



DEPARTMENT OF  
**ENVIRONMENTAL  
HEALTH AND SAFETY**

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# EHS BULLETIN

**AUGUST 2021**

## FIRE SAFETY REMINDERS

With the start of a new school year quickly approaching, it's a good time to remind the Cowboy Family about the importance of fire safety on campus. Whether you are faculty, staff, or a student living on or off campus, fire safety is only successful if everyone does their part.

### THE MOST COMMON FIRE SAFETY ISSUES ON A UNIVERSITY CAMPUS ARE:

- **Inattentive cooking.** Never leave pots and pans on the stove unattended. Inattentive cooking is the number one cause of household and dormitory fires. Set a timer or reminder to check back.
- **Overloaded power strips.** Power strips are intended for the use of small electronics and should never be used to power larger appliances such as refrigerators or microwaves. Power strips must be plugged directly into a wall outlet; they cannot be plugged into an extension cord or another power strip.
- **Burning of candles.** Candles are not allowed to be burned on university property.
- **Space heaters.** The use of space heaters in university buildings is prohibited without an authorized permit. They are strictly prohibited in dormitories and married student housing. Additional information on the procedure to obtain a permit can be found on the [EHS website](#).

### HERE ARE SOME HELPFUL TIPS IN THE EVENT OF A FIRE:

- Identify the two closest exits and all potential evacuation routes.
- Know where the nearest fire alarm pull stations are located. These can be used if a fire is discovered and the alarm system has not been activated. Early activation increases the chance that everyone will be able to evacuate the building and allows for the fire department to respond sooner.
- Do not prop open hallway or stairwell doors. This allows the fire and smoke to spread and limits others from safely evacuating the building.
- Keep hallways, corridors, and exit paths clear of flammable materials and objects that could slow down or stop occupants from being able to leave the building.
- Do not tamper with or vandalize fire and life safety equipment. If you see any fire safety equipment that looks like it has been tampered with, report it to EHS at (405) 744-7241 or work control at (405) 744-7154.

### FOR ADDITIONAL INFORMATION ON FIRE SAFETY, PLEASE SEE THE LINKS BELOW:

- [National Fire Protection Association: Public Education - Campus Housing](#)
- [Fire Science Online - Fire Safety and Education](#)

**For more information or questions about fire safety, contact EHS via phone at (405) 744-7241 or email at [fls@okstate.edu](mailto:fls@okstate.edu).**

# USED OIL MANAGEMENT

Used oil is defined as any oil that has been refined from crude oil or any synthetic oil that has been used and contaminated by physical or chemical impurities. Oils that are used as lubricants, hydraulic fluids, heat transfer fluids or for other similar purposes are considered used oil. These items must be stored and managed appropriately to avoid federal or state fines.

## TIPS FOR STORAGE AND DISPOSAL:

- Used oil tanks and containers must be labeled as “Used Oil”.
- Used oil containers and tanks must be in good condition, i.e., free of any visible spills, leaks, structural damage, or deterioration.
- Keep containers closed unless adding or removing used oil.
- Keep written records of the types and amounts of materials added or removed, accumulation, start dates, and tank inspections.
- Used oil tanks and containers should be located away from drains or ignition sources.
- Provide sufficient secondary containment and have an applicable spill kit available.
- Use a permitted used oil recycler.
- Keep written records of disposal receipts and any representative samples taken.

When working with used oil, polychlorinated biphenyls (PCBs) should always be a concern. PCBs are organic compounds widely used in electrical equipment such as capacitors, vacuum pumps, and transformers. Due to their toxicity, PCBs were banned in 1979. PCBs should NEVER be mixed or combined with “Used Oil” as they require special disposal methods.

EHS can provide guidance on proper used oil management and assist with setting up a local program.

## CURRENT EVENTS

### Bloodborne Pathogen Training

2nd Tuesday of the month, 9-10 a.m. and 2-3 p.m.  
EHS Conference Room, 003 UHS

Required annually for members under OSHA’s standard  
Registration: email name to [chemicalsafety@okstate.edu](mailto:chemicalsafety@okstate.edu)

### Respiratory Protection

1st Tuesday of the month, 8:30-9:30 a.m.  
FM North Building, Room 101C

Required annually for members who wear respiratory protection  
Registration: email name to [ohsp@okstate.edu](mailto:ohsp@okstate.edu)

### Fire Safety w/Hands-On Extinguisher Training

2nd Friday of the month, 9-10 a.m.  
EHS Conference Room, 003 UHS

Come join us for fire safety education featuring the BullsEye laser training device  
Registration: email name to [ohsp@okstate.edu](mailto:ohsp@okstate.edu)

### Monthly Employee Training

3rd Thursday of the month, 9:30-11:30 a.m.  
EHS Conference Room, 003 UHS

Topics: Hazcom; Fire Safety; Slips, Trips and Falls; Office Safety and Back Safety  
Registration: email name to [ohsp@okstate.edu](mailto:ohsp@okstate.edu)

**Report spills and releases to EHS immediately via phone call at (405) 744-7241.**

**For more information or questions about Used Oil or PCBs, contact EHS via phone at (405) 744-7241 or email at [ehs@okstate.edu](mailto:ehs@okstate.edu).**