

# A Matter of Safety

Environmental Health and Safety Newsletter

## Avoid Summer's Bite

Summer is the season for being outdoors. It is also the season for vector borne illnesses, such as Lyme disease and West Nile Virus.

Lyme disease is an infection caused by the bacteria *Borrelia burgdorferi*. The bacteria are transmitted to humans by the bite of deer ticks. Deer ticks are about the size of a pinhead, much smaller than



common dog and cattle ticks. Ticks favor a moist, shaded environment, especially that provided by leaf litter and low-lying vegetation in wooded, brushy or overgrown grassy habitat. Both deer and rodent hosts must be abundant to maintain the life cycle of *Borrelia burgdorferi*.

Lyme disease is most common during May through August in the U.S. About 23,000 cases of Lyme disease were reported in the U.S. in 2002, though the disease is greatly under reported. More than 90% of

*Disease – continued on page 4*

## The Importance of Shop Safety



A serious accident recently occurred in a university machine shop, which has brought shop safety to the forefront of university general safety concerns. The accident involved a student worker who amputated a portion of their finger while operating a metal lathe. The accident was serious enough to trigger an investigation by the Iowa Occupational Safety and Health Administration (IOSHA),

who issued Iowa State University two serious citations with significant fines. It is important to note that it was the financial responsibility of the department operating the shop in which the student was injured to pay the fine issued by IOSHA.

The two citations issued to the shop where the accident occurred have already been corrected, but is this good enough? Could the same safety hazards exist in other university machine shops and cause more injuries? Yes, the same problems could potentially be found in any one of the hundred-plus machine shops operated by the university. These problems, if not addressed, could result in another serious injury or worse, as well as further citations and financial penalties. To identify and correct safety hazards in all university machine shops, EH&S is implementing a new shop safety audit program.

### What is a machine shop?

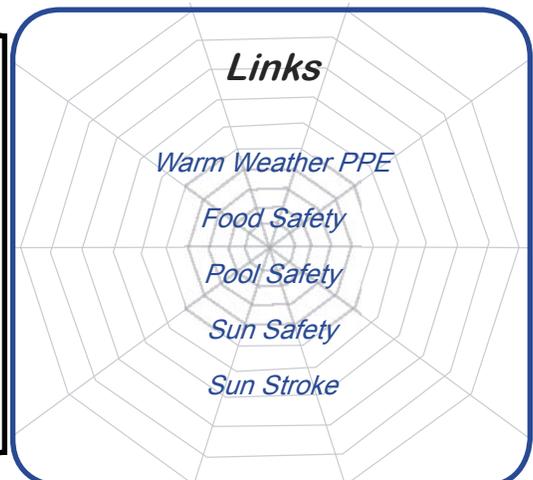
Machine shops typically contain equipment for woodworking or metalworking, which may include drill presses, lathes, grinding wheels, milling machines, power

*Shop Safety – continued on page 3*

## Seat Belt Use – The Smart Choice

The leading cause of death for people under the age of 35 is car accidents, claiming over 42,000 lives each year. Seat belts save an estimated 12,000 lives in the United States annually. Being thrown from a vehicle is the number one cause of death in car crashes. This means the best chance of survival involves remaining inside the vehicle.

Iowa State University requires seat belts to be worn by the **driver and all passengers** of university vehicles. Failure to wear seat belts not only jeopardizes your driving privileges, but also your life and the lives of your passengers.



## Severe Weather Signs



On May 4, 2003, an F4 tornado tore through William Jewell College in Liberty, Missouri, causing \$10 million in damage. Nearly 850 students lived in on-campus residence halls, which were heavily damaged. Thanks to advance warning and established emergency response procedures, no fatalities or severe injuries were sustained by students, faculty or staff. A similar tornado ripped through Gustavus Adolphus College in St. Peter, Minnesota, on March 29, 1988, causing similar damage in which eighty percent of all campus windows were broken, ninety percent of campus trees were lost, and a number of buildings were damaged beyond repair. Again, there were no serious injuries to students and staff.

EH&S has initiated an effort for every university building and department to develop a severe weather notification plan, in order to identify safe shelter areas so that all building occupants could safely seek shelter in the event Iowa State is hit by a tornado. In addition to severe weather notification plans, building staff are also working to update all emergency evacuation maps posted in each building. These maps illustrate fire evacuation routes and contain severe weather shelter information.

