INCIDENT RESPONSES

LIFE-THREATENING AND SEVERE INJURIES OR EXPOSURES: DIAL 911 IMMEDIATELY

BIOLOGICAL AND CHEMICAL EXPOSURE
1. Wash contaminated area using an eyewash or shower for 15 minutes.
2. Notify your supervisor, if he/she is immediately available
3. Call 301-846-1096 and report to OHS as directed.
   After hours call 301-846-1091.

INCIDENTS
Incidents can be many things, including accidental damage to property or equipment, loss of scientific data, spills of biological or hazardous materials, a near miss, or an injury. When an incident happens:
- Dial 911 if it is an emergency
- Report to or call OHS if you have an injury
- Notify your supervisor as soon as possible
- Call Protective Services if there is damage to property
- For all other incidents, call EHS (Fort Detrick) at 301-846-1451, Safety (ATRF) at 301-846-6082, or Safety (VCMP) at 301-228-4085.

To report a near miss, visit:

FIRE EMERGENCIES
When the fire alarm sounds, immediately exit the building and move to the assembly location. Do not return to the building until you have been given an all-clear message.

Prepare for a fire emergency by doing the following:
- Keep stairways, hallways, and exits clear
- Know at least two exits and participate in fire drills
- Report exits or problems with fire systems, exit signs, or emergency lights to EHS (Fort Detrick) at 301-846-1451, Safety (ATRF) at 301-846-6082, and Safety (VCMP) at 301-228-4085.

WEATHER EMERGENCIES
Prepare for weather emergencies, including snow, ice, tornadoes, and hurricanes, by doing the following:
- Sign up for Frederick County emergency weather alerts at http://www.frederickcountymd.gov/ALERT
- Enroll in NIXLE; text FNLCR to 888777
- Know where to take shelter during a tornado warning
- Check for weather-related closings by visiting http://www.detrick.army.mil or calling the Protective Services Hotline at 301-846-1444
- Get preparedness information from https://ncifrederick.cancer.gov/EHS/Emergency

The Environment, Health, and Safety (EHS) directorate consists of:
- Occupational Health Services—provides health services, medical surveillance for potential occupational exposures, and treatment for accidental injury or illness.
- Safety (includes Biosafety, Environmental Protection, Fire and Life Safety, Emergency Management, Industrial Hygiene, Radiation Safety, Waste Management, and Industrial/Construction Safety)—maintains and develops safety programs and policies and procedures that comply with all federal, state, and local occupational safety and environmental laws to ensure that employees are working in a safe, healthy, and environmentally friendly workplace.
- Protective Services—provides facility access control and monitoring, shuttle services, and response to scientific alarms 24 hours a day, 7 days a week.

OCCUPATIONAL HEALTH SERVICES (OHS)

NCI CAMPUS AT FREDERICK OHS CLINIC
Location: Building 426
Hours: 8 a.m.–4:30 p.m.
Telephone: 301-846-1096
Fax: 301-846-6150
E-mail: NCI-FrederickOHS@mail.nih.gov

ADVANCED TECHNOLOGY RESEARCH FACILITY (ATRF) OHS CLINIC
Location: 8560 Progress Drive, Frederick, MD
Hours: 9:30 a.m.–1 p.m.
Days: Mondays, Wednesdays, and Fridays
Telephone: 301-228-4922

OCCUPATIONAL MEDICAL SERVICES (OMS), NATIONAL INSTITUTES OF HEALTH, BETHESDA, MD
For work-related injuries/illnesses for contract employees working on the Bethesda campus, report to:
Location: Building 10, Room 6C306
Hours: Monday–Friday, 7:30 a.m.–5 p.m.
Telephone: 301-496-9822
PROTECTIVE SERVICES
NCI at Frederick: 301-846-1091
ATRF Campus: 301-228-4901
Vaccine Clinical Materials Program (VCMP): 301-228-4083

Protective Services is available 24 hours a day, 7 days a week, to assist you with the following:

