

**SAIC-FREDERICK, INC.
EHS REFERENCE FOR OFF-SITE EMPLOYEES**

NATIONAL CANCER INSTITUTE AT FREDERICK

Frederick, Maryland



This handbook is current as of November 2008 and is subject to change. For the most up-to-date guidelines, please refer to the Web site: <http://home.ncifcrf.gov/ehs/ehs.asp?id=35>.

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INTRODUCTION

This handbook is provided to all SAIC-Frederick, Inc., off-site employees and their managers/supervisors with general and workplace-specific guidelines. Off-site employees are any class of employees who are assigned to work outside the geographical boundaries of the Fort Detrick location of NCI-Frederick.

All terms and conditions of employment are not set forth in this guide. SAIC-Frederick, Inc., off-site employees are governed by the *NCI-Frederick Policy and Procedure Manual*. You are encouraged to familiarize yourself with these policies and procedures. If you have a question about a company policy and procedure or a particular employment situation not mentioned in this guide, you should talk with your supervisor or the Human Resources (HR) Department.

Please note that this handbook is current as of October 2008 and is subject to change. For the most up-to-date guidelines, refer to the Web site: <http://home.ncifcrf.gov/ehs/ehs.asp?id=35>.

Please note that this reference and any other statements of policy, procedure, and benefits do not constitute expressed or implied contracts of employment. It should be understood that either the employee or the company, without the other's consent, may terminate the employment relationship "at will" at any time for any reason. These policies and practices are advisory in nature; the company is not bound to follow them, and management reserves the right to change or modify all provisions herein without prior notification.

GENERAL EMERGENCY PROCEDURES

Off-Site Managers to fill in blanks as appropriate:

All off-site employees are to familiarize themselves with the emergency procedures and telephone numbers specific to the off-site facility. All occupational injuries, illnesses, or exposures to hazardous materials (e.g., radioisotopes, bio-hazards, chemicals, etc.) are to be reported to your supervisor (telephone # _____) and Occupational Health Services (OHS) as soon as possible. Call: 301-846-1096.

Fire

1. Notify personnel in immediate area by shouting **'Fire!'**
2. Evacuate immediate area.
3. Activate fire alarm.
4. Do not attempt to control a fire without appropriate training.

Medical

1. Do not move victim (except for safety reasons).
2. Dial emergency number (911 or _____).

Hazardous Material Event (chemical spill, personal exposure, etc.)

1. Evacuate and secure immediate area.
2. Dial emergency number (911 or _____).
3. Do not attempt to clean up a spill without appropriate training.
4. Dial number for site-specific spill cleanup (911 or _____).

Facility Evacuation Signal – Fire Alarm

1. Contact your supervisor to identify your assembly area.
2. Report to the designated assembly area.

ENVIRONMENT, HEALTH, AND SAFETY PROGRAM (EHS)

Safety

General Policy Statement

Supervisors at all levels are directly responsible for the safety of their employees and for the enforcement of safety policies and procedures. All employees are to be thoroughly familiar with safety practices that apply to their work and the work of employees they supervise. Supervisors/Nonemployees are required to complete the SAIC-Frederick, Inc., New Employee Safety Checklist for off-site employees and return it to the Environment, Health, and Safety (EHS) program. For additional information, please refer to EHS Web site, <http://home.ncifcrf.gov/ehs/> or the Administrative Handbook of Standard Processes (A003), <http://web.ncifcrf.gov/campus/sahsp/>

Employees are to:

1. Follow applicable policies, procedures, and job instructions.
2. Report health or safety concerns associated with employment to their supervisor or EHS.
3. Report all accidents/injuries to their supervisor and OHS at 301-846-1096.

Safety Training Opportunities: Safety training opportunities are available at NCI-Frederick, and employees are encouraged to attend sessions that are applicable to their off-site work environment. Courses on the use of respiratory protective devices, effective use of biological safety cabinets and fume hoods, proper management of spills, and related training may be required and are offered periodically. Contact EHS for a current listing of available training at NCI-Frederick.

Required Safety Training: Each off-site employee must attend New Employee Safety Training, which is offered on alternate weeks at NCI-Frederick. In addition, each off-site NIH-Bethesda employee must attend all relevant training courses offered by NIH/DS. Contact your supervisor or EHS for information.

