



DEPARTMENT OF ENVIRONMENTAL SCIENCE AND POLICY

ONE SHIELDS AVENUE
DAVIS, CALIFORNIA 95616-8576

January 31, 2012

TO: All ESP Faculty, Staff, Students and Volunteers
FROM: Susan Handy, Chair

Attached is the Department of Environmental Science and Policy (ESP) Injury and Illness Prevention Program (IIPP) document, including the Health and Safety Training Form and building evacuation procedures. Please keep this material readily available at your desk or office/laboratory. The IIPP contains mandated information regarding safety training, inspections, building evacuation plan in the event of emergencies, and a system for identifying, reporting and correcting safety deficiencies in the workplace.

When Cal OSHA, Yolo County, EH&S, the EPA or Nevada OSHA perform inspections of UC facilities, department personnel are expected to be familiar with the Injury and Illness Prevention Program and to be able to produce a copy for the inspectors. An electronic copy of the IIPP has been placed on the ESP department website (<http://www.des.ucdavis.edu/Forms.html>). Many of you using Internet Explorer on your Wickson PC will see that the IIPP is already showing on your Favorites Bar – please click on the link to confirm it works. For all others, including those using Firefox or Google Chrome, please bookmark this link to the IIPP:

<http://www.des.ucdavis.edu/Forms.html>

You and your supervisor are required to meet annually to refresh your safety training to ensure that you remain up to date with the department's Injury and Illness Prevention Program and with safety issues pertinent to your position. If you haven't refreshed your safety training within the past 12 months, please do so then print, complete, sign and date the ESP Health and Safety Training Form (available on the department website). The signed original goes to Nancy Louks in the ESP Business Office if you are based in Wickson and to Anne Liston at the Tahoe Incline Village facility if you are based at Tahoe. Faculty who do not have a supervisor must also complete the form and sign on the employee line. If you are a supervisor or PI, assure that all items checked on your supervisee's form are also checked on your own form (since you are the one providing the training for those items). Your signed form is due February 29th.

Please also provide Nancy or Anne with a completed copy of your 1) Job Safety Analysis and 2) Worksite Inspection Form (see IIPP Appendix for examples). We are now required to maintain an updated set of these forms for all department personnel in an IIPP Addendum Binder.

Thank you,

A handwritten signature in black ink, appearing to be "Susan Handy", written over a horizontal line.

Susan

UC DAVIS

**Department of Environmental
Science and Policy**

INJURY AND ILLNESS PREVENTION PROGRAM



UC DAVIS

Department of Environmental Science and Policy

INJURY AND ILLNESS PREVENTION PROGRAM

This Injury and Illness Prevention Program has been prepared by the University of California, Department of Environmental Science and Policy in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program) and California Code of Regulations Title 8, Section 3203 (8 CCR, Section 3203).

Department of Environmental Science and Policy

INJURY AND ILLNESS PREVENTION PROGRAM

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Department Information

Department Name: **Department of Environmental Science and Policy**

Department Chair: Susan Handy

Address: 2132 Wickson Hall, UC Davis Campus

Telephone Number: 530-752-5878, 752-3026

Buildings Occupied by Department

- 1. Building:** Wickson Hall

Unit(s): ESP

Contact: George Malyj, Tina Hammell, Duncan Pohl
Phone: 530-574-6342, 916-803-2166, 530-219-5509
- 2. Building:** Tahoe City Field Station ("The Hatchery")

Unit(s): Tahoe Research Group, TERC

Contact: Anne Liston, Brant Allen, George Malyj
Phone: 530-902-8479, 530-604-6551, 530-574-6342
- 3. Building:** Tahoe Incline Village Facility

Unit(s): TERC, Tahoe Research Group

Contact: Anne Liston, Brant Allen, George Malyj
Phone: 530-902-8479, 530-604-6551, 530-574-6342

I. Authorities and Responsible Parties

The authority and responsibility for the implementation and maintenance of the Injury and Illness Prevention Program (IIPP) is in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program) and California Code of Regulations (8 CCR, Section 3203) and is held by the following individuals:

1. Name: Susan Handy

Title: Chair

Authority: Authority and responsibility for ensuring implementation of this IIPP

Signature:  Date: 2/2/12

Additionally, all Principal Investigators and supervisors are responsible for the implementation and enforcement of this IIPP in their areas of responsibility in accordance with University Policy (UCD Policy & Procedure Manual Section 290-15: Safety Management Program).

II. System of Communications

1. Effective communications with Department of Environmental Science and Policy employees have been established using the following methods:

- Standard Operating Procedures Manual
- Material Safety Data Sheets
- Monthly departmental operations meetings
- Internal media (department intranet)
- EH&S Safety Nets
- Training videos
- Safety Newsletter
- Handouts
- Building Evacuation Plan
- E-mail
- Posters and warning labels
- Job Safety Analysis – Initial Hire
- Job Safety Analysis – Annual Review
- Other (list): Occasional supplemental in-person presentations such as spill safety training for employees

2. Employees are encouraged to report any potential health and safety hazard that may exist in the workplace. **Hazard Alert Forms (see Appendix)** are available to employees for this purpose. Forms are to be placed in the Safety Coordinator's departmental mail box. Employees have the option to remain anonymous when making a report.
3. Employees have been advised of adherence to safe work practices and the proper use of required personal protective equipment. Conformance will be reinforced by discipline for non-compliance in accordance with University policy (UCD Procedure 62 - Personnel Policies for Staff Members, Corrective Action).

III. System for Assuring Employee Compliance with Safe Work Practices

Employees have been advised of adherence to safe work practices and the proper use of required personal protective equipment. Conformance will be reinforced by discipline for non-compliance in accordance with University policy (UCD Procedure 62 - Personnel Policies for Staff Members, Corrective Action).

The following methods are used to reinforce conformance with this program:

1. Distribution of Policies
2. Training Programs
3. Safety Performance Evaluations

Performance evaluations at all levels must include an assessment of the individual's commitment to and performance of the accident prevention requirements of his/her position. The following are examples of factors considered when evaluating an employee's safety performance.

- Adherence to defined safety practices.
 - Use of provided safety equipment.
 - Reporting unsafe acts, conditions, and equipment.
 - Offering suggestions for solutions to safety problems.
 - Planning work to include checking safety of equipment and procedures before starting.
 - Early reporting of illness or injury that may arise as a result of the job.
 - Providing support to safety programs.
4. Statement of non-compliance will be placed in performance evaluations if employee neglects to follow proper safety procedures, and documented records are on file that clearly indicate training was provided for the specific topic, and that the employee understood the training and potential hazards.
 5. Corrective action for non-compliance will take place when documentation exists that proper training was provided, the employee understood the training, and the employee knowingly neglected to follow proper safety procedures. Corrective action includes, but is not limited to, the following: Letter of Warning, Suspension, or Dismissal.

