

## **EHS FAQs**

### *General Questions*

1. How do I get to the Office of Environmental Health and Safety?

Environmental Health and Safety personnel Lindsey Kayman and Mandy Lau have offices in the Public Safety suite, Room L2.61, located in the New Building.

2. Which items are not allowed to go into the trash?

Electronic items - The college must comply with the [NY State Electronic Equipment Recycling and Reuse Act](http://www.nysenate.gov/legislation/laws/22/2201) and has special procedures for disposal of electronic waste. See <http://www.ijay.cuny.edu/electronics-disposal>.

Chemicals and oily rags – Must be disposed of through EHS.

Aerosol Cans – Must be disposed of through EHS due to the propellant.

Metal, paper, and all plastics – Recycling is the law in New York City and is an easy everyday way to protect the environment. Look for the blue and green recycling bins on your floor.



Refrigerators and Air Conditioners - Before discarding refrigerators, air conditioners, or other appliances with CFC (Freon) gas, arrange with Facilities x8541 or (212) 237-8541 to recover the Freon and remove doors from refrigerators and freezers.

Batteries – Only certain batteries can be disposed of in the trash. See <http://www.jjay.cuny.edu/dispose-batteries>.

Printer Toner – See <http://www.jjay.cuny.edu/dispose-toner-cartridges>.

3. Are John Jay College employees covered under the federal Occupational Safety and Health Administration (OSHA)?

No. OSHA does not cover state employees (and JJC is a state institution!). NY Public Employees Safety and Health (PESH) enforces the OSHA standards in NY workplaces. More information about PESH can be found at: [https://labor.ny.gov/workerprotection/safetyhealth/DOSH\\_PESH.shtm](https://labor.ny.gov/workerprotection/safetyhealth/DOSH_PESH.shtm)

4. How do I find out health and safety hazards of a chemical at work?

EHS has a range of types of chemical safety information posted on our website at: <http://www.jjay.cuny.edu/ehs>. We also scan and post Safety Data Sheets that are mailed to our office on our website. You can also request a safety data sheet for a specific product from EHS, or do an online search yourself.

EHS conducts safety training for anyone at the college who uses chemical products. If you would like assistance or training regarding a specific chemical or hazardous material, notify [Lindsey Kayman](#).

5. When I have concerns about the air quality in my work area, whom should I call?

For non-emergency questions about the temperature, humidity, air movement or odors within a space, call Facilities at x8541 or (212) 237-8541.

If there appears to be an emergency, such as a strong gas smell, call the college's Emergency Number, x8888 or (212) 237-8888.

6. An inspector from an outside agency has arrived at my facility to do a site inspection. What should I do?

Notify [Lindsey Kayman](#) or x4117, (212) 621-4117. If she is not available, phone Public Safety at 212-237-8524.

7. What should I do if I become injured on the job?

For an acute injury, notify the College's emergency number x8888 or (212) 237-8888 to obtain assistance from Public Safety and to have an incident report started. Inform your Supervisor of the situation if possible.

Notify [Lindsey Kayman](#) to get unsafe conditions corrected when applicable.

For a non-acute work related injury or illness, notify [Carrie Dehls](#), Human Resources.

8. I would like to have an ergonomic evaluation on my workstation. What procedures do I follow?

Contact [Carrie Dehls](#), Human Resources.

9. Who do I call to adjust the temperature in my office/classroom?

Call Facilities at x8541 or (212) 237-8541.

10. What should I do if I think I see a bed bug?



Try to catch the bed bug if you can. The easiest way to do it is with tape. Phone Public Safety at (212) 237-8524 or x8524 to report a possible bed bug onsite and to have someone dispatched to respond right away. NYC provides additional information about bed bugs [online](#).

11. Should I report a near miss accident or incident?

Yes! Reporting a near miss incident is important because it allows the college to get the hazard fixed **before** someone gets hurt. Notify [Lindsey Kayman](#).

*Questions Pertaining to the Science Department*

1. How do I sign up for training courses i.e., - bloodborne pathogens, laboratory safety, hazard communication, laser, shipping, or other special topics.

Notify [Lindsey Kayman](#) or x4117, (212) 621-4117 to schedule training.

2. What are the rules for shipping dry ice, liquid nitrogen, chemicals, infectious materials or other [dangerous goods](#)?

Training is required for everyone involved with packaging, filling out shipper's declaration, or opening packages containing dangerous goods. Notify [Lindsey Kayman](#) for assistance.

3. A spill has occurred in my laboratory. What steps should be taken to clean up the spill?

If the spill involves hazardous material notify Public Safety at x8888 or (212) 237-8888, provide a number where you can be reached and wait in a safe location for a call back from Lindsey Kayman.

Laboratory personnel who have been trained can clean up small uncomplicated spills of low hazard chemicals. Do not clean up spills if respiratory protection is needed or if you have not been trained or are not

sure of the safety and health hazards. A Certificate of Fitness holder must be present when a spill is cleaned up.

Uncomplicated spills are situations where all of the following are true:

- 1) The ingredients in the spill are known;
- 2) Personnel are sure that the material is low toxicity (check SDS);
- 3) A respirator is not needed; and
- 4) No one needs medical attention

Procedure to Follow:

- Alert people in the immediate area
- If the spill involves a flammable liquid, turn off all ignition and heat sources immediately
- Activate the purge button – on hood controller or red button on the wall
- Notify N.Timmer, D. Warunek, F. Sheehan or the Certificate of Fitness holder
- Don appropriate protective equipment (goggles, gloves, long sleeve lab coat)
- Confine spill to small area. Create a dam around the perimeter and then absorb and neutralize spill with appropriate material. Use appropriate spill kit or sodium bicarbonate for acids; citric acids for caustics; and solvent spill kit for solvents, dry sand, or diatomaceous earth for other chemicals. Collect residue, place in a container, and dispose as hazardous waste through EHS.
- Clean spill area with soap and water.

4. I would like to start using a biohazard, radionuclide, lasers, or other equipment or potentially hazardous materials that I don't usually use in my research. What should I do?

Notify Natalya Timmer and she will coordinate for getting EHS approval. For highly hazardous chemicals (GHS rating of 1), approval must be obtained from Lindsey Kayman before ordering the chemicals or bringing them onsite for the first time.

5. What are the rules for recombinant DNA?

Regardless of funding source, all recombinant DNA (rDNA) research at John Jay College must comply with the NIH Guidelines for Recombinant DNA Research. Each investigator working with rDNA is responsible for understanding and following the NIH guidelines. Please contact [Lindsey Kayman](#) for questions related to rDNA safety and compliance.

6. My chemical fume hood is alarming or is not working - what should I do?

For issues requiring immediate attention, phone Facilities at x8541 or (212) 237-8541.

Otherwise, complete a Facilities work ticket.

Tickets are entered at the Inside John Jay website as follows:

- Go to <http://inside.jjay.cuny.edu/index.asp>
- Click on **Resource Center**
- Under the Work Orders section (midway down on the left) click on **Facilities Work Order**
- Click on **Create Request**
- Enter the requested information. Leave the **Event Date** and **Reservation #** fields blank. The type of request is [Heating / Cooling / Ventilation](#)
- In the Description field put in a concise description of the issue

Here are a couple of samples:

“Fume hood 111970123A is not maintaining face velocity”

“Fume hood 111940275A goes into high alarm and stays there when the sash is lowered”

“The display on fume hood 123456789A show EEE constantly”