Use of Radioactive Materials: Off-site employees using radioactive materials will be authorized under the off-site facility radiation license and must have received training and experience in their use. The off-site Radiation Safety Officer provides courses in radiation safety and informal instruction dealing with safety techniques, procedures, and requirements of the site-specific license.

Safety Shoes: Off-site employees will be provided with safety shoes if they are required at their work site. The safety shoe vendor shoemobile will be available at NCI-Frederick in the Building 426 parking lot on alternating Thursdays from 1:00 to 4:00 p.m. Refer to the schedule on the EHS Web site, <http://home.ncifcrf.gov/ehs/ehs.asp?id=39>. Please be certain you have completed a "Request for Safety Footwear" form (#SPWH-75105443, available through the warehouse, Building 1050), including signatures, before visiting the shoemobile. Please note that the NCI Contracting Officer (CO) has approved a \$100.00 allowance for safety shoes.

Safety Eyewear: Off-site employees will be provided with safety eyewear if they are required at their work site. An optician will be available at NCI-Frederick in the Building 426 training room on alternating Tuesdays from 9:30 to 11:30 a.m. Refer to the schedule on the EHS Web site, <http://home.ncifcrf.gov/ehs/ehs.asp?id=39>. Please be certain you have completed a "Request for Safety Eyewear" form (#SPWH-75105442, available through the warehouse, Building 1050), including signatures, before visiting the optician. A copy of a prescription less than two years old is required to order safety glasses.

Biological Safety: Research involving the use of human or animal pathogens and/or recombinant DNA must be registered with the Safety Office (EHS) and/or reviewed by the Institutional Biosafety Committee (IBC). Also, contact EHS/biosafety (301-846-5918) for the transport of infectious materials or other hazardous materials. Work conducted at the NIH-Bethesda must be registered with the IBC established in Bethesda.

Security

Identification (ID) Cards

NCI-Frederick Identification (ID) cards are issued to all new employees by the Protective Services Department. Replacements due to lost cards, name changes, or organizational changes may be obtained Monday through Friday, 9:00 to 11:00 a.m., or by special arrangement. Arrangements for ID cards required at your off-site facility will be made by your supervisor or appropriate staff.

Vehicle Registration

Access to NCI-Frederick, Fort Detrick, requires that you have a photo ID and your vehicle registered with the Fort Detrick Provost Marshal's Office with a valid registration decal displayed on the windshield. Note: Fort Detrick authorities will not issue a vehicle decal to employees for infrequent visits; you will need two photo ID's and your vehicle may be searched. Vehicle registration forms can be picked up in Protective Services, Building 426. These forms must be signed by a Protective Services representative before the employee proceeds to Building 1500 to obtain their vehicle decal. Should your off-site facility have different requirements, your supervisor will assist you in obtaining the necessary registration.

Building Access

Access to your off-site building may be in the form of an access card or a key. Your supervisor will assist you in obtaining access to your workplace.

Protective Services Passenger Shuttle Service

Protective Services provides a shuttle service to the NIH, Bethesda, four times daily. This service is available for occasional visits and is not to be used as daily transportation to/from your work site.

NCI-FREDERICK/NIH PROTECTIVE SERVICES PASSENGER SHUTTLE SERVICE SCHEDULE

RUN #	NCI-Frederick Bldg. 426	Navy Medical Ctr (ON REQUEST)	NIH Bldg. 45	NIH Bldg. 31	NIH Bldg. 10	NCI-Frederick Bldg. 426
	<i>LEAVE</i>	<i>LEAVE</i>	<i>LEAVE</i>	<i>LEAVE</i>	<i>LEAVE</i>	<i>ARRIVE</i>
1	7:00 a.m.	8:10 a.m.	8:20 a.m.	8:25 a.m.	8:30 a.m.	9:20 a.m.
2	9:55 a.m.	10:35 a.m.	10:45 a.m.	10:50 a.m.	10:55 a.m.	11:45 a.m.
3	12:30 p.m.	1:10 p.m.	1:20 p.m.	1:25 p.m.	1:30 p.m.	2:20 p.m.
4	3:30 p.m.	4:10 p.m.	4:20 p.m.	4:25 p.m.	4:30 p.m.	5:35 p.m.