IV. Hazard Identification, Evaluation, and Inspection

Job Hazard Analyses and worksite inspections have been established to identify and evaluate occupational safety and health hazards.

1. Job Safety Analysis:

Job Safety Analysis (JSA) identifies and evaluates individual employee work functions, potential health or injury hazards, and specifies appropriate safe practices, personal protective equipment, and tools/equipment. JSA's have been completed for the following job categories:

- A. Wickson Hall Offices and Laboratories
 - Administrative/Office jobs
 - Laboratory jobs
- B. Tahoe City Field Station
 - Laboratory/Fieldwork research jobs
- C. Tahoe Incline Village Facility
 - Administrative/Office jobs
 - Laboratory/Fieldwork research jobs

Example **Job Safety Analyses** (JSAs) are located in the Appendix. Completed Job Safety Analyses should be kept on file in a departmental **IIPP Addendum Binder**.

2. Worksite Inspections

Worksite inspections are conducted to identify and evaluate potential hazards. Types of worksite inspections include both periodic scheduled worksite inspections as well as those required for accident investigations, injury and illness cases, and unusual occurrences. Inspections are conducted at the following worksites:

- 1) Location: Wickson Hall Offices and Laboratories
Frequency: Annually
Responsible Persons: George Malyj, Tina Hammell, PI's and Supervisors
Records Location: 1011 Wickson
- 2) Location: Tahoe City and Incline Village field facilities
Frequency: Annually
Responsible Person: Anne Liston
Records Location: Room 303, 3rd floor Tahoe Incline Village facility

Template **Worksite Inspection Forms** are located in the Appendix. Completed Worksite Inspection Forms are to be kept on file in the departmental **IIPP Addendum Binder**.

V. Accident Investigation

University Policy requires that work-related injuries and illnesses be reported to Workers' Compensation within 24 hours of occurrence and state regulation requires all accidents be investigated.

Department of Environmental Science and Policy employees will immediately notify their supervisor when occupationally-related injuries and illnesses occur, or when employees first become aware of such problems.

1. **Supervisors** will investigate all accidents, injuries, occupational illnesses, and near-miss incidents to identify the causal factors or attendant hazards. Appropriate repairs or procedural changes will be implemented promptly to mitigate the hazards implicated in these events. Proper injury reporting procedures can be found at <http://safetyservices.ucdavis.edu/workers-compensation>.

The **Accident Investigation Form** in the Appendix shall be completed to record pertinent information and a copy retained to serve as documentation. It can be completed by either the supervisor or the Department Safety Coordinator.

3. **Note:** Serious occupational injuries, illnesses, or exposures must be reported to Cal/OSHA by an EH&S representative within eight hours after they have become known to the supervisor. These include injuries/illnesses/exposures that cause permanent disfigurement or require hospitalization for a period in excess of 24 hours. Please refer to EH&S SafetyNet #121 for OSHA notification instructions.

VI. Hazard Correction

Hazards discovered either as a result of a scheduled periodic inspection or during normal operations must be corrected by the supervisor in control of the work area, or by cooperation between the department in control of the work area and the supervisor of the employees working in that area. Supervisors of affected employees are expected to correct unsafe conditions as quickly as possible after discovery of a hazard, based on the severity of the hazard.

Specific procedures that can be used to correct hazards include, but are not limited to, the following:

- Tagging unsafe equipment “Do Not Use Until Repaired,” and providing a list of alternatives for employees to use until the equipment is repaired.
- Stopping unsafe work practices and providing retraining on proper procedures before work resumes.
- Reinforcing and explaining the need for proper personal protective equipment and ensuring its availability.
- Barricading areas that have chemical spills or other hazards and reporting the hazardous conditions to appropriate parties.

Supervisors should use the **Hazard Correction Report** in the Appendix to document corrective actions, including projected and actual completion dates.

If an imminent hazard exists, work in the area must cease, and the appropriate supervisor must be contacted immediately. If the hazard cannot be immediately corrected without endangering employees or property, all personnel need to leave the area except those qualified and necessary to correct the condition. These qualified individuals will be equipped with necessary safeguards before addressing the situation.

VII. Health and Safety Training

Health and safety training, covering both general work practices and job-specific hazard training, is the responsibility of the Principal Investigator and immediate Supervisor(s) as applicable to the following criteria:

1. Supervisors are provided with training to become familiar with the safety and health hazards to which employees under their immediate direction and control may be exposed.
2. All new employees receive training prior to engaging in responsibilities that pose potential hazard(s).
3. All employees given new job assignments receive training on the hazards of their new responsibilities prior to actually assuming those responsibilities.
4. Training is provided whenever new substances, processes, procedures or equipment (which represent a new hazard) are introduced to the workplace.
5. Whenever the employer is made aware of a new or previously unrecognized hazard, training is provided.

The Safety Training Attendance Record form is located in the Appendix.

VIII. Recordkeeping and Documentation

Documents related to the IIPP are maintained in rooms 1011 and 3117 Wickson Hall, and on Anne Liston's desk in the 3rd floor offices of the Tahoe Incline Village facility.

The following documents will be maintained within the department's **IIPP Addendum Binder** for at least the length of time indicated below:

1. Hazard Alert Forms
Retain for three (3) years.
2. Employee Job Safety Analysis forms
Retain for the duration of each individual's employment.
3. Worksite Inspection Forms
Retain for three (3) years.
4. Accident Investigation Forms
Retain for three (3) years.
5. Hazard Correction Reports
Retain for three (3) years.

The following documents will be maintained within the department's **IIPP Training Records Binder** for at least the length of time indicated below:

1. Employee Safety Training Attendance Records.
Retain for three (3) years.

IX. Resources

1. Office of the President: University Policy on Environmental Health and Safety, 10/22/86
2. UC Davis Policy and Procedure Manual, Section 290-15, Safety Management Program
3. California Code of Regulations Title 8, Section 3203, (8CCR §3203), Injury and Illness Prevention Program
4. Personnel Policies for Staff Members, Corrective Action, UCD Procedure 62
5. University of California Policy on Management of Health, Safety and the Environment, <http://www.ucop.edu/riskmgmt/ehs/policy.html>
6. UC Davis Environmental Health & Safety
 - EH&S Website
 - EH&S SafetyNets
7. Material Safety Data Sheets

HAZARD ALERT FORM

Department: Environmental Science and Policy

I. Unsafe Condition or Hazard

Name: (optional) _____	Job: _____
Title: (optional) _____	
Location of Hazard: _____	
Building: _____	Floor: _____ Room: _____
Date and time the condition or hazard was observed: _____	
Description of unsafe condition or hazard: _____ _____ _____	
What changes would you recommend to correct the condition or hazard? _____ _____	
Employee Signature: (optional) _____	
Date: _____	

II. Management/Safety Committee Investigation

Name of person investigating unsafe condition or hazard: _____
Results of investigation (What was found? Was condition unsafe or a hazard?): (Attach additional sheets if necessary.) _____ _____ _____ _____
Proposed action to be taken to correct hazard or unsafe condition: (Complete and attach a Hazard Correction Report, IIPP Appendix E) _____ _____ _____
Signature of Investigating Party: _____
Date: _____

IIPP-Appendix A
March 2006

Completed copies of this form should be routed to the appropriate supervisor and department Safety Coordinator, and must be maintained in department files for at least three years.

