

ORS News2Use

Summer 2014 Issue

NIH Safety, Health & Wellness Day — August 27

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The NIH Safety, Health and Wellness Day will be held Wednesday, August 27, rain or shine, at Natcher Conference Center from 10 am – 2 pm. Everyone is welcome to come and enjoy the activities and learn about safety, health and wellness opportunities at the NIH. The Office of Research Services, Office of Research Facilities, NIH Occupational Safety and Health Committee, IC Safety and Health Chairpersons Committee, Laboratory Sustainability Group and the National Human Genome Research Institute are combining efforts to increase workplace health awareness and promotion.

The focus of this year's event is to enhance employee nutrition, wellness, physical fitness, safety awareness and prevent or reduce work related injuries and illnesses. A wide range of activities and exhibits will be presented including health screenings, nutrition demonstrations and tastings, physical fitness activities, NIH IC exhibits and Heartsaver CPR training.

Over 50 exhibitors, including federal agencies such as the Occupational Safety and Health Administration, Cen-

ters for Disease Control and Prevention, Food and Drug (continued on page 5...)

THE NATIONAL INSTITUTES OF HEALTH
SAFETY, HEALTH & WELLNESS DAY



WEDNESDAY, AUGUST 27, 2014
Natcher Conference Center (Bldg. 45) • 10:00 am - 2:00 pm

Health Screenings • Safety and Health Promotion Exhibits • Nutrition Demonstrations and Tastings • Physical Fitness Activities • NIH Institutes and Center Exhibits • Heart Saver CPR Training

This employee safety, health and wellness event is sponsored by the Office of Research Services, Office of Research Facilities, NIH Occupational Safety and Health Committee, IC Safety and Health Chairpersons Committee, Laboratory Sustainability Group and our 2014 co-sponsor, The National Human Genome Research Institute.

Individuals who need reasonable accommodation to participate should contact Carole Harman at 301-402-8180 and/or the Federal Relay at 817-708-5198.

Visit our website at <http://go.usa.gov/YXRm>

Operation Clean Sweep: A New ORS/ORF Initiative

The Office of Research Services (ORS) and Office of Research Facilities (ORF) have partnered once again to clean up common spaces in buildings across NIH's main campus in Bethesda. A lot of common areas across campus have often become the ideal place to dump unwanted trash, supplies and equipment, turning them into safety hazards and unappealing piles of junk. As a result, Operation "Clean Sweep" was proposed and approved in May 2014. The first day of Operation "Clean Sweep"

was June 17. Thus far, over 20 buildings have undergone the cleanup process. Occupants are encouraged to help keep these common areas clean while ORF facility managers are tasked with frequent monitoring to do the same.

The goal of Operation "Clean Sweep" is to target at least four buildings per week, on Tuesdays and Thursdays, with the intent to recycle, properly dispose of and/or clean up the common areas of these buildings. Common spaces include lobbies, corridors, and loading docks. Common areas in leased or unoccupied buildings, trailers, and off campus

sites are excluded from this initiative along with buildings scheduled for major renovations.

For questions about Operation "Clean Sweep," please contact your facility manager, using the following list, <http://orf2.od.nih.gov/AboutORF/BuildingsandFacilityManagers.asp>, or contact the ORS Information Line at orsinfo@mail.nih.gov or 301-594-6677.

Thank you for doing your part in helping the NIH become a safer, cleaner place, for our employees and our visitors – especially in your own building!

Composting Now at NIH

“Going Green” is a growing trend that has helped spur a fairly recent development at NIH -- Composting! Composting started in the Building 10 cafeterias almost a year ago and with steady progress it is now campus wide and available in all cafeterias -- Building 10 (B1 and 2nd Floor ACRF), Building 12B, Building 31, Building 35, Building 38A and Building 45.

The new composting stations have two compost bins and a commingled bin in the center (pictured to the right). You’d be surprised to learn what can now be composted that couldn’t just a few years ago.