A new project for EH&S entails working with building Weather Coordinators to install signs in areas of their buildings that have been designated as severe weather shelter areas. With 450 signs to install, this project will be ongoing through the summer months. Watch for these signs in your building or while you are visiting other areas. In most buildings, they will be found in the basement, ground or first floors, away from doors and windows. The areas in which the signs are posted have been designated as shelter areas in the event of a tornado. Knowing where these locations are in a building may be life-saving in the event of a tornado.

For more information on severe weather shelter areas, signs or notification plans, please contact [Angie Jewett](#) at 294-8090.

## Clean Water Act Permitting

Iowa State University was recently issued its National Pollutant Discharge Elimination System (NPDES) Phase II Permit. This permit is required under the Clean Water Act (CWA) for cities with populations of 50,000 or higher, or for entities that own and operate an independent storm water discharge system. Iowa State is required to participate in this regulation, because it operates and maintains an independent storm water discharge system.

One of the requirements of the program is to gather information on how knowledgeable faculty and staff are in the area of storm water. To understand where additional education needs to be developed, we have created a [five-minute quiz](#) on storm water. Your responses are very important to us so that we can develop a program to help improve water quality in the state of Iowa.

Another requirement under our Phase II permit is the development of a 24-hour storm water hotline. This hotline will provide students, faculty and staff the ability to inform EH&S about storm water problems on campus. This could include reports of sheens on creeks or ponds, or illegal discharges down storm sewers. Please call 294-5359 if the incident occurs during normal working hours. Outside of business hours, please contact DPS at 294-4428. DPS will contact the appropriate individuals to inspect and rectify the situation.

If there are questions concerning the Phase II permit or storm water issues at Iowa State, please contact either [Susan Kula](#) (294-3409) or [Bill Diesslin](#) (294-2105).

## Ergonomics

Ergonomics is the study of how individuals interact with the work environment, not only physically, but also mentally. Ergonomics can be applied to most workplace settings, including work in an office. Often, office furniture and computer accessories, such as monitors, keyboards, and mice, are positioned incorrectly. Did you know that the correct viewing height of the monitor has the top of the viewable screen

level with or slightly below eye level? To learn more about ergonomics and recommendations for better ergonomic practices in the work environment, see the [EH&S ergonomics website](#). Ergonomics evaluations can be conducted for university personnel, free of charge. To request an ergonomic review, please follow the steps listed on the website or contact [Paul Hokanson](#) at 294-6749.

Shop Safety – continued from page 1

sanders, welders, and saws. A room with this type of equipment would be subject to the requirements of the shop safety audit program.

**What are the requirements of the shop safety audit program?**

EH&S is currently compiling a list of all university shops. Departments operating shops must first provide a list of all shop room numbers and the names of their supervisors. This can be done by calling the EH&S main office (294-5359) or by emailing [Troy Carey](#).

**Inspections**

Once we have a shop properly listed in our database, EH&S will send the shop supervisor a shop safety audit pamphlet. This is a tool intended to help supervisors identify and correct safety concerns in their areas. Once the shop safety audit pamphlet has been completed by a shop supervisor, it should be submitted to EH&S. An appointment will then be scheduled for a final audit to be performed by an EH&S representative.

**Recordkeeping**

Supervisors must be able to produce written documentation of all required training. This includes shop/site-specific

training completed. Examples of shop-specific training are machine operating procedures, first aid kit location, required PPE, worker right-to-know, etc. Training documentation should include signatures of those trained, training instructor, date of training, list of items covered during training, and some evaluation tool to ensure that training was effective (quizzes, demonstrations of tool use, etc.). EH&S only maintains records of training courses offered by EH&S, such as Lockout/Tagout, and Personal Protective Equipment (PPE).

**Security**

Departments must ensure that shops are available ONLY to authorized personnel. Authorization must include verification by shop supervisors that users have completed all necessary training. When supervisors are not present in the shops, the areas must be secured to prevent unauthorized entry.

**Do you have questions, need help, or need a shop inspection pamphlet?**

If you need a pamphlet for your shop, have questions about the pamphlet or would like EH&S to help you complete your shop safety audit, please contact [Ken Kerns](#) at 294-0746 or [Troy Carey](#) at 294-9495.

**Spring CLEANing**

Ah, spring. Robins are singing, rain is falling, and buds are popping out like state and federal inspectors. Will your lab be presentable if an inspector comes to call?