POINTS OF DEPARTURE

NCI-Frederick: Bldg. 426, Main Entrance

NIH:
Bldg. 31A, Main Entrance
Bldg. 10, South Entrance
Bldg. 45, Main Entrance

NMC: Navy Medical Center, Wisconsin Avenue side
On request only (301-846-1091)

Environmental Compliance

Environmental compliance requirements and waste management procedures are site-specific. Off-site employees are to follow all written procedures and complete available training at their off-site location. For information, consult the attached “Waste Guidelines” or contact your supervisor.

Health

Occupational Health Services (OHS)

OHS conducts the employee health care program for all employees, which includes medical surveillance, emergency treatment of injuries and illnesses, consultation, counseling, and referral to appropriate health care professionals. Available health services have been identified for off-site employees. Your supervisor will provide you with information specific to the off-site workplace.

Employee Assistance Program (EAP)

The EAP is an assessment, referral, and counseling service for all employees. For confidential assistance, contact the EAP office at 800-765-3277 to schedule an appointment.

Medical Surveillance

All employees are evaluated (post-offer, pre-placement) to ensure safe job placement and to establish a baseline for future evaluations. Appropriate occupational medical surveillance is provided for employees working in defined areas of potential hazard, including off-site areas. Employees are enrolled in medical surveillance and immunization programs at the time of this evaluation or at the beginning of a new assignment in a potentially hazardous area.

Reporting of Occupational Accidents

Should you suffer an occupational illness or injury, notify your supervisor and OHS as soon as possible. Your supervisor is required to complete a written report of the incident. Prompt reporting of an accident or illness is essential to ensure the best possible treatment and to avoid delays of payment under Workers= Compensation laws.

Medical and Environmental Monitoring Records

Employees may obtain copies of their medical records and any environmental monitoring records for the area in which they work(ed). Please contact OHS, 301-846-1096, concerning these records.

Drug-free Workplace Policy

It is the policy of SAIC-Frederick, Inc., to provide and maintain a drug-free workplace for all employees in compliance with the Drug-Free Workplace Act of 1988.

Drug Screening

In order to promote a safe, drug-free work environment and comply with applicable federal laws, regulations, executive orders, and the terms of contracts, SAIC-Frederick, Inc., has established a zero tolerance drug and substance abuse policy.

Tobacco-free Workplace Environment

For the safety and health of all employees, tobacco use is prohibited in all buildings, government vehicles, and on DHHS property; however, specific areas may be identified at your off-site location where tobacco use is permitted.

**BETHESDA, MD, LOCATIONS
OFF-SITE EMERGENCY PROCEDURES**

Location:	NIH, Bethesda, MD 6700B Rockledge Dr., Bethesda, MD
Emergency Call Numbers:	911 or OMS at 6-4411
Emergency Destination:	Suburban Hospital or OMS, Bldg. 10
Contacts:	OHS in Frederick: 301-846-1096 (voice) 301-846-6150 (fax)
	Human Resources in Frederick: 301-846-1146

Management of Occupational Accidents, Injuries, and Illnesses at NIH-Bethesda: All NCI-Frederick employees who experience an occupational accident, injury, or illness while working on the NIH campus in Bethesda are to report to NIH Occupational Medical Services (OMS-NIH, Building 10) as soon as possible, but no more than 24 hours after the incident, for an initial clinical assessment. NCI-Frederick Occupational Health Services (OHS) should be notified as soon as possible by the employee and/or his or her supervisor at 301-846-1096.

Any skin wound or potential exposure should be cleaned immediately at the worksite with betadine or chlorhexidine scrub for 15 minutes. If the injury is not reported within 24 hours, OMS will do only an accident report and medical treatment will be provided by OHS. The supervisor and employee are to call OHS **immediately** after the accident occurs.

If an accident, injury, or illness is emergent, OMS will send the employee to Suburban Hospital for treatment; if not, the employee will be referred to NCI-Frederick OHS.

If a potential retrovirus or nonhuman primate exposure occurs, the employee is to report immediately to OMS for initial and follow-up treatment.