EMPLOYEE: ENTER EMPLOYEE NAME	JOB SAFETY ANALYSIS		DEPT: ESP	LOCATION All	JOB TYPE Administration
JOB FUNCTION	POTENTIAL HEALTH OR INJURY HAZARDS		SAFE PRACTICE, APPAREL, OR EQUIPMENT		
General office work.	<p>Backstrain, eyestrain, repetitive motion injury.</p> <p>Physical injuries due to slips, trips and falls, and falling objects.</p> <p>Electrical hazards.</p> <p>Physical injuries due to fires, earthquakes, bomb threats and workplace violence.</p>	<p>Ensure that workstations are ergonomically correct.</p> <p>Keep floors clear of debris and liquid spills. Do not stand on chairs of any kind, use proper foot stools or ladders. Do not store heavy objects overhead. Do not topload filing cabinets, fill bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and file cabinets to walls. Provide one-inch lip on shelves.</p> <p>Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Use GFI's in receptacles in potentially wet areas. Replace frayed or damaged electrical cords. Ensure that electrical cords are not damaged by being wedged against furniture or pinched in doors.</p> <p>Attend emergency action and fire prevention plan training, including emergency escape drills. Attend Workplace Violence training offered by UC Davis Police Department.</p>	SIGNATURE		
DATE		PAGE	1	OF	1

EMPLOYEE: ENTER EMPLOYEE NAME	JOB SAFETY ANALYSIS		DEPT: ESP	LOCATION: All	JOB TYPE: Laboratory
JOB FUNCTION	SAFE PRACTICE, APPAREL, OR EQUIPMENT				
Inspection and auditing of laboratories containing chemicals.	POTENTIAL HEALTH OR INJURY HAZARDS Exposure to chemicals via inhalation, contact, ingestion or injection.	Avoid all unnecessary exposures. Reduce exposures that cannot be avoided by minimizing exposure duration and concentration. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating and smoking. All personnel to receive on the job and classroom training including Chemical Laboratory Safety, Hazardous Waste Management and Minimization Training and other applicable courses during the first 6 months of employment.			
Inspection and auditing of laboratories containing radiological materials.	Exposure to radiological agents via inhalation, contact, ingestion or injection.	Avoid all unnecessary exposures. Adhere to radiological material handling procedures including limiting exposures through combination of minimizing time, maximizing distances and use of appropriate shielding. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Implementation of proper personal hygiene habits, including washing hands and face before eating and smoking. All personnel to receive on the job and classroom training including dosimetry, Radiation Safety and other applicable courses during the first 6 months of employment.			
Inspection and auditing of laboratories containing biological materials.	Exposure to biological agents via inhalation, contact, ingestion or injection.	Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Proper adherence to bloodborne pathogen handling protocols. Implementation of proper personal hygiene habits, including washing hands and face before eating and smoking. Voluntary participation in Hepatitis B vaccination program. Proper adherence to biological waste handling procedures. All personnel to attend EH&S Bloodborne Pathogen Program training during the first 6 months of employment. Participation in Facilities-specific medical clearances as required.			
SIGNATURE					
DATE		PAGE 1 OF 3			

EMPLOYEE: ENTER EMPLOYEE NAME	JOB SAFETY ANALYSIS		DEPT: ESP	LOCATION All	JOB TYPE Laboratory
JOB FUNCTION	POTENTIAL HEALTH OR INJURY HAZARDS				
Inspection and auditing of laboratories, shops and spaces containing physical hazards.	<p>Injury from physical hazards including high voltage, lasers and ultraviolet light, compressed gases and liquids, cryogenic materials, and specialized equipment as well as falling objects.</p>				
Handling and moving heavy items and equipment.	<p>Ergonomic hazards including heavy lifting, repetitive motions, awkward motions, crushing or pinching injuries etc.</p>				
General office work.	<p>Backstrain, eyestrain, repetitive motion injury. Physical injuries due to slips, trips and falls, and falling objects. Electrical hazards. Physical injuries due to fires, earthquakes, bomb threats and workplace violence.</p>				
<p>Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear and specialized equipment. Employees are not to enter restricted areas unless accompanied by a properly trained individual familiar with the hazards of the area. Employees are not to operate specialized equipment without proper training and documentation. Watch for overhead hazards and wear head protection if needed. Personnel auditing or routinely entering areas where lasers are used will receive laser safety training within 6 months of employment.</p> <p>Get help with all loads that cannot be safely lifted by one person. Use mechanical means to lift and move heavy items, push carts and dolly rather than pull, attend back safety class, employ proper lifting techniques at all times. Set up work operations as ergonomically safe as practical. Wear proper hand and foot protection to protect against crushing or pinching injuries.</p> <p>Ensure that workstations are ergonomically correct.</p> <p>Keep floors clear of debris and liquid spills. Keep furniture, boxes, etc. from blocking doorways, halls and walking space. Do not stand on chairs of any kind, use proper foot stools or ladders. Do not store heavy objects overhead. Do not topload filing cabinets, fill bottom to top. Do not open more than one file drawer at a time. Brace tall bookcases and file cabinets to walls. Provide one-inch lip on shelves.</p> <p>Do not use extension cords in lieu of permanent wiring. Ensure that high wattage appliances do not overload circuits. Use GFI's in receptacles in potentially wet areas. Replace frayed or damaged electrical cords. Ensure that electrical cords are not damaged by being wedged against furniture or pinched in doors.</p> <p>Attend emergency action and fire prevention plan training including emergency escape drills. Attend Workplace Violence training offered by UC Davis Police Department.</p>					
SIGNATURE					
DATE				PAGE 2	OF 3