Compostable Items

- ◆ Food scraps like pizza crusts, fruit peels, egg shells, chicken bones
- ◆ Soiled paper waste like napkins, paper containers and cups



- ◆ Biodegradable products like the Greenware fountain cups
- ◆ Tea bags and coffee grounds
- ◆ Most nut shells (excluding walnut shells)

Non-compostable Items

- ◆ Dairy products (butter, egg yolks, milk, yogurt)
- ◆ Plastic utensils/cups

◆ Walnut shells

Cafeteria 12B is the only dining center that currently has compostable utensils so all other utensils should continue to go into the commingled bin. For paper containers and cups, if they are barely soiled, recycling them with mixed paper is still a better option.

Although housekeeping plays a huge role, you, as a diner, have the biggest role in composting in the cafeterias. Housekeeping staff empty the compost bins and take the bags out to the dock for collection. Once composting is picked up from campus, it goes to a transfer station before being transported to Wilmington, DE where it is turned into compost, topsoil or mulch over an eight week process.

For more information about composting contact Ariell Lawrence, NIH Recycling Coordinator at 301-402-6036 or lawrenceab@mail.nih.gov. And don't forget to compost!

New Workspaces at the NIH Library

The NIH Library has added new workspaces in the Reading Room on the first floor: two collaboration pods and a data science workstation.

The collaboration pods are semi-private, glass-enclosed spaces equipped with a computer, Bluetooth keyboard and mouse, plasma screen, whiteboard, and seating for 1-3 people. The pods provide an opportunity for individuals or small groups to explore and use a variety of installed software programs related to 3D animation and modeling, geographic information systems (GIS), productivity, video production and editing, and web and graphic design.

The data science workstation offers a suite of online tools for data analysis, management, processing and visualization that can be used with a variety of data formats. The workstation also includes guides on using data tools, con-

ducting research using data mining, and finding data available for reuse. Consultations and tutorials are available to learn how to use the online tools and programs, how to access data from the Clinical Center’s BTRIS system, or how to conduct other types of data-intensive research.

The collaboration pods and data science workstation, part of the Library’s Technology Sandbox, are available to NIH/HHS staff with a valid ID. Reservations are required for use for a maximum of four hours per day. To reserve a work-



space, visit http://nihlibrary.libcal.com/booking/sandbox_workspaces, call 301-496-1080, or visit the Library Information Desk in Building 10.

Feds Feed Families: An NIH and ORS Summer Tradition

Every summer you hear that familiar call to donate to the Feds Feed Families (FFF) summer food drive. Well, we want to let you know that your efforts have counted, and so far, NIH has collected 8,000 lbs. of donations towards its 18,000 lbs. goal! Between the months of June and August, NIH staff – primarily ORS staff – have willingly held signs, donated food as well as their time, and spread the word about this important program.

This year, the program is once again coordinated by Ms. Corey Welcher in the Office of the Associate Director for Program and Employee Services. The promotion staff is comprised of Medical Arts Branch staff who designed this year's eye-catching posters, lawn signs and digital promotions. The local donation collection staff is comprised of employees from the Division of Scientific Equipment and Instrumentation



Services (DSEIS). And, this year they have been very busy. The team gathers food from 44 locations on and off campus and records the weight of all non-perishable donations from staff outside of Bethesda to include NIH offices in Frederick, Baltimore, Montana (RML) and North Carolina (RTP).

New to the program this year is an exciting collaboration - a portion of all donations will be distributed to our very own Edmond J. Safra Family Lodge and The Children's Inn as they too experience bare pantries in the summer. The remainder will be sent to the Capital Area Food Bank for distribution within DC, Maryland and Virginia.

This year the NIH FFF team has posted its progress via the Program and Employee Services Twitter page -- [@NIHEmplSrvcs](https://twitter.com/NIHEmplSrvcs). Please follow our Twitter page and post photos of any donations you make or see around campus using the hashtag, #NIHKnocksOutHunger.