**Cleaning: Good for Body and Soul**

Some of the most frequently cited health and safety violations are a direct result of disorganized workplace practices. Incomplete chemical inventories, improperly labeled chemicals, undiscarded hazardous waste, tripping and falling hazards, and general clutter all create an increased risk of injury to employees. Inspectors look for violations that may harm people or the environment; they aren't just "out to get us." With that in mind, annual spring cleaning is an excellent way of reducing hazards and improving the overall work experience.

**Designate a CLEAN Day**

Maintaining a clean work environment should be a year-round goal. In reality, people are busy, faculty and staff come and go, and unsafe practices accumulate in small increments. Over time, the task of reorganizing the work area can seem

overwhelming. Prioritizing your goals can help.

1. What presents an immediate hazard to people? Identify items such as unsafe power tools and lab equipment, lack of access to exits or safety equipment, or improperly stored or degraded chemicals. (Contact EH&S immediately if you find old ethers or dry picric acid!)
2. Are there violations that might be technical violations of state and/or federal law? This might include incomplete chemical hygiene plans and chemical inventories, improper waste handling and accumulation, or lack of documented training.
3. Is there an inordinate amount of junk and clutter in the workspace? Discard old papers and boxes, nonfunctional equipment, excess glassware, and materials such as books, chemicals and files left behind by employees who are no longer at the university. A good rule of thumb is: if it hasn't been used in a year, discard it.

EH&S recommends selecting the first Monday in May as Annual CLEAN (Clean

*CLEAN – continued on page 5*

**EH&S Contacts**

**Director**

A. David Inyang  
(515) 294-7676

**Biological Safety**

Tru Twedt  
(515) 294-6593

**Environmental Programs**

Bill Diesslin  
(515) 294-2105

**General Safety/Emergency Response**

Ken Kerns  
(515) 294-0746

**Occupational Health**

Paul Richmond  
(515) 294-9698

**Radiation Safety**

Stephen Simpson  
(515) 294-7675

**Training**

Karin Schoen  
(515) 294-8338

## Regulatory News

- EH&S has created a centralized database to track all USDA, CDC and FDA permits, letters of notification, letters of compliance, or courtesy transport letters. This was done in order to provide the administration with a complete record of the regulated and monitored materials being used on campus, and to provide researchers assistance in obtaining permits and meeting any regulatory conditions for those permits. Please FAX copies of all active and new permits and letters to Beryl Packer at 294-9357.
- Researchers conducting field tests with GMOs developed to produce pharmaceuticals or industrial compounds are required to provide and document training for all personnel affiliated with their work, including contracted farmers, lab staff, students, and anyone with administrative responsibility, including regulatory permits, compliance and biosafety.

Environmental Health and Safety is developing a generic training program tailored to cover the regulatory requirements and information that applies to this type of research. Assistance is available to help you provide appropriate training and document its completion for USDA permit applications. Please contact [Beryl Packer](#) at 294-6366 for assistance with training to meet regulatory requirements.

- The USDA-APHIS-PPQ (Plant Protection and Quarantine) division has been extremely slow processing applications over the past six months. Please submit applications at least three to four months in advance of when you think you will need them!

*Disease – continued from page 1*

reported cases occurred in Connecticut, Delaware, Rhode Island, Maine, Maryland, Massachusetts, Minnesota, New Jersey, New Hampshire, New York, Pennsylvania, and Wisconsin. Avoiding tick-infested areas, using repellents, and promptly removing ticks that become attached to clothing or the body can prevent Lyme disease.



West Nile encephalitis is transmitted by the bite of mosquitoes infected with West Nile Virus.

West Nile encephalitis is not transmitted from person to person. There is no documented evidence of animal to person transmission of West Nile Virus, including bird to person transmission. West Nile Virus has been commonly found in humans, birds and other vertebrates in Africa, Eastern Europe, West Asia and the Middle East. The virus was first detected in the northeastern U.S. in 1999, with cases reported in humans, birds and horses. West Nile Virus has been present in Iowa since 2001. Even in areas where mosquitoes do carry the virus, less than 1% are infected. If the mosquito is infected, less than 1% of people who get bitten and become infected will get severely ill.

Prevent West Nile Virus infection by avoiding mosquito bites:

- Stay indoors at dawn, dusk and early evening.
- Don't wear perfume or cologne - it attracts mosquitoes.
- Wear light-colored, long-sleeved shirts and long pants whenever you are outdoors.