EMPLOYEE: ENTER EMPLOYEE NAME	JOB SAFETY ANALYSIS		DEPT: ESP	LOCATION All	JOB TYPE Laboratory
JOB FUNCTION	SAFE PRACTICE, APPAREL, OR EQUIPMENT				
Campus Landfill Inspections	POTENTIAL HEALTH OR INJURY HAZARDS Injury from heavy equipment, tripping hazards, stepping on sharp objects, potentially infectious materials.	Wear hard hat, safety boots and high visibility safety vest. Watch footing and stay clear of heavy equipment operations. Do not touch waste or debris without hand protection.			
Operation of Motor vehicles	Motor vehicle accidents involving personal injury, or property damage	All drivers of University vehicles must attend the Driver Safety Awareness Course offered by Fleet Services and possess a valid California drivers license. Hazardous materials may not be transported in personally owned vehicles.			
Inspection and auditing of laboratories and animal housing facilities containing animals.	Exposure to animals and animal allergies via inhalation and contact	Avoid unnecessary exposures. Proper selection and use of personal protective equipment including gloves, protective eyewear, lab coats, and in some instances respiratory protection. Proper adherence to animal care and use protocols. Implementation of proper personal hygiene habits, including washing hands and face before eating and smoking. Participation in the occupational health program for animal workers. All personnel to attend the IACUC Animal Care and Use 101 training during the first 6 months of employment. Participation in Facilities- specific medical clearances as required.			
		SIGNATURE			
		DATE	PAGE	OF	3 3

WORKSITE INSPECTION FORM

General Office Environment

Location: _____ Date: _____

Inspector: _____ Phone: _____

Department: Environmental Science and Policy

Administration and Training

Yes	No	NA		
			1.	Are all safety records maintained in a centralized file for easy access? Are they current?
			2.	Have all employees attended Injury & Illness Prevention Program training? If not, what percentage has attended?
			3.	Does the department have a completed Emergency Action Plan? Are employees being trained on its contents?
			4.	Are chemical products used in the office being purchased in small quantities? Are Material Safety Data Sheets needed?
			5.	Are the Cal/OSHA information poster, Workers' Compensation bulletin, annual accident summary posted?
			6.	Are annual workplace inspections performed and documented?

General Safety

Yes	No	NA		
			7.	Are exits, fire alarms, pullboxes clearly marked and unobstructed?
			8.	Are aisles and corridors unobstructed to allow unimpeded evacuations?
			9.	Is a clearly identified, unobstructed, charged, currently inspected and tagged, wall-mounted fire extinguisher available as required by the Fire Department?
			10.	Are ergonomic issues being addressed for employees using computers or at risk of repetitive motion injuries?
			11.	Is a fully stocked first-aid kit available? Is the location known to all employees in the area?
			12.	Are cabinets, shelves, and furniture over five feet tall secured to prevent toppling during earthquakes?
			13.	Are books and heavy items and equipment stored on low shelves and secured to prevent them from falling on people during earthquakes?
			14.	Is the office kept clean of trash and recyclables promptly removed?

Electrical Safety

Yes	No	NA		
			15.	Are plugs, cords, electrical panels, and receptacles in good condition? No exposed conductors or broken insulation?
			16.	Are circuit breaker panels accessible and labeled?
			17.	Are surge protectors being used? If so, they must be equipped with an automatic circuit breaker, have cords no longer than 6 feet in length, and be plugged directly into a wall outlet.
			18.	Is lighting adequate throughout the work environment?
			19.	Are extension cords being used correctly? They must not run through walls, doors, ceiling, or present a trip hazard.
			20.	Are portable electric heaters being used? If so, they must be UL listed, plugged directly into a wall outlet, and located away from combustible materials.

WORKSITE INSPECTION FORM

Laboratory Environment

Location: _____ Date: _____

Inspector: _____ Phone: _____

Department: Environmental Science and Policy

General Hazards

Yes	No	NA	1.	Are aisles, exits, and adjoining hallways maintained free of obstructions that would hinder emergency access or exiting?
Yes	No	NA	2.	Are there at least 18 inches (47 cm) of vertical clearance between all stored items and the ceiling-mounted fire sprinklers? (If there are no sprinklers, measure to the ceiling itself.)
Yes	No	NA	3.	Are approved sharps waste containers available for disposal of needles, blades, and other sharps? (Reminder: There should be a proper procedure for disposal of broken glass.)
Yes	No	NA	4.	Has furniture and equipment over five feet tall been bolted to the wall or otherwise secured?

Emergency Equipment

Yes	No	NA	5.	Are all emergency eyewash and shower stations free of obstructions that would prevent quick access by someone temporarily blinded by a chemical splash? Are they within 100 feet of the laboratory (or approximately 10 seconds)?
Yes	No	NA	6.	Are the emergency eyewashes for the laboratory tested (flushed) monthly and are the tests documented?

Laboratory Equipment

Yes	No	NA	7.	Look inside each refrigerator and freezer in your lab to ensure flammables are stored in units that are suitable for storage of flammables. Is each refrigerator and freezer in the laboratory labeled as either "safe" or "unsafe" for storage of flammables?
Yes	No	NA	8.	Look inside each refrigerator and freezer in your lab to ensure food is stored only in units designated "food only." Are all refrigerators, freezers, and microwave ovens properly labeled either "Food Only" or "No Food or Drink Allowed?"
Yes	No	NA	9.	Are all compressed gas cylinders adequately secured with non-combustible restraints to keep the cylinders from falling? (Bench clamps are not adequate to secure large cylinders. Gas cylinders should be capped when not in use.)

Chemicals

Yes	No	NA	10.	Does the lab have a Chemical Hygiene Plan (CHP)? If yes, is it up to date and has it been reviewed and signed within the past year? If no, all labs that contain chemicals are required to maintain a CHP. Complete a lab specific CHP using the EH&S template (http://ehs.ucdavis.edu/chem/chem_mnl/clsm_apps.cfm).
Yes	No	NA	11.	Has the laboratory's chemical inventory been completed or updated within the last year (or within 30 days of a significant change such as a move to a new location or addition of new chemicals) and entered into the EH&S Chemical Inventory System (CIS)?

Yes	No	NA	12.	Are chemical fume hoods kept uncluttered so that air flows properly (e.g., is storage minimized and are adequate work areas provided)? Can ALL chemical work be done more than six inches into hood? (Note: Chemical fume hood sashes must be in good condition and be used at the proper setting, typically 18 inches from the work surface.)
Yes	No	NA	13.	Are all chemical containers and hazardous waste containers kept closed when not in use?
Yes	No	NA	14.	Are all chemical containers (including squirt bottles and unwanted hazardous materials containers) clearly labeled with their contents and primary hazard(s) and are they in good condition (not corroded or leaking)?
Yes	No	NA	15.	Are corrosives stored below eye level and are incompatible chemicals stored appropriately (e.g., acids separate from bases, oxidizers separate from flammables)?
Yes	No	NA	16.	Is a spill kit available? Is the location known to all employees in the laboratory? Has there been training in the past 12 months?
Yes	No	NA	17.	Are peroxide formers (such as isopropyl ether and diethyl ether) stored away from light and heat and labeled with the date they were opened and the expiration date?