SAIC-Frederick, Inc., is responsible for collecting all information needed to complete Workers' Compensation, OSHA 300, and other reports. The NIH Division of Occupational Health and Safety (DOHS) will conduct any necessary investigation and, as a standard practice, share their results and recommendations with the NCI-Frederick project officer and contract officer, as well as the NCI-Frederick, so that the findings can be incorporated into incident files. If additional information is needed by EHS, they will contact DOHS through the NCI-Frederick project officer and contract officer to schedule a joint investigation and debriefing of the incident.

Reporting Work-related Injury or Illness: Contact OHS at 301-846-1096 as soon as possible.

Follow-up to Work-related Injury or Illness: Following a work-related injury or illness, OHS in Frederick must determine fitness for duty and coordinate any Workers' Compensation benefits. Some evaluations may be possible over the telephone, or an in-person evaluation may be required. To make this determination, contact OHS.

Common reasons for a required in-person visit to OHS in Frederick include:

- Lost time has occurred.
- Restricted duty or duties in an alternative location have been recommended.
- Medical costs were incurred (hospital, doctor visit, medications, treatments, etc.).
- Potential exposure to hazardous materials has occurred.

Accidents Involving Hazardous Materials: Contact NIH Fire Dept.: 911

National Institutes of Health

9000 Rockville Pike

Bethesda, MD 20892

WASTE GUIDELINES

NIH Waste Disposal Web Page:

<http://orf.od.nih.gov/Environmental+Protection/Waste+Disposal/>

WASTE TYPE	METHOD OF DISPOSAL	COMMENTS
Potentially infectious material , e.g., blood, serum, bacterial cultures, viral cultures, contaminated animal bedding.	Place in lined cardboard MPW box kits, available from NIH stock.	Call Ecology Services at 301-402-6349 or visit the NIH Web site,
Needles and syringes	DO NOT recap syringes. Place in plastic sharps disposal container and put in medical waste box when three-fourths full.	Seal sharps containers when three-fourths full.
Other noninfectious laboratory waste , e.g., gloves, gowns, culture tubes, petri plates, pipettes, vials, etc.	MPW box if contaminated Disposable Labware and Broken Glass box if not contaminated or it has been sanitized.	Call Ecology Services at (301) 402-6349 or visit the NIH waste disposal web page
Chemical waste , such as solvents, acids, bases, mutagens or any flammable, corrosive, reactive or toxic material.	Please do not mix waste chemicals, label all waste containers with the contents and the date and store in a fume hood or Satellite Accumulation Area. Call waste vendor for pickups.	Questions? Please call Chemical Waste Disposal Service, 301-496-4710 or refer to NIH Waste Calendar or web page.
Radioactive / Mixed waste , Any wastes containing radioisotopes	Segregate short (<120 day) half-life isotopes from longer half-lived, adjust pH between 6 and 10, label with a pickup request form and store in a secured place.	Call 301-496-4451 for containers, for pickups and with questions or refer to the NIH Waste Disposal web page
Regular Trash Lunchroom trash, nonrecyclable paper products, office trash, Styrofoam, etc.	Office trash cans or other appropriate container	Please refer to NIH Waste Calendar or web page
Recycling Office paper Aluminum cans and foil Plastic bottles Cardboard	Recycling is set up by building and handled by "recycling coordinators," who are volunteers from each building area.	Call the Recycling Coordinator at (301) 496-7990 or refer to the NIH Waste Calendar or web page
Recycling Plastic pipette tip trays	Collect the plastic tip boxes in clear plastic bags. Store full bags inside the lab area for pickup.	Bags of trays are picked up by the NIH contractor. Questions? Call Recycling at 301-496-7990.

If you have a waste stream that is not listed, please contact EHS at 301-846-5718.

**FREDERICK, MD, LOCATIONS
OFF-SITE EMERGENCY PROCEDURES**

Locations:

- 1005 W. 7th Street (Fairview Center)
- 5705 Industry Lane
- 7116 Geoffrey Way
- 92 Thomas Johnson Dr.
- 915 Tollhouse Ave.
- USAMRIID, Ft. Detrick

Emergency Call:

911

Emergency Destination:

Frederick Memorial Hospital

Contacts: OHS in Frederick:

301-846-1096(voice)
301-846-6150 (fax)

Human Resources in Frederick:

301-846-1146

Reporting Work-related Injury or Illness: Contact OHS at 301-846-1096 immediately.