During the month of August, the



team will be promoting "Two Can Tuesday" to encourage staff to bring in donations each Tuesday. Additionally, four "Fill the Truck" events will be held in front of Building 1 to allow staff to walk, drive and bike to the donation truck. Thanks to the ORS and ORF divisions/branches who have volunteered to host an event despite the summer heat.

We appreciate your continued support and look forward to reporting another year of "knocking out hunger" to help our fellow neighbors in need. The program will have its grand finale at the NIH Safety Health and Wellness Day on August 27.

Building 10, 2nd Floor ACRF Cafeteria is Getting a Makeover!

There are plans to improve the building 10, 2nd Floor ACRF cafeteria with a focus on health and wellness.

"Balance Kitchen" is a visionary cafe concept coming to the ACRF Cafeteria that will support customers' health and wellness goals by promoting and measuring healthy and sustainable lifestyle behaviors. Facility



enhancements that support this new concept are coming this month to the ACRF cafeteria service area. The enhancements include:

- ◆ Electronic signage for menus and daily specials at each station
- ◆ Informational (iPad) kiosks placed in the cafe, to include nutritional information that supports the NIH Health and Wellness initiative
- ◆ "Webtrition" -- a web-based menu management solution with customizable, stream-lined signage and customer-facing websites powered with the menus and nutrition information.

- ◆ Fresh paint in the dining area and throughout the cafeteria.

The renovation is expected to take about two weeks beginning August 18. During this two week period, the ACRF will be closed. To accommodate employees and visitors during this time, the Building 10 B-1 Cafeteria will have extended hours until the ACRF reopens. The extended hours will be Monday-Friday, 6:30 am – 8:00 pm and 8:00 am – 6:00 pm on the weekends.

We appreciate your patience as we transition to the new concept.

Nominees Sought for Safety Award

The NIH "Mission First, Safety Always" Award, presented by the Division of Occupational Health and Safety (DOHS), showcases personnel who have demonstrated leadership, innovation and involvement in their organization's safety culture and promoted safety in the workplace.

Nominations can be submitted through the DOHS website: <http://go.usa.gov/XPJW>.

Nominate a colleague who has demonstrated safety leadership, with practical examples in two or more of the following areas: leadership attributes that set the nominee apart from his or her peers; starting and/or leading a safety initiative; engaging peers and transforming the safety culture of

the organization; promoting safety as an important part of your program; working to correct unsafe or unhealthful workplace conditions or hazards.

Nominations are open until October 31, 2014. If you have any questions, please e-mail ORSSafetyDay@mail.nih.gov or send written questions to: NIH, OD, ORS, DOHS (Attn: NIH Mission First, Safety Always Questions), Bldg. 13, Room 3K04, 13 South Drive, MSC 5760, Bethesda, MD 20892-5760.

National Institutes of Health • Office of Research Services • Division of Occupational Health and Safety



"NIH Mission First, Safety Always"

The annual NIH "Mission First, Safety Always" Award, presented by the Office of Research Services (ORS), Division of Occupational Health and Safety (DOHS), showcases NIH personnel who have demonstrated leadership, innovation and involvement in their organization's safety culture and promoted safety in the workplace.

Nominate leaders in Safety!

Criteria	Nominees must meet the following criteria:
	<ol style="list-style-type: none"> Some level of safety responsibility. Demonstrated safety leadership, with practical examples in two or more of the following areas: <ul style="list-style-type: none"> Leadership attributes that set the nominee apart from his or her peers. Initiating and/or leading a successful safety initiative. Engaging peers and transforming the safety culture of the organization. Promoting safety as an important part of your program. Working to correct unsafe or unhealthful workplace conditions or hazards.
Guidelines	Nominations must follow these guidelines:
	<ul style="list-style-type: none"> All entries must be 100 words or less. The nominees must be an NIH employee, contractor or special government employee. Nominations must come from an individual other than the person being considered.