*Disease – continued on page 5*

- When shipping any type of plant or animal tissue, extract or product; any plant or animal pathogens, their DNA, RNA or by-products; soil samples; or any plasmids or recombinant materials that contain any genetic elements such as promoters or short gene sequences from plant or animal pathogens, the recipient will probably be required to obtain a USDA permit to receive the material. ISU will not ship the material until EH&S receives a copy of this permit.

PLEASE notify collaborators well in advance of this requirement. Don't forget that YOU may also need a permit to receive these types of materials. Please contact [Beryl Packer](#) to determine whether you or your collaborators need a permit to import, transport or receive these types of materials. For assistance with shipping questions, please contact [Anne Dukehart](#) at 294-7417.

- Researchers importing any human pathogens or any materials such as human tissues, blood or serum must obtain an import permit from the Centers for Disease Control and Prevention. If you need assistance in determining whether you need to apply for a permit or for help in tracking an application, please contact [Beryl Packer](#). Applications can be obtained at the [CDC website](#).

### Newsletter Editorial Board

Managing Editor – Anita T. Nimitz (atnimitz@iastate.edu) □ Production Editor – Sherry Berghefer (slbergh@iastate.edu) □  
Assistant Production Editor – Rajean Birkestrand (rbrirke@iastate.edu)

Disease – continued from page 4

- Use a repellent containing DEET (always follow manufacturer and/or physician recommendations), especially at dusk and dawn. Spray clothing with the repellent since mosquitoes may bite through thin clothing. Apply insect repellent sparingly to exposed skin. [Note: Vitamin B and “ultrasonic” devices are NOT effective in preventing mosquito bites.]
- Inspect window and door screens for holes that might allow mosquitoes to enter the home.
- Drain any standing water around your home where mosquitoes can breed, such as old tires, buckets, bird baths, wading pools and clogged roof gutters.
- Avoid bare handed contact when handling any dead birds, use gloves or double plastic bags to place the carcass in a garbage can and wash hands thoroughly afterwards, even if gloves were worn.

For more information on Lyme Disease and West Nile Virus:

- [Centers for Disease Control and Prevention’s Lyme Disease website](#)
- [Iowa Department of Public Health Lyme Disease fact sheet](#)
- [Centers for Disease Control and Prevention’s West Nile Virus website](#)
- [Iowa Department of Public Health West Nile Virus information](#)

CLEAN – continued from page 3

**Labs – Exciting and New) Day.** If you need assistance, contact EH&S prior to CLEAN Day and we will visit your area. EH&S staff will provide guidance and help develop goals based on the items listed above. Cleaning can be daunting. Recruit volunteers to help as necessary.

(A piece of advice...provide pizza and helpers will pop out of the woodwork!)

### Make Spring Last

Once a work area has been organized, institute policies to ensure all your hard work won’t evaporate tomorrow or next week.

- Conduct quarterly surveys of the workspace and identify problems. Fix problems as soon as possible.
- Require that outgoing students, faculty and staff clean their areas before they leave. Don’t let them abandon papers, chemicals and equipment.
- Contact EH&S frequently for advice and assistance.

### Really, EH&S Will Help?

Yes. EH&S’ goal is to provide a safe and healthful work environment for all

university employees. We will provide guidance whenever possible to fulfill that goal. All we need is a call from you.

### Who will help?

- General Safety – Identification of safety hazards, advice on tool and equipment modification or disposal (Ken Kerns 294-0746)
- Occupational Health – Chemical Hygiene Plan development, chemical inventories (Paul Richmond 294-9698)
- Environmental Programs – Hazardous chemicals and hazardous waste disposal, lab cleanouts of unwanted chemicals (Bill Diesslin 294-2105)
- Central Stores/Asset Recovery – Removal of unwanted equipment (Norm Hill 294-5752)

A clean workspace is a safer work environment. Designate an annual CLEAN Day. Periodic follow-up will help maintain the work area. Contact EH&S if you feel overwhelmed and we’ll help you develop your cleaning and maintenance goals.

And we won’t even ask for pizza.

## EH&S Laboratory Inspection Program Update

You may have noticed EH&S personnel recently visiting laboratories and contacting Chemical Hygiene Officers in order to refine our list of campus labs and identify appropriate emergency contacts for those labs. This information has been gathered into a new database, which will serve as a master list of spaces requiring periodic laboratory safety surveys. Laboratory safety surveys have been a part of the Chemical Hygiene Plan since 1991, and many departments now routinely complete surveys of their own laboratory spaces.