• PIV badges (301-846-4500 or 301-846-4501)
• Employee identification cards (301-228-4629)
• Other access control system concerns (301-846-6372)
• After-hours emergency response and maintenance
• Government vehicle accident reports
• Special checks of your lab when you work irregular hours
• Escort to your car and jumper cables for loan
• Lost and found
• Scientific alarms and personnel notification

Call the Protective Services hotline at 301-846-1444 for the following information:

• Base closings
• Shuttle delays
• Other NCI at Frederick information

ACCESS CONTROL

BUILDING ACCESS INFORMATION
Employees that receive an NIH-issued badge (e.g., PIV card) use this credential to access facilities. For access questions contact Access Control at 301-228-4629, cardkeys are generally issued on business days, Monday-Friday, in Building 426, Room 104 from 7:00 a.m. to 4:00 p.m.

FORT DETRICK GATE OPERATIONS
Please have proper identification ready prior to approaching the security guards. Guards are required to take physical possession of your identification card in order to verify its validity. In order to expedite the verification process, please remove IDs from any ID holders, wallets, etc.

HOSTING VISITORS
Contact Access Control if you are hosting a foreign national visitor on Fort Detrick at least five business days prior to the visit to expedite entry.

PHYSICAL SECURITY & VISITOR CONTROL REMINDERS
All visitors to NCI at Frederick must check in with the respective security offices (Building 426 Dispatch Office or ATRF, VCMP or Wedgewood security desks) prior to visiting areas. Visitors are provided with visitor badges to be worn during the duration of their visit. Foreign national visitors are required to be escorted at all times while on our campus.

Employees are reminded to remain vigilant and report unauthorized visitors immediately to Protective Services at 301-846-1091. Do not allow unknown persons into our facilities if they do not have the proper identification visible.

SHUTTLE SCHEDULE

FREDERICK NATIONAL LABORATORY/NIH SHUTTLE SCHEDULE
For more information, call Protective Services at 301-846-1091.

<table>
<thead>
<tr>
<th>NCI at Frederick</th>
<th>NIH Building 45</th>
<th>NIH Building 31</th>
<th>NIH Building 10</th>
<th>NCI at Frederick Building 426</th>
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<td>12:30 p.m.</td>
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<td>3:30 p.m.</td>
<td>4:20 p.m.</td>
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<td>4:30 p.m.</td>
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Passengers should note that:

• The shuttle must leave on time; plan to be at your departure point 5–10 minutes early.
• Inclement weather may affect service; check the shuttle status by calling ahead.
• Service to NCI-Shady Grove is only available upon request.
• Hazardous materials, including biological samples, radioisotopes, chemicals, and dry ice, cannot be transported. If you need to ship hazardous materials to Frederick, go to the Frederick National Laboratory Shipment Wizard page: http://ncifrederick.cancer.gov/campus/safety/wizard.

ADVANCED TECHNOLOGY RESEARCH FACILITY (ATRF) SHUTTLE SCHEDULE

<table>
<thead>
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<th>NCI at Frederick</th>
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<td>3:00 p.m.</td>
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* 6:30 a.m. shuttle by request only
Infectious Waste containing or contaminated with:
- Chemotherapeutics
- Nanomaterials
- Ethidium Bromide Gels

Never place in black bag

Infectious With PII
- Segregate
- Place in appropriate container per this guide
- If autoclaving, place cooled autoclave bag into a red bag or biohazardous waste box
- Place red bag or biohazardous box into locked red waste cart

Sharps
Needles, scalpels, broken pipettes; clean or not.

Call Waste Management at 301-846-5718 to schedule pick-up of:
- Chemical
- Radioactive
- Animal Carcass
- Red bag or biohazardous Box Waste containing PII

https://ncifrederick.cancer.gov/ehs/WasteManagement
CHEMICAL WASTE
- Know which chemicals in your lab are hazardous—use the Safety Data Sheets or contact Waste Management.
- Store hazardous wastes in a safety carboy or other container—contact Waste Management for containers.
- Place a hazardous waste tag on the waste container right away.
- All waste containers must be closed.

RADIOACTIVE WASTE
Use waste logs or put radioactive waste tags on all radioactive wastes—no matter how short the half-life is. Call Waste Management at 301-846-5718 with any questions.

