**EHOS Fall Semester Safety Update**

First off, I would like to welcome everyone back to ASRC for the fall semester. I hope everyone had a great summer and enjoyed some time off.

As we head into the new semester, there will be some reminders on policy related practices and changes for others.

1. **C14 Processing** – Meghan Hughes our Designated Coordinator sent out an email not too long ago detailing the change in how C14 applications should be submitted (Attached below). In general, once you take the training EHOS provides. If you meet the FDNY requirements, you will need to decide whether to take the test at FDNY Headquarters or apply online via their website.
2. **Policy and plans** are continuously being reviewed and updated with regulation changes. Most can now be found on the ASRC website for review. Please see: <https://asrc.gc.cuny.edu/about/resource-hub/>, under Health & Safety.
3. **Chemical Inventory System – Safety Stratus** – I advised everyone in the new year and spent a lot of time updating and setting up accounts. Researchers need to access the system and maintain a proper up to date chemical inventory. This is required by law, and we will get an unannounced inspection by the NYCDEP. Here is the login link: [Contact Us | EHS Software Experts – SafetyStratus](https://www.safetystratus.com/contact-us/). If you do not have an account, please contact Tom Dickson to set one up.
4. Issues that need to be reminded and addressed:
   1. **Appropriate attire in the labs** – lab coats, gloves, safety glasses and proper footwear are standard requirements when working in the lab.
   2. **Chemical transport between labs** – This includes biological samples, cylinders, bottles, etc. Need to be moved in/on the freight elevator and via the LER hallway with some form of containment (i.e., tote, cart with sides/trays, in a sealed container). The ground floor poses a different situation as the LER hallway does not extend entirely down the east side of the building. When moving chemicals

around on the ground floor, researchers need to be even more diligent and follow containment practices. During transport PPE should be worn.

* 1. No chemicals are allowed in office spaces or tea rooms. Those locations are not permitted locations. Most importantly, this applies to hazardous or potentially hazardous materials.
  2. Transport of chemicals in stairwells is not permitted for one critical reason alone, if there is a spill, you have now effectively put an emergency route of egress out of service. That cannot happen.

1. **Chemical Storage Related**
   1. Fume hoods are not designated for extended periods of chemical storage or allowed for the storage of stock chemicals. Many labs have set up waste locations (Satellite Accumulation Areas) in the fume hoods. This is not permitted according to the C14 guidelines and our Chemical Hygiene Plan. Labs will need to consult with Tom Dickson to assist in locating an appropriate location to set up the SAA area.
   2. Compressed gas storage update pertaining to cryogenic gas and hazardous gases (i.e., flammable, etc.).
      1. Any lab that stores and uses more than 60 gallons of cryogenic fluid/gas (i.e., N2) requires an oxygen sensor. Please follow up with Tom Dickson to review and we will purchase the oxygen sensor for you.
      2. Flammable gas – upon reviewing regulations, labs are allowed 1 flammable gas cylinder that needs to be in use. After that one backup is allowed to be in storage. ASRC does not have an available permitted gas storage location for flammable gases.
         1. Flammable gases cannot be stored in the LER corridors.
2. **Training Requirements**
   1. Training requirements vary depending on your research activities.
   2. EHOS training and requirements are listed [here](https://asrc.gc.cuny.edu/wp-content/uploads/media/about/resource-hub/Training-and-compliance-matrix-Aug2023.pdf).
   3. EHOS Training schedule is updated monthly and posted online, please see the [ASRC Resource Hub](https://asrc.gc.cuny.edu/about/resource-hub/#1688594477971-53c93368-eef5) under trainings for relevant training times.

**C14 Applications**

**For new Applications:**

1. **APPLY ONLINE:**

For 1st time C-14 applicants for ASRC address, or, if previous C-14 is more than 90 days past expiration date who are eligible to apply **without taking a test**:

Apply directly for your C-14 here: [https://nyc-business.nyc.gov/nycbusiness/description/cof-c14](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnyc-business.nyc.gov%2Fnycbusiness%2Fdescription%2Fcof-c14&data=05%7C01%7Ctdickson%40gc.cuny.edu%7C91fada9b1fc142e001ea08db9203dbcc%7C6f60f0b35f064e099715989dba8cc7d8%7C0%7C0%7C638264323474097682%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=tz0WK1A8AShacaaWuvzbBapnXgFgkYuSmEK%2FMjH83kY%3D&reserved=0)

You must have the following forms ready for the application (correct as of July 2023):

* Completed and notarized Applicant Affirmation Form (attached with ASRC information completed).
  + [Find a notary](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.nationalnotary.org%2Fresources-for%2Fpublic%2Ffind-a-notary&data=05%7C01%7Ctdickson%40gc.cuny.edu%7C91fada9b1fc142e001ea08db9203dbcc%7C6f60f0b35f064e099715989dba8cc7d8%7C0%7C0%7C638264323474097682%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=M3D%2B8EqAwN4z8GgQNr812zh%2FxF7rQJGFudQEHM7nRqg%3D&reserved=0) at local bank branches, UPS, FedEx, online, amongst other locations.
  + Note: we hope to have a notary on staff in the near future.
* Letter of recommendation and fee exemption attached.
  + ASRC’s Designated coordinator will need to physically sign the letter (digital signature not accepted). Please stop by my office when the document is ready. If I am unavailable, please leave with Corynne and I will sign and have returned at the next availability.
* Application form A-20 (attached)
  + Your name, mailing address, telephone number, email address, gender, social security number, date of birth, weight, height, and work location MUST be included, or your application will be rejected.
* An electronic copy of your diploma or license file.
  + Your records must be translated to English by certified translator if your certifications have not been originally issued in English.
* A recent ID photo (2x2 color head shot) in JPG or JPEG format.
* Copy of a government issued ID.
  + Examples of accepted IDs: US driving license, US permanent resident card, Passport issued by any country.
* Copy of ASRC ID card.

1. **APPLY IN PERSON**

For those not eligible for alternative issuance program must take the test at FDNY, must take the test at: FDNY HEADQUARTERS

9 MetroTech Center, 1st Floor   
Brooklyn, NY 11201

C-14’s will be issued the same day at the FDNY office when the test has been satisfactorily completed. See instructions for applying in person [here](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fnyc-business.nyc.gov%2Fnycbusiness%2Fdescription%2Fcof-c14%2Fapply&data=05%7C01%7Ctdickson%40gc.cuny.edu%7C91fada9b1fc142e001ea08db9203dbcc%7C6f60f0b35f064e099715989dba8cc7d8%7C0%7C0%7C638264323474097682%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=fLljG993xTxBCCwkHUb1SedtyQCMSYm9GzsLGWAML2A%3D&reserved=0).

**For Renewals:**

There are still issues with processing online renewal applications with fee waivers. We hope to have updates for you soon.

In the interim, we will continue to submit renewal applications by mail. Please leave a complete package listed below with Corynne for signature and mail out. Please provide:

* Copy of your current C-14
* Completed renewal form (attached).
* Completed renewal letter with fee exemption (template attached).
  + This needs to have a handwritten signature. This will be signed before it is posted.

Please note that renewals are sometimes mailed to your home address. If you do not know what address FDNY has on file for you, please be sure to add a statement on the letter with your updated address.

**Once you have received your new C-14 application:**

Please bring your C-14 to the ASRC for copy, posting, and logging your C-14 certificate number in the ASRC. Me or Tom Dickson (cc’d) will be able to do this.