Electrical

Yes	No	NA	18.	Are extension cords used only as temporary wiring (<30 days) and not connected in a series (daisy-chained) with other extension cords or power strips? (Cords must be in good condition with no breaks or exposed wiring.)
Yes	No	NA	19.	Is high voltage equipment clearly labeled, properly guarded, and is its use restricted to trained personnel only?

Ergonomics

Yes	No	NA	20.	Are ergonomic issues being addressed for employees using computers or at risk of repetitive motion injuries?
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Other Hazards

1.	
2.	
3.	
4.	
5.	

Comments

ACCIDENT INVESTIGATION FORM

Name of Injured Person: _____ Date of Injury: _____

Name of Supervisor: _____ Telephone #: _____

Department: ESP Location of Injury: _____

Brief Description of Accident:

Nature of Injury (describe all body parts affected):

Was Training Provided?

Yes No NA

Were established procedures followed?

Yes No NA

Were tools or equipment adequate for task?

Yes No NA

Were environmental conditions a factor in the incident?

Yes No NA

Elaborate on Responses:

Proposed Corrective Action:

Supervisor: _____ Date of Report: _____

Signature: _____

**IIPP-Appendix D
March 2006**

Completed copies of this form should be routed to the department Safety Coordinator and kept in department files for at least three years.

HAZARD CORRECTION REPORT

Department: Environmental Science and Policy

This form should be used in conjunction with the "Hazard Alert Form" (IIPP Appendix A), as appropriate, to track the correction of identified hazards.

All hazards should be corrected as soon as possible, based on the severity of the hazard. If a serious imminent hazard cannot be immediately corrected, evacuate personnel from the area and restrict access until the hazard can be addressed.

Supervisor/Safety Coordinator Name: _____ Telephone: _____

Supervisor/Safety Coordinator Signature: _____ Date: _____

Description and Location of Unsafe Condition	Date Discovered	Required Action and Responsible Party	Completion Date	
			Projected	Actual

**IIPP-Appendix E
March 2006**

Completed copies of this form should be routed to the department Safety Coordinator and kept in department files for at least three years.

SAFETY TRAINING ATTENDANCE RECORD

Training Topic: _____ Date: _____
(attach a copy of the training session curriculum)

Instructor: _____ Training Aids: _____

Location: _____ Time: _____

Attendees – Please print and sign your name legibly. Use additional sheets if necessary.

No.	Print Name	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____
25.	_____	_____
26.	_____	_____
27.	_____	_____
28.	_____	_____
29.	_____	_____
30.	_____	_____

Department of Environmental Science and Policy
Health and Safety Training Form
Required of all ESP – UC Davis employees

Employee Name: _____ Job Title: _____ Date: _____

The supervisor and employee must review this form and submit an updated signed copy to Nancy Louks in the ESP Business Office at least annually. Any questions that cannot be satisfied by the supervisor or by accessing <http://safetyservices.ucdavis.edu/> should be directed to the ESP Safety Coordinators (George: 530-574-6342, Tina: 916-803-2166, Anne: 530-902-8479) or to the CAO (Pat: 752-6370), or to the Chair (Susan: 752-5878), or to EH&S at 752-1493. Please call 911 in event of an emergency situation.

The employee has been trained in the handling of the following checked materials. All Material Safety Data Sheets (MSDS) not kept in the room's safety binder can be found in room 3117 Wickson Hall. The safety binder is kept in a specified place in each office or lab.

Check only if applicable

- | | | |
|--------------------------------|---|-------------------------------|
| a. ___ Acids & Bases | f. ___ Cryogenic material | k. ___ Radioactive compounds |
| b. ___ Asbestos | g. ___ Flammables & explosives | l. ___ Oxidizers |
| c. ___ Carcinogens | h. ___ Heavy metals | m. ___ Toxic materials |
| d. ___ Chem. & hazardous waste | i. ___ Infectious/biohaz/transgenic materials | n. ___ Other (specify: _____) |
| e. ___ Compressed gases | j. ___ Organic solvents | |

The employee has been trained on the following Emergency procedures and regulations:

- | | | |
|--|--|--|
| a. <input checked="" type="checkbox"/> Accidents | d. <input checked="" type="checkbox"/> Fire | g. <input checked="" type="checkbox"/> Medical emergencies |
| b. <input checked="" type="checkbox"/> Earthquakes | e. <input checked="" type="checkbox"/> Injury & Illness Prevention Program (IIPP): http://www.des.ucdavis.edu/Forms.html | |
| c. <input checked="" type="checkbox"/> Evacuations | f. <input checked="" type="checkbox"/> Workers Comp regulations | |

The employee has been instructed in the proper performance of the following operations/reduction of exposures:

- | | | |
|------------------------------------|--|-------------------------------------|
| a. ___ Climbing ladders | g. ___ Pesticide safety | n. ___ Specialized electrical equip |
| b. ___ Continuous standing | h. ___ Hantavirus (fieldwork)* | o. ___ Use of shop equipment |
| c. ___ Working in dusty conditions | i. ___ Solar exposure | p. ___ Use of dept. vehicles |
| d. ___ Electrophoresis safety | j. ___ Use of autoclaves | q. ___ Use of ultraviolet sources |
| e. ___ Heat stress | k. ___ Use of motorized field equip | r. ___ Valley Fever |
| f. ___ High noise level | l. ___ Use of research equipment | s. ___ Other (specify: _____) |
| f. ___ Lifting | m. ___ Field research protocols & water safety | |

*Please note requirement for Hantavirus training of all individuals involved in fieldwork and of those visiting off-campus facilities located in deer mouse habitat:

<http://safetyservices.ucdavis.edu/programs-and-services/occupational-health/acuohp/ucd-policy-procedures-educational-materials/hantavirus>

The employee has been instructed in the proper use of the following protective equipment and/or procedures:

- | | | |
|----------------------------|---------------------------------|------------------------------------|
| a. ___ Apron/lab coat | e. ___ Hair protection | i. ___ Radiation monitoring meters |
| b. ___ Field clothing | f. ___ Hardhat | j. ___ Respiratory protection |
| c. ___ Gloves | g. ___ Hearing protection | k. ___ Spill clean up |
| d. ___ Goggles/face shield | h. ___ Machine/equipment guards | l. ___ Other (specify: _____) |

The employee has been instructed in safe and proper ergonomic procedures and use of the following :

- | | | |
|---|--|--|
| a. <input checked="" type="checkbox"/> Chair position | c. <input checked="" type="checkbox"/> Desk position | e. <input checked="" type="checkbox"/> Lighting |
| b. <input checked="" type="checkbox"/> Computer station setup | d. <input checked="" type="checkbox"/> File cabinets | f. <input checked="" type="checkbox"/> http://safetyservices.ucdavis.edu/ |

Special precautions, instructions for use of equipment or any operations which may require special equipment not mentioned:

_____ If this employee supervises other employees, indicate safety training this employee is responsible for providing:

Employee: Under California law, you are entitled to receive certain safety information from your employer. This includes access to Material Safety Data Sheets and information or training for any hazardous substances to which you may be exposed at work as well as copies of any medical or exposure records kept by your employer. Your personal physician and/or recognized collective bargaining agent also have the right to this information. You and your supervisor agree that the health and safety aspects of your job are reasonably represented above and that you have had an opportunity to discuss them. Should you and your supervisor not agree about any safety aspect of your job, please call EH&S at 752-1493. You may also comment on this information in the space provided below or on a separate sheet of paper.

