The University’s Department of Environmental Health and Safety (DEHS) requires new graduate student orientation.

1- Right To Know (RTK) / Chemical Hygiene Plan (CHP) Forms for new staff and students. Send completed forms to:
Carol Kitchen  ckitchen@udel.edu  School of Marine Science and Policy
Cheryl Doherty  sparrow@udel.edu  Department of Geological Sciences
Ingrid Callaghan  iac@udel.edu  Department of Geography

UD safety information (http://www1.udel.edu/ehs/ and http://sites.udel.edu/generalcounsel/policies/hazardous-chemical-information/)
MSDS sheets (http://www1.udel.edu/ehs/ and click on Chemwatch/SDS on the lower right green section)

2- General safety procedures. All personnel need to use personal protective equipment (PPE) including proper attire and safety glasses.
Each laboratory has a sign outside the laboratory (or on the door) indicating what hazards are present in the laboratory.

3- When purchasing chemicals, designate to the company a laboratory (NOT AN OFFICE) for delivery.
Date all chemicals as received - put date on the bottle label.
Inventory all chemicals!

4- Dispose of chemical waste properly - signs have been provided to the labs for display and to aid in disposal. UD’s Department of Environmental Health and Safety (DEHS) contact is:
Brian Miani (dial 8288 from Newark or 55-8288 from Lewes)  brianjm@udel.edu
Or by form at the URL https://primus.nss.udel.edu/webforms/embtform?wf_id=316&wf_ty=blank
5- Important contact information and Website addresses

The DEHS webpage is http://www1.udel.edu/ehs/.
Many forms can be found on the lower right. For information on various types of training go to:
http://www1.udel.edu/ehs/training/training-req.html

Important CEOE phone numbers and e-mail addresses
Web site @
http://www.ceoe.udel.edu/about/campuses-facilities/health-and-safety

School of Marine Science and Policy - Lewes
Lewes Safety chair: George Luther xt 4208 luther@udel.edu
Lewes Safety Vice Chair: Joe Scudlark xt 4300 scudlark@UDel.Edu

Department of Geological Sciences - Newark
Web site @ http://www.geology.udel.edu/safety.html
Safety Chair: Clara Chan xt 1819 cschan@udel.edu

Department of Geography - Newark
Safety Chair: Tracy DeLiberty (Dept. Chair) xt 4084 tracyd@udel.edu

All extensions are for the campus where the individuals’ offices are located. When calling the other campus dial 55 then the extension.

6- REPORT ALL ACCIDENTS AND INJURIES
Go to the following web page for proper reporting procedures

FOR ACCIDENTS THAT REQUIRE EMERGENCY ROOM VISITS, Go to
http://sites.udel.edu/generalcounsel/policies/workers-compensation/

UD Contact for accidents and workman’s compensation forms: Juanita Crook, Employee Relations Coordinator, Labor Relations, 831-8305 (or 55-8305)
jcrook@udel.edu
7 - SAFETY GLASSES
Wear at all times in the lab!
Safety glasses are available for lab and field use from the faculty member operating each lab. Joe Scudlark has a limited supply for emergencies.

8 - SAFETY STATIONS – Lewes ONLY
1) First Aid Kits - in hallways and in each laboratory
   Report use of hallway first aid kits to Officer Glenn Williams at Campus security (xt 4333) so that items used can be restocked.
   Laboratory first aid kits are restocked by the lab supervisor for each research group.

2) Fire extinguishers - report use to Bruce Campbell (xt 4322)

3) Showers – usually one is available in each laboratory room

4) Eye washes – usually one is available in each laboratory room

5) Chemical clean up kits (in Lewes hallway). Report use to George Luther (xt. 4208)

   Hydrofluoric acid (HF) spill kits are in those labs using HF. Report use to DEHS

6) Red emergency phones – pick up and your call goes to the Lewes Public Safety Office for 3 rings. If there is no answer, the call bounces to the Newark Public Safety Office.
9- SAFETY VIDEOS / DVDs

The Lewes chairperson has a safety film library that contains videotapes and DVDs of the topics listed below. These can be obtained from George Luther.

1) In the blink of an eye. Recommended for eye safety for all staff.
2) Emergency Response