Mount Sinai Medical Center

Environmental Health and Safety

Laboratory Safety Committee notes – December 15th, 2011

• Chemical Inventory Presentation
  o Ellen DeOrsay & Kathleen Green, Dvirka & Bartilucci Engineers
    ▪ Presented on the Chemical Inventory process, and what is done with the information on an annual basis (Submittal for the New York City – Community Right-to-Know Act)
    ▪ All inventories previously submitted will be returned to each Department/Division for review/revision/update
    ▪ Administrators are asked to ensure that all labs have submitted inventories by being the single point of contact between EnvHS and each Department/Division
    ▪ Admins can submit the completed batch of inventories to Walter.Julias@mssm.edu no later than January 25th, 2012
    ▪ **All submittals for the 2012 report (Due Jan 25th) must use the newest inventory form (same as last year's). Some labs submitted last year using an older form, this form cannot be used again this year.**

• Lab Coats
  o Walter Julias
    ▪ All Lab Coats should have been picked up from the Linen Department from this summer’s purchasing project
    ▪ All new employees need to have two Lab Coats available to them, these are the Department/Division’s responsibility to provide
    ▪ Any questions on the Lab Coat ordering process, or cleaning process, please contact the Linen Department, and/or Isabel Ramirez
    ▪ Any issues with cleaning or returns of coats, please contact Walter Julias via e-mail to report the issue(s)

• Shipping Hazardous Materials
  o Walter Julias
    ▪ ALL packages containing radioactive, biological or chemical materials, or that are refrigerated with Dry Ice or Liquid Nitrogen **must** go through Environmental Health and Safety for approval prior to shipping (Mon-Fri 12:30-2:30pm)
    ▪ Shipments that come to Mount Sinai do not always reflect the proper labeling, placarding or packaging and should not be used as examples of how to ship
    ▪ Exports (shipments going outside the country) require an export checklist to be filled out
- All forms may be requested through AskEHS@mssm.edu
- FedEx is the preferred shipper of hazardous materials (as per EnvHS), even though UPS is the institutionally approved shipper

- **Audits completed – Top 5 Issues**
  - **Walter Julias**
    - Certificate of Fitness Information posted conspicuously (118)
    - Self-closers allowed to operate correctly (109)
    - Recorded inspections of Eyewashes (75)
    - Chemical Labeling (42)
    - Does the lab present an overall clean and safe work environment (29)

- **Have a wonderful, SAFE, and Happy New Years!**