Laboratory safety is critical to protect laboratory employees and research. Further, there is a plethora of health, environmental and safety regulations that apply to laboratory operations. Completing periodic safety surveys can be an effective way to ensure that laboratories meet compliance directives, protect critical research, and provide a safe place for students, faculty and staff to work.

EH&S plans to continue helping departments that request assistance with Chemical Hygiene Plan requirements and laboratory surveys. EH&S also has a new goal of performing annual surveys on campus. A summary of any problems found will be forwarded to departmental representatives.

Planned laboratory safety surveys are scheduled to start this summer. Please contact [Scott Bonney](#) (294-6309) or [Rich McColley](#) (294-9561) if you would like EH&S to visit your laboratory to assist in meeting compliance needs.

[Download a copy of the latest Laboratory Safety Survey Form](#)

## Outdoor Safety

Now that spring is here it's time to get out and enjoy Iowa's natural resources. Whether you enjoy hiking, camping, bicycling, canoeing, or another outdoor activity, Iowa has a lot to offer. However, outdoor activities are not without their hazards. Before you venture out, you need to plan your activities with safety in mind. With an understanding of the hazards and a little pre-trip planning it's easy to enjoy the outdoors safely.



### Before Venturing Out

Always call a friend or family member and let them know your itinerary. Let your contact person know where you plan on going, when you're going to be there, and what activities you plan to do. Arrange a time to call and check in with them. Something could go wrong on your trip, such as an injury in a remote location, and nobody else may be around to help you. If you don't check in with your contact they can alert the authorities. If your contact has a good idea of where you were supposed to be and when, authorities will have a much better chance of finding you quickly.

When planning your itinerary, identify nearby locations along your route where you could go for help in an emergency. These places could be small towns, ranger stations or other places where you could make a phone call. It is a good idea to bring a cellular phone, but you can't depend on it to receive service in all locations. Remember, if you do bring

a cell phone, it is proper etiquette to set the phone on silent or vibrate. For many people the outdoors is an escape from their fast-paced city lives, and the last thing they want to hear is a cell phone while enjoying the wilderness.

### What to Bring?

**A traveling companion** – The best thing you can bring on an outdoor adventure is a buddy. Not only are they good company, they can also go for help if you become seriously injured.

**Clothing** – Check the weather forecast before heading out and dress accordingly. Layered clothing is best for adapting to changing weather conditions. Always bring rain gear if there's even a chance it could rain.

**First aid kit** – There are numerous commercial first aid kits available. You can go to any outdoor outfitting store and pick one suitable for hiking or other outdoor activity. Generally they will contain bandages, dressings, emergency blankets, etc. You or a member of your group should have at least basic knowledge of first aid procedures before venturing out. The local Ames chapter of the American Red Cross offers first aid courses to the community in which participants learn how to respond to shock, cardiac and breathing emergencies for adults, children and infants, heat and cold emergencies, sudden illnesses and poisonings. Additionally, participants will learn first aid for everything from cuts and scrapes to muscle, bone and joint injuries. For more information on first aid courses you can visit the local [Ames Red Cross website](#).

**Pocketknife or multi-tool** – An essential survival tool when venturing out to remote locations. Buy one with tweezers in case you find any ticks.



**Flashlight** – If you get lost or delayed on your trip, you may be out on the trail later than you expected.



**Insect Repellent** – This will help repel mosquitoes and ticks, both of which can carry disease.

**Waterproof matches or lighter** – If you become lost and have to unexpectedly set up camp on a cold night without the proper clothing and equipment, you'll want to be able to start a fire.

**Food** – When you're hiking, biking, or participating in any strenuous outdoor activity it is a good idea to carry lightweight high carbohydrate food sources, such as power bars or candy bars, in addition to any planned meals.

**Drinking water** – Water is essential to staying healthy and enjoying the outdoors. Your required water intake will depend on numerous factors such as weather, activity level, metabolic needs and physical condition. Generally, if you're going hiking you will need 2-8 liters a day. You should research an area before you visit, including weather conditions and how strenuous your activity will be, to help determine how much water you will need.

