



Florida International University | Department Of Environmental Health & Safety | ehs@fiu.edu

Say hello to Summer! In South Florida, June marks the beginning of Hurricane Season at the height of summer. Being prepared for the heat and different weather events is essential for Floridians. Check or make a Hurricane Go-Kit, which includes essentials like water, non-perishable foods, medicines, important documents, and other essentials. On a daily basis, make sure you are wearing SPF, utilizing protective clothing, and staying hydrated. In this newsletter, we discuss topics that are all about taking advantage of the summer slowdown. Also, join us or participate in one of the events we celebrate June Safety Month!

Newsletter Highlights

- **Heads Up For This Month**
- **Visual Inspection Guide**
- **Documents; Poster Versus Electronic?**
- **Quick Empty Container Management Guide**

Heads Up For This Month:

EH&S is celebrating June Safety Month check out our webpage for all the details: ehs.fiu.edu

- Come to our in-person/Zoom Safety Seminars on June 11th and 18
- Visit us at our tabling events in different campuses
- Participate in one of our Challenges:

- Scavenger Hunt, Safety Slogan, or Poster Safety Challenge

June's Safety Shoutout goes to Rafael Alvarez, Fleet General Manager!

Check out his [EH&S' Safety Shoutout feature](#). Consider nominating someone or a group for an EH&S' Safety Shout by emailing ehs@fiu.edu.

Guide to Conducting a Visual Inspection of Your Space!

An annual Visual Inspection of your office, workplace, or classroom is essential to ensure the safety of the FIU community and to address issues proactively. Below are some basic components; remember to take into consideration the people, resources, and operations conducted in the space, as this will influence what you should look for. Place a work order with Facilities Management for structural issues—update procedures to address the operational problems with space occupants.

Structural: a top-down approach

- Check the ceiling for any damages, leaks, perforations, missing tiles, etc.
- Check the lights are operational and not flickering
- Ensure there is a clearance of 18 inches from the ceiling
- Ensure high storage is secure and not within 18 inches of the ceiling
- Check the walls for holes, leaks, damages, cracks, etc.
- Ensure electrical receptacles and outlets are undamaged, covered, and in good condition
- Check the FIU Phones and ensure they are operational and in working order
- Secure trip hazards by either removing them from the main walkways or (if a cable) using tape that is a different color from the floor to tape it down.
- Ensure furniture is stable, in good condition, and not broken.
- If you have a sink, ensure it is working and not leaking
 - If you have a soap or paper towel dispenser, ensure it is stocked
- Check the floors for excessive wear, cracks, damages, etc.



Remember, this guide is intended to assist you in creating a thorough checklist. Take into account the activities conducted in the area and any hazards or equipment present in the space. Lastly, adopting a proactive approach to addressing issues is essential.

Documents; Posted versus Electronic

Several documents are required in laboratories, but which must be physically posted and which can be distributed electronically? Let's get into it!



EH&S suggests creating and sharing an electronic folder of all the documents with all individuals permitted to be in the space. You can use your FIU OneDrive or the Department's SharePoint. Sharing this folder with all the individuals will provide everyone with easily accessible and up-to-date information.

The chart below shows the basic documents that either need to be posted or shared electronically and whether they apply to all or are conditional based on the operations, hazards, or equipment in the space. The documents listed below do not include the labeling of hazards or equipment. Also, some hazards or operations require additional documents not reflected in this list.

	Applicable	Physical	Electronic
Supervisor's Emergency Contact Information	Required	✓	✓
Space Occupants' Emergency Contact Information	Required		✓
Emergency Spill Procedures	Conditional	✓	✓
Emergency Incident or Injury Procedures	Required	✓	✓
Emergency Evacuation Procedures	Required	✓	✓
Shutdown Procedures	Required		✓
Standard Operating Procedures	Required		✓
Training Certificates for all Space Occupants	Required	✓	✓
Refrigerator or Freezer Inventory	Conditional	✓	✓
Chemical Inventory	Conditional		✓
Safety Data Sheet	Conditional		✓
Hazard's Storage Area (Cabinet)	Conditional	✓	✓
Hazardous Waste Accumulation Area Signage	Conditional	✓	
"No Food or Drink" Signage	Required	✓	

Quick Empty Container Management Guide

You have an empty container.... Now what? Can you reuse it? Can you recycle it? Should you throw it away? Let's get into it!

- First, the container must be intact and cannot have contained P-listed or U-listed chemicals.
- Second, the container must be empty!
 - Do not dump chemicals, solids, dilutions, neutralized solutions, or other liquids down the drain.
 - If Solid residue remains, either:
 - Scarpe and collect the solid material and dispose of it as hazardous waste.
 - Dilute the solid material/residue with water and dispose of the dilution as hazardous waste.
- Now you have an intact empty container, what is next?
 - **Deface the label** with a permanent marker; make it obvious!
 - **Remove the yellow barcode** from the container.
 - **Remove from your Inventories** (i.e., Chemical Inventory, Hazardous Materials Inventory, etc.).
 - If the container is light in color, **write "Empty"** on the container.
- Now you have an intact-empty-defaced container, here are your options:
 - Recycle the container in the appropriate receptacle (highly preferred)
 - Dispose of the container in the regular trash (acceptable, but come on! Can't you recycle it?)
 - Reuse to accumulate hazardous waste. If so, ensure the following:
 - The type of container (glass, plastic) is compatible with the waste you will accumulate.
 - An FIU EH&S Hazardous Waste Label is placed outside before you begin collecting waste and in a designated Satellite Accumulation Area.

Check out the Hazardous Waste Webpage Here: <https://ehs.fiu.edu/safety-programs/environmental-compliance/index.html#3>

Check out the United States Environmental Protection Agency's (EPA) list of P and U-listed chemicals here: <https://www.epa.gov/hw/defining-hazardous-waste-listed-characteristic-and-mixed-radiological-wastes#PandU>

Check out the Hazardous Waste Management Plan: <https://ehs.fiu.edu/assets/docs/environmental-compliance/ehs-doc202.00-hazardous-waste-management-plan-2020.12.21.pdf>

Request a Hazardous Waste Pickup Here: <https://webforms.fiu.edu/view.php?id=1106186>

Request a Hazardous Waste label here: https://fiu.qualtrics.com/ife/form/SV_bwOSOG9pMg2wNw2



Visit the EH&S Laboratory Safety webpage for more information, found [here](#).

Reach out with any questions or concerns: ehs@fiu.edu.