HAZARDOUS WASTE ACCUMULATION
- Label must be attached to the container
- Must contain the words “Hazardous Waste”
- Must communicate the hazard: Flammable, Corrosive, Toxic, Reactive
- Must list constituents, no abbreviations (Methanol not MeOH, Acetonitrile not ACN)
- Containers may only be open when in the act of filling or emptying
- Machine effluent tubes must be attached via ports—tubes cannot be run through open lids
- Containers that have been accumulating waste for one year must be disposed of, whether full or not
- Containers must be compatible with the waste material

WASTE MANAGEMENT
RECYCLING PROGRAM
- Place office paper, cardboard, plastic bottles, rinsed aluminum cans, newspaper, glass bottles and jars, and journals and books in recycling bins.
- Laboratory containers may or may not be recyclable—contact Waste Management for more information.
- Waste Management can temporarily provide additional containers if you are recycling a large amount of papers, journals, or other materials.

SURPLUS CHEMICALS
- Get unused chemicals for free from the Frederick National Laboratory for Cancer Research’s surplus chemical inventory: http://ncifrederick.cancer.gov/Ehs/Chemicals.
- EHS has unopened, shelf-stable chemicals available for no charge—acids, bases, solvents, cleaners, and other commonly used chemicals.

BIOHAZARDOUS WASTE
For more information about chemical, radioactive, and biohazardous wastes, visit https://ncifrederick.cancer.gov/ehs/wastemanagement/
- Autoclave any pathogenic, infectious materials—use autoclave bags and tape.
- Chemically disinfect infectious liquids.
- Use biohazard boxes to dispose of anything that might poke through a plastic bag.
- Use a red bag for gloves, benchkote, plastics, or other materials that are contaminated with biohazardous materials and will not rip the bag.

February 2019 | NCI at Frederick and Frederick National Laboratory for Cancer Research
GLOBALLY HARMONIZED SYSTEM (GHS)  
THE REVISED HAZARD COMMUNICATION STANDARD (HCS)

HAZARD CLASSIFICATION

Chemical manufacturers and importers are required to determine the hazards of the chemicals they produce or import. Hazard classification under the new, updated standard provides specific criteria to address health and physical hazards as well as classification of chemical mixtures.

**GHS PICTOGRAMS**

- **Health Hazard**
  - Carcinogen
  - Mutagenicity
  - Reproductive Toxicity
  - Respiratory Sensitizer
  - Target Organ Toxicity
  - Aspiration Toxicity

- **Flame**
  - Flammables
  - Pyrophorics
  - Self-Heating
  - Emits Flammable Gas
  - Self-Reactives
  - Organic Peroxides

- **Exclamation Mark**
  - Irritant (skin and eye)
  - Skin Sensitizer
  - Acute Toxicity
  - Narcotic Effects
  - Respiratory Tract Irritant
  - Hazardous to Ozone Layer (Non-mandatory)

- **Gas Cylinder**
  - Gases Under Pressure

- **Flame Over Circle**
  - Oxidizers

- **Corrosion**
  - Skin Corrosion/Burns
  - Eye Damage
  - Corrosive to Metals

- **Environment**
  - Aquatic Toxicity (Non-mandatory)

- **Exploding Bomb**
  - Explosives
  - Self-Reactives
  - Organic Peroxides

- **Skull and Crossbones**
  - Acute Toxicity (fatal or toxic)

**SINKS AND DRAINS**

For more information about sanitary sewer disposal guidelines for NCI at Frederick, visit https://ncifrederick.cancer.gov/ehs/wastemanagement/.

- Contact Waste Management BEFORE pouring any laboratory or maintenance chemicals down the drain.
- Do not store hazardous chemicals next to or in sinks.
- In rooms with floor drains, chemicals in five-gallon containers or larger must be kept in secondary containment inside or next to sinks.
- Securely close chemical container lids or caps when chemicals are not in use.
- Do NOT dispose of ANY radioactive material into sinks—it is strictly prohibited.

