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*ESH&A Newsletter - February 2017*



**Enhancements have been made to the  
Readiness Review Process!**

**First**, an email address ([readinessreview@ameslab.gov](mailto:readinessreview@ameslab.gov)) has been created to help with

all your Readiness Review correspondences, **submit your**

- **Questions**
- **Readiness Review Packets (i.e., new, periodic reviews, & modified),**
- **Hazard Management Statements**
- **Supporting documentation, etc.**

**Download the fillable PDF** Readiness Review Packet and **Save As** in order to complete. Once you have **completely filled out the packet** and supporting Hazard Management Statements forward to [readinessreview@ameslab.gov](mailto:readinessreview@ameslab.gov). ESH&A will assign the packet to a Lead Specialist who will notify you of the next steps.

**Second**, a Standard Operating Procedure (SOP) template and example of SOPs can be found [here](#) and examples for Hazard Management Statements can be found [here](#).



## **Joint DOE/Ames Laboratory Environmental Compliance Assessment January 31 and February 1**

Last week ESH&A hosted Teralyn Murray, Environmental Engineer, from the Integrated Support Center, Clay Miller, Environmental Programs Manager, from ISU Environmental Health and Safety to conduct a Joint Environmental Compliance Assessment. Preliminary results are centered on the following issues:

Preliminary results are centered on the following issues:

### **Universal Waste:**

- Containers of used fluorescent lamps must be kept closed, dated as soon as the first lamp is added and labeled with the words “Universal Waste Lamps”.
- Five boxes were found open, undated and unlabeled

**Hazardous Waste:** 29 Personnel were out of date on Hazardous Waste Generator Training. This course can be accessed [online](#), taken in the classroom, or you can schedule a session for your group by contacting [Sarah Morris-Benavides](#).

## Remember the four “L”s

- **Label** – must have contents or the words "Hazardous Waste", some labels found were vague, not firmly affixed to the container, or out of the 90 day satellite accumulation area time limit.
- **Lid** – must be secure and prevent leaks
- **Leak** – liquids should be in secondary containment and leaks cleaned up immediately, some areas did not have liquid hazardous waste in secondary containers
- **Location** – easy to identify, kept tidy and incompatible wastes separated



**Documentation:** Opportunities for improvement of procedures within the Environmental Protection area of ESH&A, and ways to meet upcoming regulatory changes were identified to prepare for the May 30 deadline.

**Best practices** were also noted while touring the Laboratory:

1. Fluorescent lamp containers were secured,
2. Waste satellite accumulation areas were tidy
3. Fume hoods in some areas had signage of the experiment in progress and who to contact in case of emergency, and
4. Personnel were quick to correct noted deficiencies.

**Personnel were quick to correct noted deficiencies.**



## **Gone Phishing - Tax Season** **Beware of IRS tax scams**

Throughout the year scam artists pose as legitimate entities, such as the IRS, other government agencies and financial institutions, in an attempt to defraud taxpayers.

They employ sophisticated phishing campaigns to lure users to malicious sites or entice them to activate malware in infected email attachments.

To protect sensitive data, credentials and payment information, the United States Computer Emergency Readiness Team (US-CERT) and the **IRS recommend taxpayers prepare for heightened risk** during tax season and remain vigilant year-round.



**To see this type of scam at work, watch this video by AARP Advocates:**  
<https://youtu.be/1I7GZCtGQko>.

For more information on phishing, other suspicious IRS-related communications including phone or fax scams, or additional guidance released by the Treasury Department/IRS and Department of Homeland Security/US-CERT, visit:

- [Avoiding Social Engineering and Phishing Attacks](#)
- [Recognizing and Avoiding Email Scams](#)
- [Phishing and Other Schemes Using the IRS Name](#)
- [IRS Repeats Warning about Phone Scams](#)
- [Report Phishing and Online Scams](#)
- [Tips for Taxpayers, Victims about Identity Theft and Tax Returns](#)

**To report a cybersecurity incident, vulnerability or phishing attempt, visit [US-CERT.gov/report](https://www.us-cert.gov/report).**

**AVOID THEFT**



You May Have Noticed the Training Department has been working hard on ensuring accurate training records for the transition to Learn@ISU.

Over the past few weeks we have been updating individual training profiles with missing training courses as well as checking for courses that may not have accurate retrain dates.

Whether you have recently checked your profile, or have not checked in some time, **please log-in to Cyber Train** and be sure all of your training courses are complete.

We're on track for the launch of Learn@ISU for the first part on March 6th, please stay tuned for more information!

**Please see the Training Department's web-page for assistance logging in to Cyber Train**

## Laboratory Notebook



Did you know the Laboratory has updated Laboratory Notebook training? The training course is now called **Documentation and Dissemination of**

**Research** and will be a required training for all new incoming researchers.

Because of the changes in content, the Training Department highly encourages all Group Leaders and Supervisors to take the new training so they can provide accurate information to their employees on the proper use of lab notebooks.

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# The Laser Pointer

**LASER** is an acronym for:

**L**ight  
**A**mplification  
**S**timulated  
**E**mission of  
**R**adiation



Lasers are devices that produce an intense, coherent, directional beam of light. Although a laser pointer produces only low powered visible radiation, there are safety requirements which should be observed when using any type of laser:

- **NEVER look into the laser beam.**
- **NEVER point the laser at anyone else.**
- **NEVER aim a laser pointer at a highly reflective surface.**

Even low power laser pointers can cause **permanent damage** to the retina of the eye if exposed long enough.

**At Ames Laboratory only class 2 or class 3a laser pointers are permitted in the lecture/meeting setting.**

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## Safety Word Search

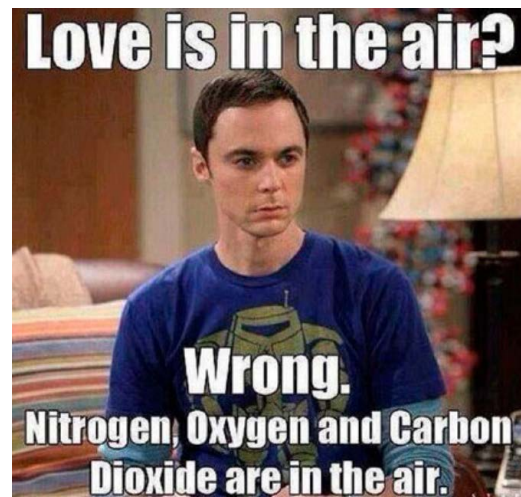
Can you find them all?

G H L L K C Y R U C R E M N H  
R D X B Z H U A M E S A H F E  
T N E M N O R I V N E N E Y U  
C E A H S E Y T I V I T C A Q  
S R E S A L Q I N Z P L W T L  
A D N C L C D U O E V O L Q N  
A X I H A H F M I S A T A D E  
G V T K B E E U T P X B B T L  
N H N F O M B K A Y M J F P A  
I A E B R I R T V T V E M B H  
N Z L L A C U T R E G H N D W  
I A A U T A A V E F D M T T V  
A R V N O L R T S A U E A E N  
R D Y U R S Y P B S H P A E B  
T S S F Y I E N O X A J N W T

SAFETY  
CHEMICALS  
HAZARDS  
ESHA  
OBSERVATION  
FEBRUARY  
ENVIRONMENT  
AMES  
LABORATORY  
MERCURY  
WHALEN  
LASER  
DATA  
VALEINE  
FUN

LOVE  
TEAM  
EQUIPMENT  
ACTIVITY  
TRAINING





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