiggins@admin.fsu.edu. For further information about Property Records, call Steve Bentz at 644-9757.

FSU issued cell phones may be returned to the Office of Telecommunications for donation to an outside non-profit agency. Please contact one of their Caller Information Center representatives at 644-HELP(4357) for further information regarding the recycling of FSU issued phones. Personal cell phones cannot be recycled by FSU, but sometimes may be recycled through schools and other participating groups, which may be located via a web search.

MSDS

Federal and state law requires that you maintain an up to date record of Material Safety Data Sheets for all toxic or hazardous materials used in your workplace. The manufacturer is required to supply these MSDS's to you. If you find that your records are out of date, feel free to contact EH&S for assistance in obtaining the correct MSDS.

Product Recall

A common air freshener has been recalled by the manufacturer as a possible fire risk. Glade Extra Outlet Scented Oil electric air fresheners bearing the model number SCJ079 are affected by the recall. If you have one of these at home or at the office, contact SC Johnson at (800) 571-0920 to receive a replacement.

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Storm Water

As we progress through the summer months and hurricane season, it is important to remember that when it rains there has to be a place for the water to go, promptly and cleanly. To that end, FSU is working in conjunction with state and federal agencies to ensure that our contributions to the stormwater systems are managed appropriately. This means that we have to ensure that campus is kept clean and orderly, that no unauthorized materials are allowed to drain onto streets, parking areas or even in the grassy areas adjacent to stormwater system entry points.

To help ensure compliance with our permit, EH&S is establishing the following tools:

- a web site that will provide information on current initiatives and programs
- a hotline to report inappropriate disposal activities
- an inspection program for campus areas in conjunction with Grounds and Maintenance to identify potential problems and areas

Also on the horizon will be campus cleanups and other activities to encourage prudent environmental stewardship that will improve stormwater management. As always if you have any ideas or see anything that is questionable please let us know.

DEP Inspection

Recently inspectors from the Florida Department of Environmental Protection visited campus to conduct an inspection. The team visited many locations on campus and provided comments in several areas. Generally, hazardous wastes were properly stored and labeled. However, there was an area that was identified for improper storage and labeling. This area required immediate cleanup and disposal of materials. Also, during the records review, one section was identified as not having attended mandatory annual training. These issues are currently being discussed with DEP to determine scope and magnitude of penalties.

Also, city and county inspectors have been on campus inspecting various areas, including chemical storage areas and fuel storage tanks. Problems identified have included unregistered fuel tanks and excessive storage of old fertilizers. EH&S is currently working with the appropriate departments to rectify these issues.

If you work with hazardous materials it is important to understand those materials and to handle them properly, including storage and disposal. Also, there are training requirements pertaining to these materials. If you have questions or concerns please contact EH&S.

Insurance on Leased Space

It is University policy that if a Department/Center requires leased space off-campus a request to "Lease Space Off-Campus" form should be completed and submitted to Rhonda Collins, University Lease Administrator, Office of the Sr. V.P. for Finance and Administration. Also, if a Department/Center terminates a lease, an Agreement to Terminate the lease form should be completed and submitted to Rhonda Collins. Forms can be accessed on the V.P. Finance & Administration web page at www.vpfa.fsu.edu. If your Department/Center has contents in leased space then these items located in that building need to be insured. A Florida Fire Insurance Trust Fund Coverage Request form must be completed and submitted to Kelita Pete, Department of Environmental Health and Safety. The coverage request form can be accessed on the EH&S web page at www.safety.fsu.edu.

Contents coverage is determined by Property Records inventory records. If a department has a number of items not included on the Property Records inventory (items valued at less than \$200), it is the department's responsibility to notify the Coordinator, Insurance and Risk, Department of Environmental Health and Safety, so those items may be insured against loss. Losses to contents owned by the University, or required under the terms of an existing lease, are covered for the perils of fire, lightning, windstorm, hail, explosion, riot, aircraft and vehicle damage, smoke, and flood. This coverage is through the Florida Fire Insurance Trust Fund administered by the Division of Risk Management. If you should have any coverage questions or need help completing this form please contact Lloyd Willingham, Insurance and Risk Coordinator or Kelita Pete in the Department of Environmental Health and Safety at 644-6895.

Is your Stuff Insured?

Florida State University has many different insurance policies. The majority of our insurance is legislatively mandated and "managed" by the Florida Department of Financial Services, Division of Risk Management. These types of programs are called self-insurance programs. Simplistically speaking, the state covers the cost of a claim up front and the future premiums will reflect the cost of the claims plus fees to manage the program. This type of insurance process covers general liability, automobile liability, property and worker's compensation.

Additional insurance can be purchased for specific areas that are not covered by existing state programs. Current policy areas include equipment policies (boilers, air conditioner units, boats, etc.) and electronic equipment. One final area of specialized insurance is called camp insurance, which provides coverage for attendees at many of the summer camp program offered on campus.

The world of insurance on campus is very complex and unique when compared to our home insurance policies and issues. Please contact us if you have questions or wish to look into some of the optional coverages that are available.

Hurricane Survival Kit

- Non-perishable food—2 week supply per person
- Water—1 gallon per person per day (2 week supply)
- Prescription medications
- Insect repellent
- Flashlight and batteries
- Portable radio
- Non-electric can opener
- Infant and elderly supplies
- Clean-up supplies
- First aid kit
- Cash

Typical First Aid Kit

- Bandages
- Antiseptic
- Compresses
- Tape
- Gauze
- Scissors
- Tweezers
- Hydrocortisone
- Calamine lotion
- Gloves
- First aid manual

Hurricane Reminders

With several months left in the 2004 hurricane season, here's a reminder what to do should a hurricane approach our area:

- Fuel your car, even if you don't plan to evacuate, gas stations may be inoperable if electricity outages are widespread.
- Bring in or secure outdoor objects such as lawn furniture, toys, etc.
- Turn refrigerators and freezers up to the highest settings to maximize food preservation.
- Turn of small appliances that aren't needed.
- Turn off LP gas tanks.
- Fill tubs and sinks with water to use for toilet flushing, cleaning, etc.

Even after the storm has passed, danger still remains. Here are a few reminders of what to be aware of after the storm has passed:

- Remain informed with local radio or TV stations.
- Do not use candles or other open-flame devices for lighting, instead, use flashlights or battery-operated lanterns.
- Be alert for downed electrical lines and gas leaks.
- Do not use tap water for drinking or food preparation unless you know it is not contaminated.

Even at work you can help:

- If your office is on the first floor, move electrical items such as computers off the floor.
- Turn off all appliances and electrical devices in your office.
- Have your department property inventory list stored in a safe place.



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