**OFFICE ERGONOMICS**

1. Position the top of the monitor casing 2–3” above eye level. The monitor should be slightly lower if you are utilizing progressive lenses. Center the monitor and keyboard in front of you. If you are using dual monitors, both monitors should be positioned at the same height, with your work centered between the two.
2. Use an adjustable keyboard tray, if needed, along with a wrist rest. No tray is needed if wrists and elbows are at 90°. Wrists should remain in a neutral or slightly negative position. Avoid using keyboard feet or tilting your keyboard.
3. Feet should rest firmly on the ground; use a footrest if needed.
4. Use a supportive and fully adjustable chair. Adjust the back rest to accommodate the normal curve of the lower spine, and sit back in the chair.
5. Arms should be relaxed and positioned close to the body, with elbows located at 90°. Bring the work closer to you to prevent/reduce reaching.
6. Thighs should be parallel to the floor, and the seat pan should be short enough for knee clearance. Knees should be at 90°.

Contact EHS at 301-846-1451 for more information on ergonomics and ergonomic products. EHS can schedule an ergonomic evaluation of laboratory, animal, office, or industrial work processes, as well as provide loaner examples of equipment such as computer mice or pipettes.
**ANIMAL ALLERGENS**

**WHAT IS THE ANIMAL EXPOSURE PROGRAM (AEP)?**
The AEP is a comprehensive program offered by EHS to provide education and training in response to the potential for at-risk visitors and employees with known or potential animal exposures to develop animal allergens. Persons working with or around research animals and animal materials may be exposed to animal urine, dander, and saliva, which contain allergens, or proteins, that may trigger an allergic reaction and have the potential for development of other related health conditions.

**WHAT IS AN ALLERGY?**
An allergy is an exaggerated reaction by the body’s immune system to proteins. In the case of allergies related to laboratory animals, the proteins most frequently associated with the allergic reactions are found in the animal’s urine, saliva, and dander. Exposure to the fur of research animals including mice and rats may also cause animal allergens.

**HOW AM I EXPOSED TO ANIMAL ALLERGENS?**

**Risk Factors:**
- Inhalation of airborne animal allergens
- Animal bites and scratches
- Injuries from sharps used on an animal
- Skin contact with animal, animal excretions, or animal waste
- Animal waste or excretions aerosolized or splashed into eyes, nose, or mouth
- Duration of exposure
- Allergen concentration

**HOW DOES MY BODY REACT?**
- Exposure to animal proteins can trigger the human immune system to release histamines and Immunoglobulin E (IgE) into the blood system.
- The release of histamines and IgE antibodies into the blood system results in inflammatory responses in various organ tissues, such as lungs, eyes, or skin.
- Nasal symptoms to include sneezing, runny nose, itchy watery eyes and/or rashes; coughing or wheezing and shortness of breath, which may be indicative of asthma; swelling in a localized region due to skin contact.

**WHO IS AT RISK FOR ANIMAL ALLERGENS?**

**Risk Factors:**
- working with research animals
- working with research animal materials
- a history of allergies to other animal species, including dogs and cats, or hay fever
- a family or personal history of asthma, seasonal allergies, and dermatitis

If you suffer from severe animal allergens or have asthma triggered by animal allergens, you should consider not entering our animal facilities. If you have questions, please contact our Occupational Health Services clinic for information and guidance.

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**USING ELECTRICAL EQUIPMENT**

Electric equipment must be handled in such a manner to ensure safety and to not damage or reduce the equipment’s service life.

**PLUGS, CORDS, AND OUTLETS**
- Do not use plugs for raising or lowering equipment
- Do not put strain on plugs
- Do not use plugs if there is damage to the outer insulation
- Visually inspect cords and outlets monthly
- Do not make unauthorized alterations to plugs
- Plugs must match the outlets
- Only qualified personnel may replace old or damaged outlets
- Keep electrical cords away from heat sources
- Keep electrical cords out of travel paths
- Do not run cords under carpets or across doorways
- Replace any cord that is cracked, frayed, or otherwise damaged
- Have receptacles fixed that are damaged or missing a face plate
- Do not pinch electrical cords against walls or furniture or through unprotected doors, openings, or windows
- Only use extension cords that have each individual wire insulated and further protected by an outside cover
- Do not run outdoor extension cords across driveways or traffic areas
- Do not attach extension cords to the surface of a building
- Do not use extension cords as a substitute for permanent wiring
- Extension cords must carry hard or extra-hard National Electrical Code (NEC) designations
- Do not use “flat wire” type extension cords
- Report downed power lines and warn others in the area
- Never go near or touch a downed power line
Electric Heaters