Employee comments: _____

Supervisor's Signature _____ Date _____

Employee's Signature _____ Date _____

Print Name: _____ Phone #: _____
 Supervisor

Print Name: _____
 Employee

BUILDING EVACUATION PLAN

INTRODUCTION

An "evacuation" is defined as the emptying of an occupied area and the transference of occupants to a safe location. The need to evacuate may be caused by any hazard --- natural, technological, or human --- that threatens the UC Davis campus. The Building Evacuation Plan is the first part of a department's Emergency Action Plan (EOP). The campus EOP coordinates the safe evacuation of students, staff and faculty from building assembly areas to zone assembly areas, and if necessary, to a mass care facility.

The **ENVIRONMENTAL SCIENCE AND POLICY** Building Evacuation Protocol complies with the California Code of Regulations, Title 8, Section 3220; the California Education Code, Parts 40 and 59 – Chapter C4.1, Section 66210 and Chapter 6, Section 94600; Title 19, Section 3.09 and 3.13; and UC Davis Policy & Procedure 290-05.

DEPARTMENT INFORMATION

Department Name:	ESP
BEP Location:	1011 Wickson Hall
Department Fax Number:	530-752-3350
Date of Annual Review of Department Action Plan:	February 1, 2012
Date of Annual Evacuation Drill:	TBA

Department Chair:	Susan Handy
Phone number:	530-752-5878
Email Address:	slhandy@ucdavis.edu

Safety Coordinator:	George Malyj	Department CAO:	Patricia Conners
Phone number:	530-574-6342	Phone number:	530-752-6370
Email Address:	gjmalyj@ucdavis.edu	Email address:	pmconners@ucdavis.edu

Tahoe Alternate Safety	
Coordinator:	Anne Liston
Phone:	530-902-8479
Email Address:	amliston@ucdavis.edu

Davis Alternate Safety	
Coordinator:	Tina Hammell
Phone number:	916-803-2166
Email Address:	tllhammell@ucdavis.edu

EMERGENCY EVACUATION PROTOCOL

Warning and Alarms

Three types of warnings are used to notify the **ENVIRONMENTAL SCIENCE & POLICY** personnel to evacuate a building: (1) evacuation alarms, horns, and flashing lights; (2) verbal warning, either in person or loudspeaker; and/or (3) the campus radio station KDVS 90.3 FM.

Department Safety Coordinators and Office Staff: **To the extent it is safe for you, direct everyone to evacuate.**

Prior to Exiting

After hearing the alarm to evacuate, stop all work activities. If time permits, each person will gather their valuables (e.g. car keys), turn off computers, depower experimental equipment, lock away sensitive items, leave the lights on, and close, but do not lock the doors (locked doors can hamper rescue operations).

The person responsible for roll call will take the personnel list before leaving the building.

Coordinator Information

Coordinators will: 1) familiarize with the location of fire extinguishers, pull alarms and first aid kit, 2) confirm that evacuation routes are posted and hallways are clear, 3) if safe to do so, when alarm sounds, systematically check ESP hallways to assure that all areas have been evacuated, 4) recruit assistants to guide evacuees to the assembly area, 5) assist differently-abled personnel to evacuate safely, 6) if ordered by the on-scene incident commander, move all personnel to the zone assembly area, 7) if ordered by the on-scene incident commander, inform personnel when it is safe to re-enter the building. After a major earthquake, personnel may not reenter the building until cleared by a qualified inspector.

Evacuation Routes

Emergency evacuation routes are posted at ends of all Hallways and in every office and laboratory assigned to ESP.

The map shows the primary route evacuees will take to exit the building. Walk, do not run, to the emergency exit.

Safety Coordinators: Recruit volunteers to help you direct evacuees to the Building Assembly Area.

Persons responsible for Roll Call in Environmental Science and Policy

Unit Name: ESP.

Responsible personnel: Patricia Conners, Nancy Louks or designated CHEDDAR staff.

Report injuries to: Patricia Conners, Nancy Louks or designated CHEDDAR staff.

Building Assembly Area

After exiting the building, employees, students, and visitors will follow the evacuation route to the pre-arranged Building Assembly Area (refer to the evacuation route map). The supervisor is responsible for taking roll call and reporting injuries to the Department Safety Coordinator. The DSC is responsible for informing the on-scene Incident Commander of the status of employees. If an employee is in immediate danger, report the location of the person directly to the nearest emergency responder.

Stay within your respective group at the Building Assembly Area. Do not leave the area.

During inclement weather, evacuees will be directed to an alternate Building Assembly Area.

The Building Assembly Area for employees in ENVIRONMENTAL SCIENCE AND POLICY is the northeast corner of the grassy area immediately north of Wickson Hall; also identified as the southwest corner of the intersection of North Quad and West Quad streets.

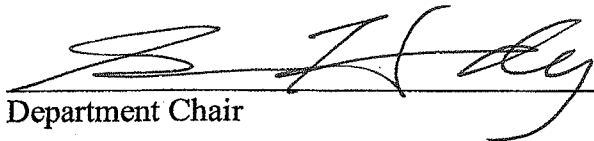
Units Reporting To This Area

Department of Environmental Science and Policy

Zone Assembly Area: Wickson Hall

SIGNATURES

This Building Evacuation Protocol has been reviewed and approved by the Department Chair and the Safety Coordinator.

