

Safety & Environmental Newsletter



January 2014

Hazardous Operations – Requesting Safety Office Support

Operations conducted at WFF that involve handling of ordnance devices, pressure systems, chemical systems, mechanical systems, lifting devices, and cryogenics require supervision by a certified Operations Safety Supervisor (OSS). These devices and systems are hazardous if handled improperly.

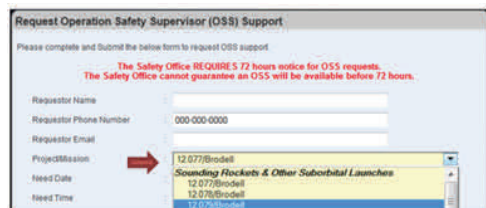
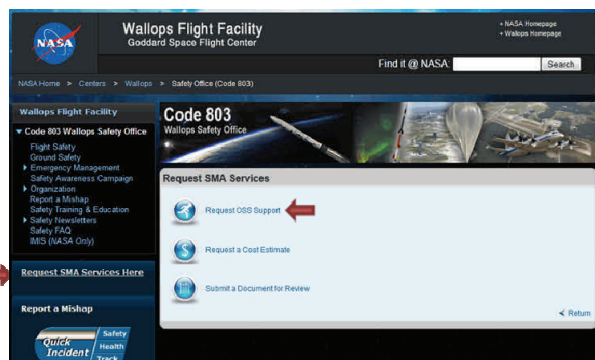
The following is WFF Safety Office's improved process for requesting an OSS:

Point your browser to the Code 803 Safety Office website at <http://sites.wff.nasa.gov/code803/index.php>.

On the left-side, center of the page, click "Request SMA Services", then select the first option, "Request Code 800 OSS Support".

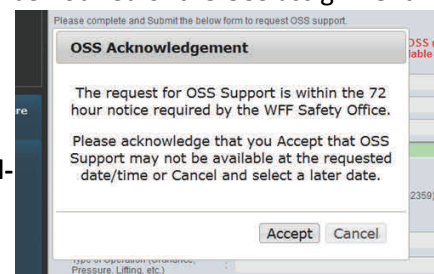
Enter the fields in the request form:

1. Select whether this is a new request for support, an update, or to cancel a request previously submitted.
2. Add Requestor Name / Phone Number /and Email: Must be a valid email address in standard "username@server.xxx" format. Add cc email address if applicable.
3. Project/Mission – From the drop-down box, select the project/mission for which the OSS support is needed.
4. Need Date – From the pop-up calendar, select the date for which OSS support is needed.
5. Need Time – What time does the OSS need to report to the location of the operation for support? This must be entered in four digit military time format (0000 to 2359).
6. Duration of Operation – How long is the OSS support needed at the location of the operation? This must be entered in number of hours needed (1-24). If less than 1 hour, enter 1.
7. Location of Operation – The location where OSS support needed (HIF, Pad 0A, H-100, etc.).
8. Type of Operation (Ordnance, Pressure, Lifting, etc.) – What type of operation is the OSS support for?
9. Work Description (Purpose of Request) – Explain the type of work being done and why OSS support is needed.
10. Submit/Reset – Clicking Submit sends the request and all the previously entered information to the Code 803 Safety Office OSS Leads. You will be returned to a page informing you of a successful submission and will receive a confirmation email that the request was received by the Code 803 Safety Office. Reset clears the form.
11. If you are submitting a request for the first time, it is recommended that you attach the procedure for the operation in a .pdf format.



Once the OSS Leads receive the request, the OSS schedule is checked for the availability of an OSS on the requested date and time. The OSS is then scheduled for the requested operation. You should be notified of the OSS assignment within 24 hours of the form submission.

PLEASE NOTE: If the date selected is 72 hours or less than the date the OSS Request is submitted, you will get a pop-up message upon clicking SUBMIT: If you "Accept", you are acknowledging that you are aware OSS support may not be available within the 72 hour time frame of your request. If you "Cancel", your request will not be submitted.





Keep Fats, Oils, and Greases (FOG) out of the Drain



Fats, oils, and greases (FOG) resulting from food preparation are very hard for sewage systems to handle. Far too often they form huge masses in sewage pipes which can cause costly blockages, backups, and sewage overflows. FOG overflow into waterways can have much the same effect as industrial oil.



FOG Clogged Pipe

Tips to keep WFF drains fat-free:

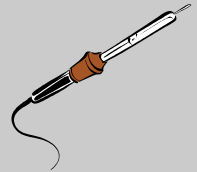
- Pour fats, oils and greases into a collection container. Hardened grease can be placed in a trash can.
- Scrape food off and then use paper towels to wipe greasy dishes before dishwashing.
- Use sink strainers to catch food waste during dish washing

DO NOT POUR fats, oils, greases, dairy products, syrups, batters, icing, or gravy into sinks, floor drains or mop sinks.

DO NOT RELEASE fats, oils or greases into any storm water grate, ditch, drain or conveyance.

For more information please contact Owen Hooks at extension 1941.

Do You Solder ?



Every soldering work station needs a properly labeled container to collect lead solder scraps, bits and sponges.



Lead solder scraps, bits, and sponges are hazardous waste and must be stored in a properly labeled and closed container. In addition, the location of this container is called a Satellite Accumulation Area (SAA). The building, room number, and user of this soldering station must be recorded on the WFF SAA master list.

If you have a soldering station, please call the Hazardous Waste Hotline at extension 1718 to obtain a new container or empty an existing container.

For more information please contact Joel Mitchell at extension 1127.