Submit Your Nomination: <http://www.ors.od.nih.gov/sr/dohs>

The open period for nominations will run from July 1 to October 31. All nominees will remain unidentified during the selection process. The official "NIH Mission First, Safety Always" award selection committee will evaluate nominees without C or individual names visible. Nominees will receive recognition at an awards presentation, in NIH newsletters, on the Division of Occupational Health and Safety's website, and more. For questions, please e-mail ORSSafetyDay@mail.nih.gov.



Division of Occupational Health and Safety
NIH Mission First, Safety Always Award

NIH National Institutes of Health

9-Volt Battery Fire Safety

9-volt batteries can be found in most homes and power many household items including your smoke alarms. 9-volt batteries can be a fire hazard if they are not stored or disposed of properly. Listed below are a few helpful tips about 9-volt batteries.



- ◆ 9-volt batteries have positive and negative posts that are close together. If a metal object touches the two posts at the same time, it can cause a short circuit that can generate enough heat to cause a fire.
- ◆ Even weak batteries can have enough charge to start a fire. Fires have started in trash when 9-volt batteries were thrown away with other metal objects.
- ◆ Do not store 9-volt batteries in a drawer near metal objects such as keys, coins, pens, paper clips or other batteries. Do not store 9-volt batteries near common household metal items such as aluminum foil and steel wool. If these items come into contact with the two posts of the battery, there is a greater risk of a fire starting.
- ◆ Keep batteries in their original packaging until you are ready to use them.
- ◆ Loose batteries should be stored

and/or disposed of with the two posts covered with duct, masking or electrical tape. It is important to prevent the posts from coming into contact with metal objects.

- ◆ Do not throw away 9-volt batteries with the regular trash. They can easily come into contact with pieces of metal or other batteries.
- ◆ Used 9-volt batteries can be taken to your local collection site for household hazardous waste.

If you have any questions regarding the fire safe storage and disposal of 9-volt batteries, please contact the Division of the Fire Marshal, Office of Research Services at 301-496-0487.

DIS 12th Annual Immigration Conference

The Division of International Services (DIS) recently hosted its 12th Annual Immigration Conference for NIH administrative staff on May 7 and 8, 2014 at the Natcher Conference Center in Bethesda, Maryland. We were thrilled by this year's overwhelming turnout with a record-breaking 275 participants, a 19% increase from last year!



DIS provides immigration-related services for visiting foreign national scientists in the NIH Visiting Program, as well as to the NIH Intramural Research Program (IRP) community. Our annual Immigration Conference aims to edu-

cate NIH administrative staff about the procedures involved in recruiting and retaining foreign national scientists in the NIH Visiting Program. This year, we offered a couple new sessions, "J-1 to H-1B" and "Plug into DIS." The "J-1 to H-1B" session highlights the complex steps encountered during a change in immigration status from a Visiting Fellow status to a Full-Time Equivalent (FTE). The "Plug into DIS" session provided a closer look at DIS's role with systems such as the NIH Business System (NBS), the Fellowship Payment System (FPS), the NIH Enterprise Directory (NED), and the DIS Case Status and Reports.

We provided administrative staff with a special topic session on "O-1s, IGAs and LPRs." This session discussed the additional options available to keep foreign national researchers in the NIH IRP longer or indefinitely!

On the second day of the conference, we welcomed a panel of representatives from additional NIH offices who discussed their services available to our visiting scientists. The "Resources for

Visiting Scientists" session included representatives from the Employee Assistance Program (EAP), Office of Intramural Training and Education (OITE), Office of the Ombudsman, and the Visiting Fellows Committee (VFC), a subcommittee of the Fellows Committee (FelCom). Going along with DIS's 'green' efforts, all conference attendees were given a USB drive with electronic copies of the presentation materials, instead of providing paper copies.