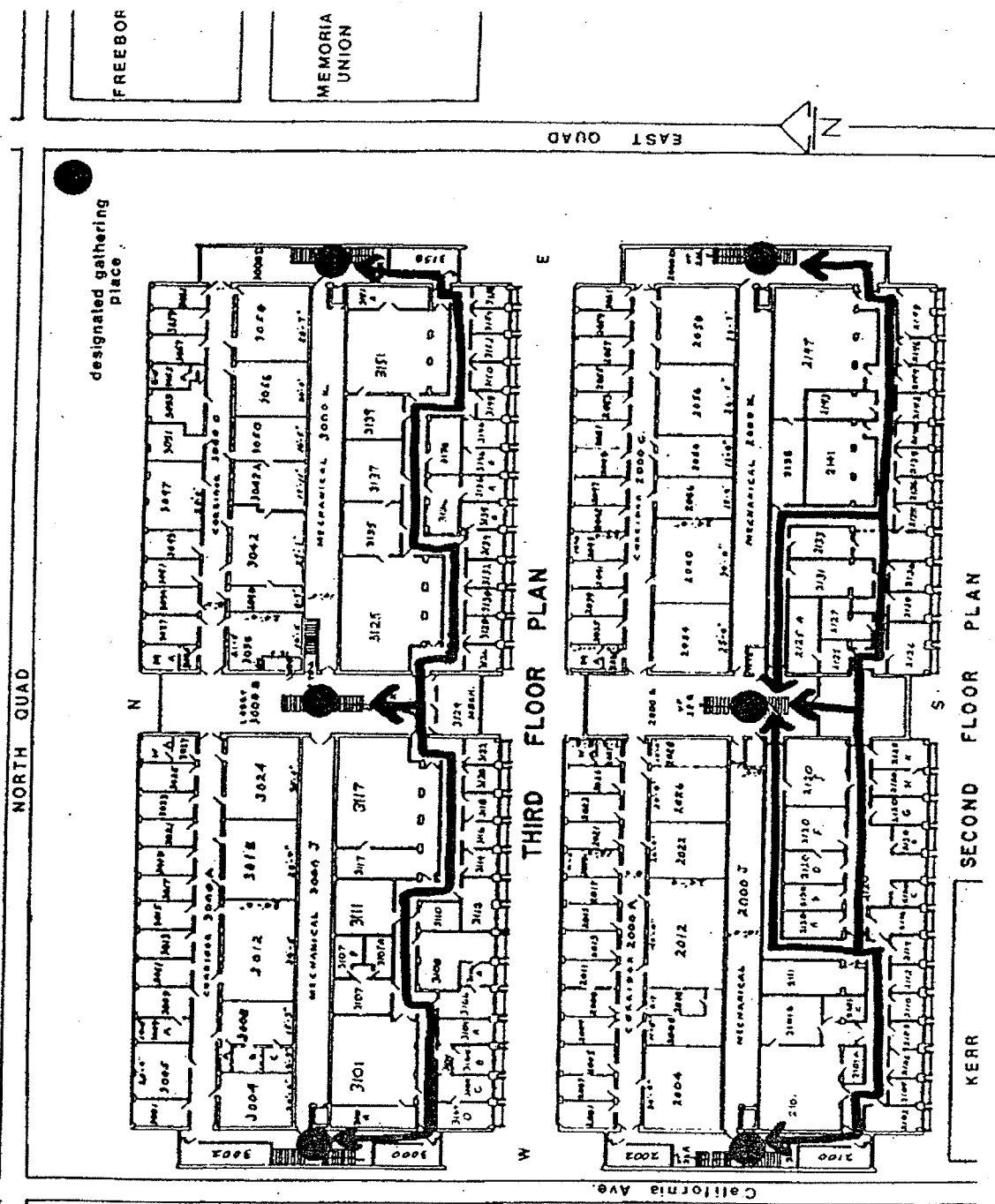
 _____ 2/2/12
Department Chair Date

 _____ 1/31/12
Safety Coordinator Date

Environmental Science & Policy

Wickson Hall Evacuation Plan for FIRE and OTHER EMERGENCIES

1. When you hear a continuous fire bell
EVACUATE IMMEDIATELY
2. Be aware of your main exit **AND** an alternative exit.
EXITS ARE MARKED IN RED
3. **SAVE LIVES NOT EQUIPMENT**
4. After you have evacuated the building please check in at the designated gathering place **MARKED BY A BLUE DOT** on the northeast corner of the lawn (closest to Freeborn Hall)



BUILDING EVACUATION PROCEDURES

1. A building evacuation will occur when a fire and/or life safety emergency occurs, the fire alarm evacuation (audible and/or visual) devices are activated, and/or upon notification by emergency response personnel, departmental Safety Coordinator, or Building Coordinator.
2. Be aware of all exits from your area and building. Know the routes from your work area. Departmental Safety Coordinators have maps showing emergency exit routes for your building.
3. If necessary or if directed to do so by emergency response personnel, departmental Safety Coordinator, or Building Coordinator, activate the building fire alarm. **CAUTION: Building fire alarms may stop ringing. If they stop, continue evacuation unless instructed otherwise by the personnel listed above.**
4. When the fire alarm evacuation devices sound, or when told to leave by emergency response personnel, the departmental Safety Coordinator, or the Building Coordinator, **WALK** quickly to the nearest marked exit and ask others to do the same. **DO NOT** use elevators unless directed.
5. **ASSIST** those persons who are disabled to exit the building! Elevators may be used to evacuate disabled persons **ONLY** after the elevator has been declared safe. Always evacuate mobility aids (wheelchairs, crutches, etc.) with the person, if possible.
6. Once outside, move to a clear area that is at least 100 feet away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
7. If requested, assist police or fire personnel, departmental Safety Coordinator, and Building Coordinator.
8. An emergency command post may be set up near the emergency site. Keep clear of the command post unless you have important information to report.
9. **DO NOT** return to an evacuated building unless directed to do so by emergency response personnel, the departmental Safety Coordinator, or the Building Coordinator.

FIRE PROCEDURES

The RACE Acronym and Prioritized Fire Procedures

Rescue Rescue anyone (including yourself) who is in immediate danger from the fire. Remove these people to the closest safe area, simultaneously notifying other building occupants to evacuate the area. Know the location of a primary and secondary exit and plan a means of escape. It helps to count the number of doorways between your room and the exit. Remember, the way you entered may not be the best way to exit in an emergency.

Use the stairs. Do not use elevators.

Alarm Sound the fire alarm by pulling the nearest fire alarm pull station and dialing 911.

If emergency procedure information has been posted in your building, or if this information has been made available to you, take a few moments to read this information and become familiar with the building floor plan.

Confine Confine the fire by closing all doors and windows in and around the fire area. This will help prevent the spread of smoke and fire. Shut off appliances and other equipment. Do not turn off the lights.

Extinguish Extinguish the fire by using a portable fire extinguisher if safe to do so.

How Do You Evacuate?

