

December 2003

Dear Colleagues:

Warmest Season's Greetings from the Staff of Space Planning & Operations

It is hard to believe that another year is coming to a close. This time of year gives us a chance to reflect on recent activities and consider goals for the coming year. The past year, like those before, provided unique challenges, opportunities, and rewards for us. Without much fanfare, the men and women of Space Planning & Operations work eagerly in support of the School's mission and your success. Please join me at this time in acknowledging their contributions.

The most visible of accomplishments of the past year are changes in the physical facilities supporting School programs. An abbreviated list includes renovation of laboratories in the 1958 Chemistry Building for Radiology; development/occupancy of laboratories for Psychiatry in Stellar Chance and Richards Building; occupancy of new laboratory space in the Abramson Building for the Pulmonary Division; renovation and expansion of space at 3401 Market Street for the Department of Medical Ethics; new offices for Biomedical Graduate Programs; development of supplemental classrooms for Academic Programs; renovation of laboratory space in Richards Building for Physiology research; and new furniture for the Wood Room. In the new year, we look forward to occupying new research facilities at 121 South 31st Street and continued planning for supplemental space at the School of Veterinary Medicine new teaching and research facility. We are currently involved in projects to relocate the School's Information Services offices; develop offices for the Robert Wood Johnson Scholar's Program; replace elevators in Stemmler Hall; upgrade the service elevator in BRB2/3; and begin restoration of the John Morgan Building facade. We trust that this work will contribute positively to the overall quality of the School.

Behind the scenes, we continue to refine and improve our service delivery, including timely mail and package delivery service and enhanced package tracking. We are reviewing the special events and schedule process and tools with an eye toward improving user access to scheduling information and for request submissions. An R25 system upgrade will be implemented before the start of the new year. Our building administrators continue to survey and monitor the daily operations of our facilities and advocate on your behalf for the highest quality facilities management. We continually seek the highest level of audio/visual technology support for the School and have upgraded systems in the seminar rooms and classrooms. We also recently expanded our A/V and Distribution Center staffs.

The new year holds much promise. The John Morgan Building turns 100 this year, and we look forward to celebrating the history of this important structure. We also look forward to our continued service to the School community. We hope for peace in the world and all the best in the new year.

Very truly yours,



Eric M. Weckel

IMPORTANT MESSAGES FROM EHRS

Disposal of Infectious Waste

During the last several months, there have been a number of incidents involving the improper disposal of infectious waste and other items marked with the universal biohazard symbol (below) into the regular trash within the School of Medicine. The continued improper disposal of these materials, which are regulated by the Department of Environmental Protection, may result in regulatory sanctions and fines, as well as added disposal expenses for the University and the non-compliant department.

The Office of Environmental Health and Radiation Safety (EHRS) advises all personnel who generate infectious waste to review sorting and disposal procedures, available at the EHRS website, <http://www.ehrs.upenn.edu/resources/waste/bio/default.html>, and to carefully monitor these materials to ensure they are not discarded with the regular trash.

All infectious waste and other items marked with the universal biohazard symbol must be sorted at the point of origin by the generator, decontaminated and



placed in designated infectious waste collection receptacles located throughout the School of Medicine. Space Planning and Operations staff removes the waste and packages it for transport and incineration.

University of Pennsylvania [guidelines for the disposal of infectious waste sharps](#) state that *sharps containers are for single use only; the contents of a sharps container must remain in the container from the moment it is placed there until final disposal and destruction of the container*. It is not safe to line sharps containers with bags that can be removed for further processing. Although this single use policy may be contradictory to procedures used in the Hospital of the University of Pennsylvania and Health System, Penn's procedures reduces the risk of percutaneous injury for all employees that handle infectious waste.

If you have any questions about infectious waste, please contact EHRS by [email](#) or phone 215-898-4453.

Packaging & Shipping Dangerous Goods

Do you ship biological material, diagnostic specimens, infectious substances, dry ice, chemicals, or radioactive materials that are dangerous goods/hazardous materials?

If you do, there are specific training and packaging requirements that must be met. Anyone who offers dangerous goods for shipment from Penn must be aware of and adhere to the requirements for proper packaging, labeling, and marking the package. Proper training /certification must be received.

Regulatory agencies have been aggressively auditing individuals that ship hazardous materials. Penalties for violations can involve significant fines as well as criminal penalties.