**Water filter and chemical treatments** – Never drink water directly from ponds or streams without first treating the water, as it can contain harmful bacteria, viruses and chemicals. *Giardia* is a common cause of sickness, resulting from drinking untreated water. *Giardia* is a protozoan that spends part of its life cycle as a water-borne cyst and the rest in mammalian intestines. When you drink *Giardia*-contaminated water, it attaches to your intestines and makes you sick. Symptoms strike a few days to a few weeks after con-

*Outdoors – continued on page 7*

Outdoors – continued from page 6

tracting the disease, and include cramps, nausea, diarrhea, vomiting, and extreme fatigue. *Giardia* is not treatable with ordinary antibiotics; it requires a special class of drugs to destroy the parasite. If you need to drink water from a natural source, you must treat it first. The best way to treat your water is by using a backpacking water filter. Filters can remove a wide variety of contaminants both organic and inorganic. There are many good filters out there, just check to make sure that the one you choose specifically states that it can remove *Giardia*.



### Hazardous Wildlife in Iowa?

**Ticks** – Remember that Lyme disease-carrying deer ticks do live in Iowa. Periodically check yourself for ticks, especially if you wandered around tall grassy areas or off trail in the woods. Be sure to check yourself thoroughly for ticks because a deer tick is no larger than a pinhead.

If you find a tick, gently pull it off with tweezers, being careful not to leave the head imbedded in your skin. Early symptoms of Lyme disease include a red circular rash

around a pale center, fever, muscle pain, fatigue, and sweating. The later stages of the disease are very serious and can include heart palpitations, chronic arthritis, and inflammation of the brain. If you have the early symptoms of the disease and have recently been in the woods or had a tick bite, consult with your doctor.

**Venomous snakes** – Four types of venomous snakes can be found in parts of Iowa: the timber rattlesnake, the prairie rattlesnake, the massasauga rattlesnake and the copperhead. You can easily identify each of the three rattlesnakes by the rattle on the end of their tail which makes a distinct hissing noise. The copperhead does not have a rattle but can be distinguished by its usual shade of orange with darker cross bands that extend onto the tail. These snakes are very rare in Iowa and the chances of you spotting one are slim, however in the event of a venomous snake bite the American Red Cross recommends that you take these first aid steps:

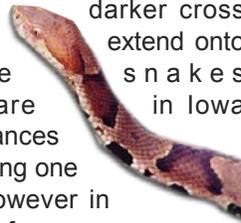
- Wash the bite with soap and water.
- Immobilize the bitten area and keep it lower than the heart.
- Get medical help.

**Venomous spiders** – Two types of venomous spiders can be found in Iowa, the black widow and the brown recluse. The brown recluse

spider is about 1 inch long and has a violin shaped mark on its upper back. A black widow spider is a small, shiny, black, button-shaped spider with a red hourglass mark on its abdomen. Brown recluse spiders are more commonly found in Iowa than black widows, however neither spider exists in large numbers.

Brown recluse spiders can be found in dry sheltered areas such as under loose bark, in woodpiles, in hollow trees, and under stones. People who have been bitten by a brown recluse often feel nothing at first. The bite area usually appears as a blister or dark spot with a white area and red ring. Bite victims also experience flu-like symptoms including fever, nausea, and vomiting. If you are bitten by a brown recluse or are experiencing symptoms of a bite, wash the area with soap and water and seek immediate medical attention.

Black widow spiders can be found outside under woodpiles, animal burrows, barns and beneath ground cover. A black widow bite is characterized by two puncture wounds and a pale coloring to the skin around them. Severe pain, a numbing ache, begins in about half an hour. Muscle pain near the bite spreads to the abdomen, back, and legs. Other symptoms include difficulty in breathing, muscle twitching, anxiety, swollen eyelids, headache, and nausea. If you are bitten by a black widow or are experiencing symptoms of a bite, wash the area with soap and water and seek immediate medical attention.





Summer is fast approaching and most people will be traveling near and far mainly by car or airplane. To ease the stresses of travel consider the following lists of suggestions as you plan your trip.

### Basic Advice and Safety Tips for Drivers

Remember a few simple tips when you are driving, and help keep yourself and other drivers safer and more comfortable on your journey.

- Always buckle your seat belts.
- Obey the posted speed limit.
- Watch your blind spots so that you don't cut off other drivers as you pass.
- Use your flashers about 300 feet prior to making a turn.
- Never drink and drive.
- Be aware that there are inattentive drivers on the road.
- Avoid being squeezed between large vehicles.
- On long trips, make sure to stop often for gas, food and restroom breaks.