1. Stay close to the floor until you are sure there is no smoke. Smoke contains hot and toxic gases.
2. Take your keys. If you encounter fire or unsafe conditions, you may have to return to your room or office.
3. Check each door for heat before opening. Open the door slowly and check for smoke.
4. Shut your room or office door and all fire doors between you and the fire. This will help prevent smoke and fire from spreading. Do not lock doors as this will slow the work of firefighters and rescuers.
5. Only take personal belongings and medicine. Attempting to move equipment or other items wastes time and makes evacuating more difficult.
6. Go to the nearest exit. If blocked, proceed to your secondary exit.
7. Use the stairs. Do not use elevators. Power may fail causing elevators to stop between floors or elevator doors may open onto the fire floor. Some elevators become inoperable during a fire so do not waste time waiting for them.
8. When outside, move away from the building and go to your assigned meeting place.
9. Observe all instructions from fire or police authorities.

If You Can't Evacuate

1. Move to a safe location. In case of fire, locate a room or office with fire-rated walls, heavy or fire-rated doors and few interior openings.
2. If available, use a phone to notify authorities of your whereabouts and how to locate you. Also, turn on the lights and hang towel or other material outside a window to mark your location.

3. Wet Towels or other material and place them at the bottom of doors to keep fire and smoke out.

Your Pre-fire Responsibilities

1. Be alert for signs of fire. If you see or smell smoke, report it immediately by pulling the nearest fire alarm pull station and dialing 9-1-1. Early detection means prompt fire extinguishment. Form habits of watchful care; above all, be alert at night.
2. Memorize the location of fire alarm pull stations, fire extinguishers and exits. Never tamper with any fire or emergency warning or protection device. When needed, you'll want them to work properly. Immediately report deficiencies to the UC Davis Fire Department.
3. Avoid panic - remain calm. Do not alarm others by excited motions. Never shout "fire." Other building occupants may look to you for protection. Reassure others that everything is under control - there will be plenty of help to assist them.
4. Do not go to the fire area unless you are assigned to do so. Unless you are actively engaged in your routinely assigned fire response, moving from your regularly assigned area into the fire area will only make your whereabouts unknown to those who may need you before the end of the alarm and may further complicate emergency fire operations.
5. Know the fire procedures and remember that fire prevention is your responsibility, not only as an employee but, more importantly, as a trustee of human life.

You Can Help Prevent Fires

1. Most fire safety is common sense. Think about your actions.
2. Observe fire regulations. They are designed to protect you.
3. When in a lab or other hazardous area, observe all safety requirements.
4. The more combustibles in an area, the more likely a fire will start and the faster it will spread. Discard combustibles that are no longer needed.
5. Do not use extension cords. Extension cords are generally not approved for use on campus. Use only the building's wiring service unless otherwise approved by the campus Fire Department. If necessary, relocate appliances so the cord can reach the outlet.
6. Do not use unauthorized cooking or heating appliances.
7. Use all electrical and heating appliances as they were intended.
8. Use and store flammable or combustible liquids safely and keep a fire extinguisher handy.
9. Dispose of smoking material properly.
10. Do not block stairways and exits and ensure that corridors are kept clear and unobstructed.

For more information on fire safety, please telephone the UC Davis Fire Department at 752-1236.

Persons With Mobility Impairment

The following guidelines will assist differently abled employees with emergency evacuation.

Visually Impaired:

1. Describe the nature of the emergency to the person.
2. Offer to guide the person and ask if he/she prefers to take your elbow.
3. Advise the person about the evacuation route.
4. Take the person to the Building Assembly Area.

Hearing Impaired:

1. Never assume a hearing impaired person can lip read.
2. If the person did not hear the warning or alarm, write down the type of emergency and direct them to the emergency exit.
3. Offer to walk with the person to the exit.
4. Take the person to the Building Assembly Area.

Persons using Crutches, Canes, or Walkers:

1. Describe the nature of the emergency.
2. Offer to guide the person and ask if he/she prefers to take your elbow.
3. Advise the person about the evacuation route.
4. Take the person to the Building Assembly Area.

Person using Wheelchairs:

1. Describe the nature of the emergency.
2. Ask the person how you can help him/her to exit the building.
3. Always follow the instructions of the wheelchair user.
4. Do not remove a person from a wheelchair unless they agree to such a procedure.
5. Some electric wheelchairs can weigh 400 lbs. If needed, use a minimum of four injury-free employees with strong backs to move the chair without the battery. Follow correct lifting techniques.
6. Take extra care for wheelchair users attached to a respirator. Detach and test the portable respirator unit prior to disconnecting the battery-operated respirator.

Unconscious Person in a Wheelchair:

1. Call 911.
2. Give your name, department, and phone number.
3. Describe the situation and where you will meet emergency personnel.
4. If you are unable to meet emergency personnel outside, ask someone in your unit to escort emergency personnel to your location.
5. If immediate evacuation is required, do what is required to exit safely.
6. Follow all instruction from the emergency dispatcher.

IN THE EVENT OF MAJOR UTILITY FAILURE, NOTIFY Facilities Services at 752-1655 (24 hours a day). If there is also an imminent emergency (i.e., downed power lines) or if directed to do so by the department Safety Coordinator, activate the nearest fire alarm or call 911.

1. Building evacuations will occur when the fire alarm sounds and/or upon notification by a police officer, the department Safety Coordinator, fire or medical personnel.
2. Panic can be partially avoided by making immediate decisions about the need to evacuate or cancel classes.
3. ASSIST those who are disabled in exiting the building!
4. Flashlights should be kept available to assist in evacuation if necessary.
5. A major power outage may not itself be destructive, but panic and/or fire could endanger life and property.

ELEVATOR FAILURE

If you are trapped in an elevator, use the emergency phone in the elevator, which will call 911. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal your need for help.

PLUMBING FAILURE/FLOODING

Cease using all electrical equipment. Call 752-1655 and alert the safety coordinators and ESP Computer Services personnel. If necessary, evacuate the area.

SERIOUS GAS LEAK

Cease all operations. Do Not Switch On Lights! Disconnect all electrical equipment. Call 752-1655 and your department safety coordinators. Evacuate the area.

STEAM LINE FAILURE

Immediately call 752-1655 and your department safety coordinators. Evacuate the area.

VENTILATION PROBLEM

If smoke or odors come from the ventilation system, immediately call 752-1655 and your department safety coordinators. If necessary, cease all operations and evacuate the area.

HANTAVIRUS safety training websites (please visit and read):

<http://www.cdc.gov/ncidod/diseases/hanta/hps/noframes/printgenlsection.htm>

<http://ehs.ucdavis.edu/animal/health/hantavirus.cfm>

<http://www.cdc.gov/ncidod/diseases/hanta/hps/noframes/generalinfoindex.htm>

<http://www.cdc.gov/ncidod/diseases/hanta/hps/noframes/prevcad.htm>