

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF ENVIRONMENTAL SCIENCE AND FORESTRY
SYRACUSE, NEW YORK
PAPER AND BIOPROCESS ENGINEERING**

MEMORANDUM

TO: Walters Hall Cold Room Users

DATE: April 27, 2009

FROM: Gary Scott, Department Chair

RE: Cold Room Policy

In order to reduce safety risks and increase the usability of the cold room (room 5 Walters), all users of this space need to conform to the policies set forth below. The policies are similar to those of the past and will be strictly enforced. Unwanted pulp and wood samples must be removed from the cold room and placed on the ramp near the overhead door. Disposal of chemicals should be handled by the standard procedure of filling out and attaching a surplus chemical form and contacting the Environmental Health and Safety office for pick up.

- All samples must be clearly and legibly labeled in English with the owner's name and a date using a durable and securely fastened label.
- The date must be no older than 1 year. This means that samples that are to be stored for more than 1 year must be reviewed and relabeled annually. A reminder will be issued each year.
- All chemicals stored in the cold room must be stored in accordance with routine safe practices.
- All cold room users must be responsible for their own samples. If samples are no longer needed, the owner is responsible for disposing of them.
- Any samples not meeting the minimum labeling requirements are subject to disposal without notice with the associated cost charged back to the owner.
- Graduate students should remove all samples prior to leaving campus. Any graduate student samples to be saved by the student's major professor must be relabeled as belonging to that professor.
- Shelf space will be assigned to faculty and staff. If the initial space allocation is insufficient or anytime a need for additional space arises, arrangements can be made with Kate Gratien.
- Samples not in compliance will be tagged with a label. Once the sample is tagged, the PBE Safety Committee will allow one week before disposing of the sample. If the owner of the sample can be identified, an attempt will be made to contact the major professor/ group leader, but please be aware that samples not in compliance with the Cold Room Policy can be disposed of, at any time, without notification. It is the responsibility of the major professor/group leader to contact the owner of the sample.