Preparations for the 13th Annual Immigration Conference have already started, and we hope to see you in 2015! For more information about the Immigration Conference, please visit the DIS [conference web page](#). Also visit our [HelpDesk](#), which provides answers to a series of Frequently Asked Questions (FAQs) on a variety of topics. If you still cannot find the answer to your question, fill out our Inquiry Form and log your question as a "ticket." After submission, you will receive an e-mail confirmation and a ticket number. Our office responds to ticket inquiries within 48 hours.

NIH Safety, Health & Wellness Day — August 27

(continued from front page...) Administration, and the Defense Intelligence Agency, will showcase nutrition, fitness and occupational health and wellness information and activities.

Plan to stay for lunch and choose from a menu that will include special healthy choices for purchase and enjoyment. For more information, visit the NIH Safety, Health and Wellness Day website at: www.ors.od.nih.gov/shwday.

Individuals who need reasonable accommodations to participate should contact Carole Harman at 301-402-8180 and/or the Federal Relay at 877-709-5798. A special

shuttle route will run between Buildings 10 South, 40 (to service Buildings 29, 30, 35, 37, 40 and 49) and the Natcher Conference Center from 10 am - 2 pm. For staff located off campus, there will be free parking in the MLP-11 (Visitor) parking garage off of Rockville Pike during the event.



NIH BEAR UPDATE

A young, black bear found its way onto campus this past June. After being successfully coaxed from a tree, the young bear was tranquilized, transported and released into the wilderness of Western Maryland.

DOHS Announces 4th Annual “In Focus! Safe Workplaces for All” Photo Contest

Whether photography is your passion, hobby or just something you occasionally dabble in, the Division of Occupational Health and Safety (DOHS) invites you to be a part of building and sustaining a positive safety culture at NIH through photography. You can contribute to the safety effort by capturing or creating an image (or up to 3 images) depicting safe workplaces or activities, e.g., laboratory workers using personal protective equipment, crossing guards on busy streets, construction workers using safety gear, etc., and sharing them with us.

DOHS will share your photos with the entire NIH community through our safety publications, pamphlets and posters. First, second and third place photographs will be framed and prominently displayed outside the ORS Director's office and will be featured on

the DOHS website. The three winners will receive recognition and a framed certificate from NIH leadership.

The new, extended submission period began July 1 and extends through October 31. Also new this year, there will be an “In-Focus! Safe Workplaces for All” table at Safety Health and Wellness Day – August 27 where you can obtain flyers and find out more about the contest. To learn more about the contest, rules, panel of judges, selection process and to submit your photo, visit <http://go.usa.gov/XEzY>.

If you have any questions, please e-mail ORSSafetyDay@mail.nih.gov or send written questions to: NIH, OD, ORS, DOHS (Attn: NIH Mission First, Safety Always Questions), Bldg. 13, Room 3K04, 13 South Drive, MSC 5760, Bethesda, MD 20892-5760.

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2014 **In-Focus!** Safe and Healthy Workplaces for All
PHOTO CONTEST

Participate! in the 4th Annual In-Focus Photo Contest
Submit photos from July 1 - Oct 31

Give us your BEST Safety Shot!

To learn more about the “In-Focus Safe Workplaces for All” contest or to submit a photo visit our website:
<http://www.ors.od.nih.gov/or/dohs>



FOIL THE FLU

Get the **Flu Vaccine**

Protect, Your patients
Your family, Yourself
Your friends, Your coworkers

For more information on the Foil the Flu program, contact the Hospital Epidemiology Service at 301-496-2209 or visit <http://foiltheflu.nih.gov>.

FOIL THE FLU IS BACK!

Starting September 15, you can receive the flu vaccine on NIH's main campus and 4 other locations. Visit www.foiltheflu.nih.gov for more details!

Serving the NIH Community...

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