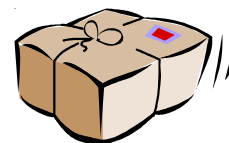
EHRS can assist individuals with training, preparing and shipping Dangerous Goods. Contact the following EHRS staff members for more detailed information about packaging and shipping:

Hazardous chemicals: [Jim Crumley](#) 215-746-5036

Radioactive materials: [Keith Brown](#) 215-898-2106

[Packaging & Shipping infectious substances, clinical or diagnostic samples](#), David Reed, dave@ehrs.upenn.edu or 215-746-6641

Additional information is available on the EHRS website <http://www.ehrs.upenn.edu/>



Respiratory Protection

All employees who use a respirator at work, even disposable dust masks, must receive approval and training from EHRS. EHRS provides guidance on respirator selection, fit testing, and training as required by the Occupational Safety and Health Administration (OSHA). More information about Penn's Respiratory Protection program is available on the [EHRS website](#). If you have questions about respirators or if you are using a respirator at Penn and have not received EHRS approval and/or training, contact [Lisa Caproni](#) at 215-746-6549.

Holiday Schedules

DISTRIBUTION

These services will be provided on a limited basis during the special winter vacation, Thursday, December 25 through Monday, January 5, 2004. Services will not be provided on the University holidays of December 25, 2003 and January 1, 2004. If you have any questions about any of these services, please call Tammy Stanley at 215/898-6189.

MAIL SERVICES: The mailroom and all delivery services will close at 2:00 P.M. on Wednesday, December 24. University and School of Medicine mail services will operate on a limited basis on December 29 - 31, 2003. Deliveries will be made as usual to mail substations only. **No special deliveries will be available during this period.** There will be no University mail service on December 25 and 26 or January 1 and 2. If you have any questions about mail services, please contact Tammy Stanley, 215/898-6189.

RECEIVING: The central receiving facility in BRB II/III will be open on a limited basis from December 29 through December 31. Packages will be handled in one of two ways: 1) **If your department's BA has designated a central delivery location for all of the department's packages, they will be delivered daily.** 2) Those departments electing not to designate a central delivery location will receive no deliveries during the holiday break. Packages will be held and delivered in the normal fashion on January 5, 2004. Please call Mike Fisher (898-0217) to designate a central delivery location or for more information.

IF YOU HAVE ANY SPECIAL NEEDS DURING THE WINTER BREAK, CONTACT DISTRIBUTION AT 898-6189.

ALCOHOL DISTRIBUTION: The last distribution date before the holidays will be Friday, December 19 from 2:00 - 3:00 P.M.. The storeroom will re-open for regular operations on Tuesday, January 6, 2004.

BIOHAZARDOUS WASTE REMOVAL: Pick-ups will be made on December 29, 30, and 31 from 8:00 A.M. to noon.

OPERATIONS

OPERATIONS & ENGINEERING: Our administrative offices will be closed December 25, 2003 through January 4, 2004. During periods when the office is not open, please refer maintenance problems directly to University Facilities Services by calling **898-7208**.

HOUSEKEEPING: Normal housekeeping services will be provided on December 26, 29, and January 2. There will be no coverage on Christmas or New Year's Day. On December 24, 30, and 31, minimal coverage (common areas and restrooms) will be provided from 8:00 a.m to 4:00 p.m.

Normal coverage will resume on January 5. With the diminished housekeeping services, we ask that you please clean up after yourself as much as possible, especially food. Perishable food items should be disposed in public trash receptacles. Trash receptacles by each individual desk will not be emptied during the days with minimal coverage.

SAFETY & SECURITY

In our continuing effort to ensure that the School of Medicine community is provided with the safest and most secure environment possible at all times, the Division of Safety & Security will once again undertake special precautions during the holiday break. Security staff will be on duty 24 hours a day from Thursday, December 25, 2003 through Monday, January 5, 2004. The control center will be staff during this same period. From 6:00 p.m. on Wednesday, December 24, 2003 through 8:00 a.m., Monday, January 5, 2004, the Johnson Pavilion security desk will be staffed; the security desks in CRB and BRB II/III will not. All doors that are part of the electronic access control system **will remain locked during the entire holiday break** commencing on the evening of December 24, 2003. Normal operations will resume on the morning of January 5, 2004. Access key services will not be available from December 25, 2003 until their resumption on January 5, 2004. As part of our overall effort, we ask that all faculty, staff, employees, and students working or studying during the break and requiring use of School of Medicine facilities, **wear their identification card in a conspicuous manner.**

The Division of Safety & Security is here to serve the Medical Center Community. However, we need your assistance to obtain the optimum level of safety and security in School of Medicine areas during the holiday break. **Please be vigilant for anything and/or anyone that appears and/or acts unusual and/or suspicious.** Take note of any doors that should be locked but are found unsecured and report them immediately. Either **remove or secure** all personal values during this period.