### Road Work Zone Safety

In Iowa, May through November is really the only time our roads can be repaired. So, while you are driving through a road work zone, remember to:

- Stay alert! Dedicate your full attention to the roadway.
- Pay close attention! Signs and work zone flaggers save lives.
- Turn on your headlights! Workers and other motorists must see you.
- Don't tailgate!

*Travel – continued on page 9*

## Stop Shipping Delays!

Shipping biological and chemical materials is critical to Iowa State's research community. By following the federal shipping and permitting guidelines, you can avoid delays, which cost both time and money, as well as avoiding more severe penalties, including fines.

EH&S will help determine what must be done prior to the shipment leaving Iowa State University so that delays are avoided, while fully complying with any applicable regulations.

To ensure your package arrives without delay, contact EH&S for the following:

- **Permits** may be required to receive

biologicals and could take 6-12 weeks to obtain.

- **Collaborator permits**, if required for receipt of biologicals, must be on file with EH&S prior to shipping. Again, it could take 6-12 weeks to obtain a permit.
- **Classification of materials**, primarily materials developed at Iowa State University, may take a minimum of 3 days. EH&S must be contacted prior to any shipment containing dry ice or liquid nitrogen.
- **Obtaining proper packaging**. EH&S will direct you in the selection of the proper packaging materials for your shipment.

Don't expect same-day results! Permits and classification of materials take time. Permits may be required for materials that are not regulated for shipping, including: pathogens of plants, animals and humans, and their derivatives; tissues or material from plants, animals or cell lines that have been exposed to plant or animal pathogens; plant pests; soil; and genetically modified organisms.

For further information on permits and regulatory issues, contact [Beryl Packer](#) at 294-6366. For information on shipping, please contact [Anne Dukehart](#) at 294-7417.

*Travel – continued from page 8*

- Don't speed! Note the posted speed limits in and around the work zone.
- Keep up with the traffic flow!
- Don't change lanes in the work zone!
- Minimize distractions! Avoid changing radio stations and using mobile phones while driving in the work zone.
- Expect the unexpected! Keep an eye out for workers and their equipment.
- Be patient! Remember work zone crews are striving to improve your future ride.

### **Basic Advice and Safety Tips for Air Travel**

Air travel is convenient, affordable and safe, but it can be very stressful if you are not prepared. Below you will find simple tips for travel from the Des Moines International Airport and the National Transportation Safety Administration.

#### ***Before the Airport***

- Do NOT pack or bring prohibited items to the airport. Read the [TSA Permitted and Prohibited Items list](#).
- Refrain from taking wrapped presents to the airport. TSA is recommending that you either ship wrapped packages ahead of time or wrap on arrival. If the package alarms, TSA will need to unwrap it to investigate the source of the alarm.
- Avoid wearing shoes, clothing, jewelry, and accessories that contain metal. Metal items may set off the alarm on the metal detector.
- Put all undeveloped film and cameras with film in your carry-on baggage. Checked baggage screening equipment will damage undeveloped film.
- Carry-on baggage is limited to one carry-on bag plus one personal item. Personal items include laptops, purses, small backpacks, briefcases, or camera cases – remember: 1+1.
- Place identification tags in and on all of your baggage. Don't forget to label your laptop computer. This is one of the most forgotten items at Screening Checkpoints.

#### ***At the Airport***

- Put metal IN your carry-on bag. This includes jewelry, loose change, keys, mobile phones, pagers, and personal data assistants (PDAs).
- Take OUT your laptop computer. Place it in a bin, separate from its carrying case.
- Take OFF your outer coat. Place it in a bin. Suit jackets and blazers do not have to be removed, unless requested by the screener.

#### ***Prepare to Take Off***

Airline passengers should arrive at the airport at least 2 hours before the scheduled departure time. The following safety and security measures are in effect:

- No unattended vehicles are allowed in the passenger drop-off and baggage claim areas.
- Expect a visual inspection of your vehicle if using the Airport Parking Garage.
- Anticipate a visual inspection of all check-in and carry-on baggage.
- Each passenger may board with one carry-on bag and one personal item.
- Only passengers with boarding passes are allowed beyond the Security Check Point.
- Passengers are strongly urged to review the [TSA Travelers Tips & Prohibited Items](#) page to ensure they are compliant with current regulations.
- To make your travel easier, check as much baggage as possible, and carry on as little as possible.

Your trip across town, across the state, around the country or around the world will be a more enjoyable, relaxing and safe experience for you and others if we all follow these simple travel tips.

**Happy Summer Vacation!**