Follow-up to Work-related Injury or Illness: Following a work-related injury or illness, OHS in Frederick must determine fitness for duty and coordinate any Workers' Compensation benefits. Some evaluations may be possible over the telephone, or an in-person evaluation may be required. To make this determination, contact OHS.

Common reasons for a required in-person visit include:

- Lost time has occurred.
- Restricted duty or duties in an alternative location have been recommended.
- Medical costs were incurred (hospital, doctor visit, medications, treatments, etc.).
- Potential exposure to hazardous materials has occurred.

Accidents Involving Hazardous Materials: Contact EHS, Frederick: 301-846-1451

Fairview Center
1003 West 7th Street
Frederick, MD 21702

WASTE GUIDELINES

Fairview Center is primarily a computer support/administration area.

WASTE TYPE	METHOD OF DISPOSAL	COMMENTS
Regular Trash Common household trash, office trash, Styrofoam, etc.	Office trash cans or other appropriate container	The contracted cleaning service is responsible for emptying all trash receptacles. All trash is placed into the dumpster that is provided by the landlord.
Recycling Currently only white paper is recycled. There are no provisions for recycling aluminum cans, cardboard, or plastic bottles.	Recycling bins or appropriate containers	The U.S. Army Garrison picks up and recycles the white paper approximately once a month..
Ink & Toner Cartridges	Collect in copier area and call Waste Management for pickup at x5718	There is a recycling box set up for small cartridges, please place large toner units in boxes.

If you have a waste stream that is not listed, please contact EHS/Waste Management at 301-846-5718.

NCI-F Clinical Monitoring Research Program
5705 Industry Lane
Frederick, MD 21704

WASTE GUIDELINES

Industry Lane is primarily an administrative area.

WASTE TYPE	METHOD OF DISPOSAL	COMMENTS
Regular Trash Common household trash, office trash, Styrofoam, etc.	Office trash cans or other appropriate container	The landlord;s contracted cleaning service is responsible for emptying all trash receptacles. All trash is placed into the dumpster that is provided by the landlord.
Recycling Currently only white paper is recycled. There are no provisions for recycling aluminum cans, cardboard, or plastic bottles.	Blue paper recycling bins	The Detrick Army Garrison picks up and recycles the white paper approximately once a month..
Shredded Confidential Paper	Place in bags for pickup.	Protective Services will pick up bags during rounds and deliver to the Ft. Detrick incinerator.
Ink & Toner Cartridges	Give old units to warehouse delivery person when new units are delivered, or collect in copier area and call Waste Management for pickup at x5718	There is a recycling box set up for small cartridges, please place large toner units in boxes.

If you have a waste stream that is not listed, please contact EHS Waste Management at 301-846-5718.

**Thomas Johnson Drive Offices
92 Thomas Johnson Drive
Frederick, MD 21702**

WASTE GUIDELINES

TJ Drive is primarily an administrative area.

WASTE TYPE	METHOD OF DISPOSAL	COMMENTS
Regular Trash Common household trash, office trash, Styrofoam, etc.	Office trash cans or other appropriate container	TJ offices have a contract with a custodial firm that collects office trash from trash cans for disposal in a dumpster.
Recycling Office paper Aluminum cans or foil Plastic bottles Cardboard Ink and toner cartridges	Recycling bins for office paper, aluminum cans, and plastic bottles Place in the outside cardboard dumpster – the custodial staff will not pick up cardboard for recycling. Place in a box near the copier.	Protective Services will pick up and transport the recyclable materials to the U.S.A.G. Protective Services can be contacted at 301-846-1091. The landlord has provided cardboard recycling. The cardboard dumpster is located in the back of the building. Please refer to the following Web site for further clarification: http://home.ncifcrf.gov/ehs/recycling .

If you have a waste stream that is not listed, please contact EHS Waste Management at 301-846-5718.

