Research Information Management System, (RIMS)

The Office of the Associate VP for Research Compliance (OAWPRC) is working on a comprehensive project to provide an online application for collection and management of data for various compliance management requirements. The system has been branded as Research Information Management System, RIMS for short. The purpose of this project is to provide researchers with a single location to submit, modify or renew all their Research Compliance related information such as protocol approval requests (e.g., animal use or biological use authorizations), hazardous materials inventories (e.g., chemical, biological, or radioactive materials), personnel rosters and training records, equipment lists, etc., as required by various regulatory agencies or campus oversight policies. RIMS will also provide a centralized and integrated database for the administrative units to manage related issues such as ensuring prior approval before use of the hazardous material, suitability of use location, adequate training and medical surveillance of staff, appropriateness of protective equipment measures, etc.

RIMS is designed as a PI-centric system in which various research activities related to a PI are tracked. As the PI defines the project he/she is working (e.g., location, category of subject, materials etc.), RIMS will determine specific needs of the project, including training, safety equipment, permits, etc. Additionally, information will be transferred and shared throughout the system to prevent duplication of data, allowing researchers to spend more time on research and less time filling out paperwork. The OAWPRC is implementing strict security measures to ensure the information remains safe and secure.

RIMS will go through a battery of tests from both the vendor and the University including but not limited to both an alpha and beta testing. OAWPRC recognizes the importance of having RIMS incur a rigorous testing process before full deployment. Currently chemical inventories and radiotrace permits are available on RIMS, though many more modules are currently in development and testing, including IACUC, IBC, and a training module.

RIMS: http://www.bu.edu/rims

Address questions or comments to: Brian Gold, RIMS Project Manager (bkgold@bu.edu) or Dr. Ara Tahmasian, Associate VP for Research Compliance (aratahma@bu.edu).

What to do when you are injured on the job

Boston University Medical Center

In the event of an accident or minor injury to a student, visitor, or employee you should:

1) For an injury that requires immediate medical attention, and the individual cannot safely report to OEM, Occupational & Environmental Medicine, you should call security at 4-4444.

2) Immediately report all the details to your supervisor.

3) If the accident warrants medical attention, report to Occupational & Environmental Medicine, located at 732 Harrison Avenue, Fifth floor of the the Preston building, (F-5). The Preston building is staffed Monday-Friday, the hours of operation are 7:30-4:00, and the internal phone number is 8-8400.

4) An injury report must be completed for all employee injuries.

5) In addition to the injury report form, OEM will complete the Accident Reporting and Analysis (ARA) form. The ARA form provides detail information regarding your injury and when you should return to work.

6) BMC incidents must be channeled through the Incident Reporting Policy by contacting the Office of Quality Improvement/Risk Management. The Office of Environmental Health and Safety should be contacted at 8-8850 for all other incidents and near misses.

At BUMC it is imperative that all employees work in a safe environment. Safety related information and phone numbers are posted via flipcharts throughout the campus. Additional campus wide resources include the Chemical Hygiene Plan (CHP), ID-Red Card, safety signage, Control Center, and the OEHS webpage; www.bu.edu/research/compliance/oehs

If in doubt as to whether or not your situation is an emergency, treat it as an emergency and follow the steps listed above.
Within the BMC Community

YES-1: Emergency contact information not posted/not current
- Emergency Flipcharts should be posted prominently throughout the departments on campus in centrally located areas with access to a phone. If you are missing a flipchart, need additional flipcharts, or have a damaged/incomplete flipchart contact the Safety Office @ 8-8830 to obtain or have the flipchart replaced.

YES-2: No inspection tag/outdated inspection tag
- All new electrical appliances (toasters, coffee makers, microwaves, refrigerators, fans, etc.) that are used in your departments must get an electrical inspection by BMC facilities before they are put to use. Upon completion of the inspection facilities will affix a bright green sticker to the equipment. If any of your appliances do not have one of these green stickers please place a work order with BMC Facilities through the BMC Intranet.