IF YOU HAVE A SPECIAL REQUEST FOR SERVICES DURING THE HOLIDAY BREAK, PLEASE CALL SAFETY & SECURITY AT 898-0196 OR FAX A REQUEST TO 573-2027. PLEASE ADDRESS ALL SUCH CORRESPONDENCE TO JAMES ATKINSON, DIRECTOR OF SAFETY & SECURITY.



TIPS FROM PUBLIC SAFETY ~

The Division of Public Safety provides these safety and security tips to follow during the Holiday Break:
If you are leaving Penn for all or part of the Holiday Break:

- ✓ Register your residence with Public Safety for Special Checks during the Break.
- ✓ Secure or remove all valuables. Pick up an application at Penn Police Headquarters, 4040 Chestnut Street or print it out from the website: <http://www.publicsafety.upenn.edu/dpsForm0030.asp>



- ✓ All valuables should be engraved with your Personal ID. Engravers are available at the Detective Unit, 4040 Chestnut Street, 215/898-4485.
- ✓ Close and lock all windows; close all shades, drapes, and blinds. Lock and bolt entrance doors to rooms and apartments.

Use timers on lights and on a radio or television to give your residence the appearance of being occupied.

- ✓ Your answering device message should never indicate that you are not at home.

Always use plural nouns even if you live alone (e.g., “we’re not available to take your call right now”). Don’t use your name.



IMPORTANT R25 INFORMATION

The Resource25 (R25) Scheduling System will be unavailable from 4:00 p.m., Tuesday, December 16 through 5:00 p.m., Friday, December 19 for routine maintenance and upgrade.

If you need space and/or services during this maintenance period, our Special Events and Scheduling staff will process your request manually.



Once the scheduling system resumes operations, requests will be handled in the order they have been received.

Please report suspicious persons, activities, and/or circumstances to the Safety & Security Control Center in 109 Stellar Chance Laboratories, 898-0669. Safety & Security personnel will respond immediately to all calls for service and/or assistance. Incidents that require action and/or assistance from the University Police should be called in directly to Public Safety at 511.



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HOLIDAY MESSAGES FROM SPECIAL EVENTS & SCHEDULING

The School of Medicine Office of Special Events and Scheduling (SES) would like to wish all of our customers and colleagues a holiday full of happiness, peace and joy!

IN PREPARATION FOR THE HOLIDAY SEASON, PLEASE NOTE: Services will not be provided on a normal basis during the winter break, December 25 through January 4. **Our normal business schedule will resume on Monday, January 5, 2004.** Any required services during the break must be scheduled and confirmed prior to December 19. Services provided during this period will be charged at time-and-a-half. **Please check your calendars and be sure to cancel meetings that are not going to occur and confirm those meetings that will.** Any uncanceled events for which services and staff are scheduled will incur a "NO SHOW CANCELLATION" charge **and the time-and-a-half overtime charge for scheduled services.**



SES would like to welcome back Waverly Coleman, our Special Services Assistant! We missed you Wave, and we are glad to have you back!

SES would also like to thank Ralph Christie, Robert Smalls, and Edward Mack who worked with Charles Gant to provide exemplary support for SOM events and move jobs during Waverly's absence. Great job!

We are continuing to make strides toward stepping further into the world of technology. Towards this effort, we are introducing our Resource 25 WebViewer! Although it is still in the beta version, viewers can now access it to get an idea of space availability prior to submitting their Room and Services Request form. Note that space availability shown on the R25 WebViewer does not imply a confirmation and a request must be submitted; confirmations will be e-mailed to customers on a first-come-first-served basis according to space availability. In addition, although the WebViewer is in real-time, it is updated constantly. Please be sure to visit our site at http://r25.med.upenn.edu:9876/wv3/wv3_servlet/urd/run/wv_main.Start. Also, effective January 5, SPO will roll-out its new e-mail address, service request forms (Room and Services, Equipment Rental) and the new pricing structure for external organization's (non-SOM) use of SOM space and services. Please stay tuned for details. Finally, we will also be changing our voice mail, offer-

ing you more direct choices for your needs. In the meantime, please continue to call us at 573-1111 for any event and move related questions.

Although the holiday season is a time for fun and laughter, please remember that enjoyment can turn into disaster if proper precautions are not taken. In accordance with the Philadelphia Fire Prevention Code, please note the following prohibition and share it with your caterers, co-workers and colleagues.

