



August 2003

**Training**

With the new Academic year upon us, it is important that new employees/incoming students or those required to received annual refresher training, be aware of Environmental Services (ES) new training schedule.

**Remember, ensuring that everyone meets the necessary training requirements is a cooperative effort.** ES has developed a table to assist NYU managers and principle investigators with the identification of the training requirements for personnel in their schools and departments. The table can be found at: <http://www.nyu.edu/environmental.services/pdfs/regguide.pdf>

Click on the following for specific training requirements & dates regarding:

[Hazardous Waste Training](#)

[Lab Safety Training](#) (Chemical Hygiene)

[HazCom Training](#) (Hazard Communication)

For all other training requirements go to:

<http://www.nyu.edu/environmental.services/hazwaste>

For 'Safety in the Arts' Training, please go to:

<http://www.nyu.edu/environmental.services/training.shtml#artsafety>

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**Respiratory Protection Requirements**

In order to properly and safely determine the need for personal respiratory protection, ES must conduct an evaluation assessment for the particular area in question. Prior to determining that personal respiratory protection is required for an area or specific process, all alternative means of eliminating or reducing exposure to a potentially hazardous compound will be thoroughly investigated.

Respirators can only be approved for use when **no other means** is feasible for eliminating or reducing exposure. Employees who are required to wear respirators or who choose to wear respirators **must** be medically evaluated for fitness (a physical) to wear one. The medical evaluation shall take place before the employee is fit-tested or required to wear a respirator.

These employees **must also** attend Respiratory Protection Training (<http://www.nyu.edu/environmental.services/training.shtml#resp>) **prior** to being fit-tested to the respirator. All employees required to use a respirator with a tight-fitting face-piece, must be fit-tested with the same make, model, style and size of respirator that will be used by that employee. Employees will be fit-tested prior to initial use of a respirator, and annually thereafter.

**No employee shall acquire or use a respirator at NYU without consent of ES.** Medical evaluations, fit testing and respiratory devices along with proper storage are at the cost of the departments. The following dates have been scheduled for fit testing **ONLY** for individuals who have been medically cleared and properly trained prior to the dates below:

- Wednesday, August 13<sup>th</sup> – **Quantitative Fit-testing**  
Silver 403, 7:00AM – 5:00 PM
- Wednesday, August 27<sup>th</sup> – **Quantitative Fit-testing**  
Silver 405, 7:00AM – 5:00 PM
- Wednesday, September 3<sup>rd</sup> – **Quantitative Fit-testing**  
HVAC Conference Room, 7:00AM – 5:00 PM

For the [Respiratory Protection Program](#) Policy, please go to <http://www.nyu.edu/environmental.services/pdfs/policies/resp.pdf>

**Recycling Computer Equipment**

*Replacing your old computer?* A standard computer monitor contains 4-8 pounds of lead. Most electronic devices contain materials, particularly heavy metals, which are regulated as hazardous materials/waste by the state and federal government. Circuit boards, switches, relays, batteries, and plastic stabilizers in many other electronic devices can contain mercury, a highly toxic metal, and cadmium compounds, which are suspected carcinogens.

Environmental Services (ES) has made arrangements with M&O to collect your used computer equipment (monitor, CPU and peripherals) for recycling to keep lead out of our landfills.

ES, along with Asset Management and ITS has created a new Policy ([ES Policy](#)) for the collection and recycling of all obsolete/non-working electronic equipment, particularly computer monitors and CPUs. This Policy outlines steps the user or owner will need to take to “erase” the harddrive prior to receiving approval for disposal from Asset Management.

For procedures for recycling or disposing of computer and electronics equipment, please visit ES' website at: <http://www.nyu.edu/environmental.services/Ewaste.shtml>