YES-3: Ceiling tiles missing/damaged
- Any time a ceiling tile is noted missing or out of place and no work is being done above the ceiling this should be reported to BMC Facilities. Missing ceiling tiles present a fire hazard as they allow heat to escape above the ceiling. The sprinkler heads in the BMC buildings are activated by heat and if the heat escapes above the ceiling and above the sprinkler head, it then makes them less effective in putting out or suppressing a fire.
- Ceiling tiles that are damaged include tiles with holes, water damage/stains, or any other significant types of damage. These should also be reported to BMC Facilities. It also should be noted that ceiling tiles that have become damaged by water can lead to mold and is another reason to have these replaced as quickly as possible.

(Note: Facilities & any other dep'ts. will be notified of any of the Top 3 Def. that pertain to them).

Within the BUMC Research Community

YES-1. Biohazard containers overfull
- It is important to dispose of all regulated biological waste properly. First, close and tape the red-lined bag. Then close the lids of the cardboard box and tape the top and bottom areas. Place the box outside of your lab entrance for removal.

YES-2. PPE not in use
- To minimize exposures it is important to utilize the correct personal protective equipment (PPE). In general lab coat, eye protection, and gloves should be readily available to you. Your lab supervisor is responsible for providing the researcher with the correct PPE. If you are ever in doubt what PPE to utilize check the approved Institutional Biosafety Committee (IBC) application.

YES-3. Biosafety cabinet (BSC) annual certification expired
- It is important to have the BSC inspected annually to make sure that it is working effectively. When in use the HEPA filters remove particulate matter from your breathing air.

YES-4. Chemical Storage/flammables on floor/ in excess
- Store all solvents housed on floors in secondary containment.

YES-5. Chemical Inventories needed to be updated
- Provide OEH&S with an updated copy of your chemical inventory annually. The chemical inventory serves as hazard communication for first responders and provides the lab with an overall fire rating. This information is stored on the ground level of each research building and in the control center.

Biological Waste

Does your lab waste container look similar to the red-bag-lined cardboard box located in the top picture? If so understand that this particular waste box does not meet the new waste regulations. Ask your custodian to provide you with the new updated red-bag-lined cardboard box. The Department of Public Health (DPH) modified the regulations regarding biological and infectious waste. The approved red-lined-cardboard boxes are placarded with the biohazard symbol, meet the department of transportation (DOT / IATA) regulations for shipping and most importantly meet the new DPH regulations. For more information visit the environmental management web page: www.bu.edu/research/compliance/oehs/env-rmgc and click hazardous waste management, and select type biological.

The picture below is an example of the new approved red-bag-lined cardboard box (waste container) currently used in BU/BUMC research laboratories. If you have questions contact the Office of Environmental Health and Safety (OEH&S) at 8-8830.

Remember that while it is very important to dispose of all regulated biological and sharp waste according to BU policy, it is expensive and wasteful to rely on the biological waste containers as receptacles for non-biological waste. Uncontaminated wastes such as clean bench pads, gloves, and towels should go in regular trash.

Training Corner

Lab Safety Training:
Questions call OEH&S, tel: 638-8830

Keefe Auditorium:
9/10/09..................1:30 - 3:00pm
9/22/09..................2:00 - 3:30pm
10/08/09.................9:30 - 11:00am
10/20/09.................2:00 - 3:30pm
11/5/09..................1:30 - 3:00pm

Charles River Campus (CRC):
PHO-901, tel: 617-353-4094
9/8/09..................12:00 - 2:00pm
9/23/09..................2:00 - 4:00pm
10/9/09..................10:00 - 12 noon
10/19/09.................2:00 - 4:00pm
11/10/09................9:00 - 11:00am
For additional dates and times: www.bu.edu/research/compliance/oehs, click on Training

Basic Radiation Safety Training
(Office of Medical Physics & Radiation Safety), tel: 617-638-7192
9/15/09..................9:30-12:00 noon
9/30/09..................1:00 - 3:30 pm
10/20/09.................9:30-12:00 noon
10/28/09................1:00 - 3:30 pm
11/10/09................9:00 - 11:00 am

BOSTON UNIVERSITY