Philadelphia Fire Prevention Code sections F-402.3 and F-402.4, specifically prohibits open flames and use of portable cooking equipment. The only exceptions are for small alcohol burning devices for warming food and open burning fires in approved containers that must be at least 15 feet from a building.

In addition, all users or sponsors of events in School of Medicine facilities are required to assure that alcohol consumption for events complies with University policy which can be found at <http://www.vpul.upenn.edu/alcohol/policy.html>; and the SOM SPO Caterer and Vendor Guidelines at http://www.med.upenn.edu/spo/pdfs_revised/Catering_Guidelines.pdf.

When planning your holiday parties and events, it is required that you adhere to these regulations. Any event and/or caterer found in violation of the Philadelphia Fire Code **or any University or School of Medicine policy** will be asked to correct the situation on-site immediately in order to complete their service for the customer's event. However, they may be banned from future access to SOM facilities

If you have any questions or concerns on this or any other matter, please do not hesitate to call Special Events and Scheduling at 573-1111.

**AGAIN, THANK YOU FOR A GREAT 2003!
HAPPY HOLIDAYS AND A WONDERFUL NEW
YEAR TO ALL!**

Special Events & Scheduling ~

***Linda, HuaJia, Jacqui, Waverly,
Charles, & Eddie***

EMPLOYEES OF THE MONTH

Our Employee of the Month program recently recognized staff members of Space Planning & Operations who have gone the "extra mile" to accommodate the many and varied needs of the School of Medicine community. Over the last few months, we have had the pleasure of bestowing the title of Employee of the Month several staff members. Here are some of the comments made in support of their awards:

Marc Beck, Audio/Visual Technician ~ "...really dedicated to getting the job done and done well...always follows through..."

Du'Wayne Coleman, Building Services Assistant ~ "He is very dependable...gets along with everyone...We can ask him to do any job, and it's done..."

Charles Gant, Special Services Assistant ~ "...always willing to help out - he is a great asset to our department...His customers say, "...he is a pleasure to work with...and always accommodating."

Gary San Angel, Audio/Visual Technician ~ "...a hard worker and does his best to complete his assigned tasks...energetic and creative..."

Tammy Stanley, Supervisor, Distribution Services ~ "...has shown a very strong work ethic. She is helpful and pleasant...a wonderful addition to the team."

Amy Pethick, IT Support Specialist ~ "...accommodating and responsive to the needs...creative in finding information resources...asks the right questions so that she has a clear understanding of the issues..."

Robert Smalls, Building Services Assistant ~ "...exemplifies the meaning of a hard working, dedicated employee...His dedication to getting the job done is to be commended..."

Terrance Morrison, Audio/Visual Technician ~ "...done a superb job signing up [for] and completing overtime assignments...provides outstanding customer services...a valuable employee..."

Peter Zutter, Space Inventory Coordinator ~ "...always willing to accept a new challenges... is prompt, accurate, knowledgeable and always willing to go out of his way to solve a problem..."

Mike Walton, Associate Director ~ "...always willing to step up to the plate to solve difficult problems...astute at working with University procedures to achieve...desired goals..."

A HEARTY CONGRATULATIONS TO ALL!

WELCOME NEW
STAFF

Our staff has grown over the last two months, and we are pleased to have this opportunity to introduce three new staff members to you:

Shane Durgee
Building Services Assistant
Herminio Rosario, Jr.
Building Services Assistant
Jay Rice
Audio/Visual Technician

Each of these three individuals brings a great deal of relevant experience to their jobs, making it a smooth transition to their new positions.

Please welcome Shane, Heminio, and Jay when you get a chance.

University Policy Regarding Holiday Decorations

*In accordance with University Policy and the Philadelphia Fire Code, Section 5-3103, **only flame-proof artificial trees and/or decorations** are permitted in campus buildings. The use of open flames, such as decorative candles, is strictly prohibited. All decorations must be flame retardant; check tags or wrappers prior to purchase. Decorations must not be placed in front of exits.*



To avoid a fire hazard and the possibility of severe electrical shock, electric light strings should not be directly attached to metallic trees or decorations. If lights are utilized, they must be from a remote source.

All lights must be tagged as having been approved by Underwriters Laboratories. Check for frayed wires, loose connections, and broken or cracked sockets. Damaged sets should be discarded. All electrical decorations must be unplugged at the end of the working day – no exceptions. Many thanks in advance for your cooperation.

If you have questions, please contact your Building Administrator.