**Laboratory of Molecular Technology / Gene Expression Laboratory
915 Tollhouse Ave.
Frederick, MD 21702**

WASTE GUIDELINES

WASTE TYPE	METHOD OF DISPOSAL	COMMENTS
Potentially infectious material , e.g., blood, serum, bacterial cultures, viral cultures, needles, and syringes.	Put in lined cardboard biomedical waste box provided by medical waste contractor.	The medical waste contractor ships all medical waste from Tollhouse to an off-site processor for disposal.
Needles and syringes	DO NOT recap syringes. Place in plastic sharps disposal container and put in medical waste box when three-fourths full.	Seal sharps containers when three-fourths full and dispose as medical waste.
Other noninfectious laboratory waste , e.g., gloves, gowns, culture tubes, petri plates, pipettes, vials, etc.	Treat as medical waste and place in a biomedical waste box provided by medical waste contractor.	As a precaution, all laboratory and laboratory-resembling waste is handled as medical waste.
Chemical waste , such as solvents, acids, bases, mutagens, or any chemical listed by EPA or MDE as hazardous; or any chemical that exhibits a characteristic hazard, such as being flammable, corrosive, reactive, or toxic.	Collect liquid wastes in a sealable glass or plastic container and immediately attach a properly filled out Hazardous Waste tag. Collect solid wastes in a sealable plastic bag or container and immediately attach a properly filled out Hazardous Waste tag.	Hazardous waste must remain at the generator location; no hazardous waste will be brought on site to the NCI-Frederick facility. Questions? Call EHS at 301-846-5718 for further guidance.
Regular Trash Lunchroom trash, nonrecyclable paper products, office trash, Styrofoam, etc.	Office trash cans or other appropriate container	The contracted cleaning service is responsible for emptying all trash receptacles. All trash is placed into a dumpster in the back of the parking lot that is provided by the landlord.
Recycling Office paper Aluminum cans and foil Plastic bottles Cardboard	Place in recycling bins or clear plastic bags	Paper, aluminum cans, plastic bottles and glass bottles are picked up by the U.S. Army Garrison. A cardboard recycling dumpster is located at the rear of the building.
Recycling Plastic pipette tip trays	Collect the #5 plastic trays in clear plastic bags. Store full bags inside the lab area for pickup.	Pickups are done by EHS each Friday.

If you have a waste stream that is not listed, please contact EHS at 301-846-5718.

Vaccine Pilot Plant

7116 Geoffrey Way
Frederick, MD 21702

WASTE GUIDELINES

WASTE TYPE	METHOD OF DISPOSAL	COMMENTS
Potentially infectious material , i.e. blood, serum, bacterial cultures, viral cultures, contaminated gloves or gowns, needles and syringes.	Place infected or contaminated material in red bags for disposal through the macerator.	Call Bill Brady with questions at x 4085
Needles and syringes	All, needles, syringes and sharps MUST be placed in sharps containers and disposed of as medical waste.	Seal the jug when it is ¾ full.
Other non-infectious laboratory waste , i.e. gloves, gowns, culture tubes, petri plates, pipettes, vials, etc.	Lab or production items that are NOT contaminated or infectious may be placed in the regular trash.	
Chemical waste , such as solvents, acids, bases, mutagens or any chemical listed by EPA as hazardous or MDE as hazardous; or any chemical that exhibits a characteristic hazard: flammable, corrosive, reactive or toxic.	Chemical wastes that are hazardous must be tagged with a VPP Hazardous Waste tag.	Call Bill Brady with questions at x4085
Regular Trash Lunchroom trash, non-recyclable paper products, office trash, Styrofoam, etc.	Place in regular trashcan for disposal	
Recycling Office paper Cardboard	Place in cardboard dumpster in back for recycling	
Recycling Tyvek suits Plastic pipette tip trays	Please collect these items – Waste Management will pick them up once a week.	
Recycling Aluminum cans and foil Plastic bottles		

If you have a waste stream that is not listed, please contact EHS at 301-846-5718.

**GAITHERSBURG, MD, LOCATIONS
OFF-SITE EMERGENCY PROCEDURES**

Locations:

- Advanced Technology Center (ATC)
- 8717 Grovemont St.
- 8424 Helgerman Ct.

Emergency Call: 911

Emergency Destination: Shady Grove Hospital

Contacts: OHS in Frederick: 301-846-1096 (voice)
301-846-6150 (fax)

Human Resources in Frederick: 301-846-1146

Reporting Work-related Injury or Illness: Contact OHS at 301-846-1096 immediately.