- Do not use portable electrical heaters in laboratories
- Have the capacity of the electrical circuits to power a heater checked by FME (user and trouble desk number)
- Connect heaters directly to a receptacle and not to extension cords or power strips
- Heaters must be:
  - approved, certified, or listed by a nationally recognized testing laboratory such as UL, FM, or ETL.
  - equipped with a safety tip-over feature
  - equipped with a thermostat/overheat sensor, visible on-off switch, and light
- Combustible materials, such as papers or clothes, must be kept at least three feet away from heaters
- All space heaters must be unplugged before leaving at the end of the day
- All portable electric heaters must be obtained through NCI at Frederick Purchasing and obtain EHS preapproval. Personally owned and supplied heaters are strictly prohibited
- Contact EHS staff to inspect heaters and to attach approval tags

Apparatus and Tools

- Keep ladders away from electrical circuits
- Electric equipment and flexible cords used in highly conductive or wet locations shall be approved by the manufacturer for those locations
- Use ground-fault circuit interrupter (GFCI) protection within six feet of all wet or highly conductive locations and when extension cords are used without inclusion in an assured grounding program as described in EHS-SAF-40.3
- Do not have wet hands when plugging and unplugging energized equipment
- For combustible/flammable atmospheres, all electric equipment and wiring systems must meet Occupational Safety and Health Administration (OSHA) and National Fire Protection Association (NFPA) requirements for the specific classification

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Power Strips

Relocatable power taps, commonly known as power strips, are often used where many electrical devices such as computer systems and audio/visual equipment are operated.

- Follow NFPA, UL, and the Consumer Product Safety Commission guidance for the safe use of relocatable power taps
- Verify that relocatable power taps have a certification label from an independent testing lab such as UL or Electrical Testing Laboratories to illustrate that they meet current industry safety standards
- Only plug relocatable power taps into an approved receptacle (i.e., wall outlet)
- Do not plug relocatable power taps into one another or into an extension cord
- Make sure relocatable power taps have polarized plugs with one blade slightly wider than the other or grounded three-pronged plugs
- Only use relocatable power taps with overcurrent protection in the form of a resettable circuit breaker
- Fully insert plugs into the relocatable power tap so that no part of the prongs are exposed
- Take out of service and dispose of relocatable power taps or attached cords that feel hot to the touch
- Do not extend relocatable power tap cords through or conceal within walls, ceilings, or floors; under doors or floor coverings; or subject to environmental or physical damage
- Replace relocatable power taps with cracked or worn cords
- Do not plug appliances with heating elements into relocatable power taps
Federal/NIH PIV card-holders ONLY:
6:00 a.m. - 9:00 p.m., Weekdays
9:00 a.m. - 9:00 p.m., Weekends/Holidays

Federal/NIH PIV card-holders  ONLY:
5:30 a.m. - 5:30 p.m.
5:30 p.m. - 8:30 p.m. (exit only)
Weekdays
Closed on weekends and holidays

Army Visitor Control Center (VCC)

Visit VCC at Nallin Farm Gate
9000 Veterans Drive
Frederick, MD
Open Monday through Friday,
6:00 a.m. to 5:00 p.m.

Veterans Gate
7th Street Entrance
Federal/NIH PIV card-holders ONLY:
5:30 a.m. - 5:30 p.m.
5:30 p.m. - 8:30 p.m. (exit only)
Weekdays
Closed on weekends and holidays

VCMP Map
https://ncifrederick.cancer.gov/
Ehs/Media/Documents/Posters/
VPP-Floor_Plans.pdf

ATRF Map
https://ncifrederick.cancer.gov/
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ATRF-Floor_Plans.pdf

Parking lots and roads
NCI at Frederick buildings
Army buildings
--- Fort Detrick boundary
NCI at Frederick boundary