Follow-up to Work-related Injury or Illness: Following a work-related injury or illness, OHS in Frederick must determine fitness for duty and coordinate any Workers= Compensation benefits. Some evaluations may be possible over the telephone, or an in-person evaluation may be required. To make this determination, contact OHS.

Common reasons for a required in-person visit include:

- Lost time has occurred.
- Restricted duty or duties in an alternative location have been recommended.
- Medical costs were incurred (hospital, doctor visit, medications, treatments, etc.).
- Potential exposure to hazardous materials has occurred.

Accidents Involving Hazardous Materials: Contact Montgomery County Fire Dept.: 911

Advanced Technology Center
8717 Grovemont Circle
Gaithersburg, MD 20877

WASTE GUIDELINES

WASTE TYPE	METHOD OF DISPOSAL	COMMENTS
Potentially infectious material , e.g., blood, serum, bacterial cultures, viral cultures	Place in lined cardboard MPW box kits, available from NIH Stock.	Medical waste is picked up by the NIH medical waste contractor. Questions? Call Ecology Services at 301-402-6349 or visit the NIH Web site, http://orf.od.nih.gov/waste/mpw_waste.htm .
Needles and syringes	DO NOT recap syringes. Place in plastic sharps disposal container and put in medical waste box when three-fourths full.	Seal sharps containers when three-fourths full.
Other noninfectious laboratory waste , e.g., gloves, gowns, culture tubes, petri plates, pipettes, vials, etc.	MPW box if contaminated Disposable Labware and Broken Glass box if not contaminated or it has been sanitized	Please refer to NIH Waste Calendar or the NIH Web site, http://orf.od.nih.gov/waste/mpw_waste.htm .
Chemical waste , such as solvents, acids, bases, mutagens, or any chemical listed by EPA or MDE as hazardous; or any chemical that exhibits a characteristic hazard such as being flammable, corrosive, reactive, or toxic.	Label all waste containers with the contents and the date, and store in the fume hood or Satellite Accumulation Area.	Chemical waste is picked up by the NIH waste contractor. Questions? Call CycleChem at 301-496-4710 or visit the NIH Web site, http://orf.od.nih.gov/waste/chemicalwaste.htm .
Regular Trash Lunchroom trash, nonrecyclable paper products, office trash, Styrofoam, etc.	Office trash cans or other appropriate container.	Trash is picked up by the custodial services contractor.
Recycling Office paper Aluminum cans and foil Plastic bottles Cardboard	Recycling is set up by building and handled by "recycling coordinators," who are volunteers from each building area.	Dumpsters for recycling have been set up by the landlord for cardboard, paper, plastic, aluminum, and glass.
Recycling Plastic pipette tip trays	Collect the #5 plastic trays in clear plastic bags. Store full bags inside the lab area for pickup.	Bags of pipette trays are picked up by the NIH recycling contractor. Questions? Call Ecology Services at 301-402-6349 or visit the NIH Web site, http://orf.od.nih.gov/waste/recycling.htm .

If you have a waste stream that is not listed, please contact EHS at 301-846-5718.

**ROCKVILLE, MD, LOCATIONS
OFF-SITE EMERGENCY PROCEDURES**

Location:

- Cancer Disparities Research Progra
6130 Executive Blvd.
Rockville, MD 20852

- Development of Clinical Imaging Drugs and
Enchancers Program
Cancer Imaging Program
6130 Executive Blvd., Room 6071B
Rockville, MD 20852

Emergency Call: 911

Emergency Destination: Suburban Hospital

Contacts:

OHS in Frederick: 301-846-1096 (voice)
301-846-6150 (fax)

Human Resources in Frederick: 301-846-1146

Reporting Work-related Injury or Illness: Contact OHS at 301-846-1096 immediately.

Follow-up to Work-related Injury or Illness: Following a work-related injury or illness, OHS in Frederick must determine fitness for duty and coordinate any Workers= Compensation benefits. Some evaluations may be possible over the telephone, or an in-person evaluation may be required. To make this determination, contact OHS.

Common reasons for a required in-person visit include:

- Lost time has occurred.
- Restricted duty or duties in an alternative location have been recommended.
- Medical costs were incurred (hospital, doctor visit, medications, treatments, etc.).
- Potential exposure to hazardous materials has occurred.

Accidents involving Hazardous Materials: Contact Montgomery County Fire Dept.: 911