

techniques for the preservation of specific types of materials such as archeology, ceramics, leather and skin, metal, paintings, paper, textiles, and wooden objects.

Part II, Museum Records outlines procedures for museum documentation, including accessioning, cataloging, loans, deaccessioning, inventory, and discipline-specific cataloging guidelines, lot cataloging, marking, and photography.

Part III, Museum Collections Use provides guidance on access and use for interpretation, education, exhibition, and research. It covers legal issues, publications, two and three-dimensional reproductions, using museum objects in exhibits and in furnished historic structures, and providing access for research.

The NPS Museum Handbook covers a broad range of topics and provides guidance, policies and procedures for managing museum and archival collections. The Conserve O Grams provide practical and specific technical guidance on many of the topics that are extensively covered in the NPS Museum Handbook. The two resources are designed to be used in concert.

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Health & Safety Committee

Welcome “Fall”! Be Prepared for the Unexpected

As conservators are settling into school schedules, and beginning new internships and jobs, the Health & Safety Committee would like to remind you about the importance of laboratory and workplace safety training. Safety training is not just good sense — it is required for all employers.

WHO SHOULD HAVE SAFETY TRAINING?

Anyone who works in the conservation lab or studio should receive workspace-specific safety training in addition to safety training provided by the overall institution, unless they are under direct and constant supervision of someone with safety training for every moment that they are working. This includes new as well as current full- and part-time conservation employees, contractors, volunteers, interns, and anyone else who may have contact with hazardous materials or situations within the space such as custodians and art handlers.

HOW OFTEN SHOULD SAFETY TRAINING BE CONDUCTED?

Individuals should review their safety training annually or whenever new safety policies are implemented. Anyone newly entering the lab or studio should receive training as soon as possible.

WHAT SHOULD BE INCLUDED IN SAFETY TRAINING?

- Review and location of the **Chemical Hygiene Plan (CHP)**
- Locations and types of **Personal Protective Equipment (PPE)**
- Review of **hazardous materials handling and waste disposal**
- Locations and use of **first aid kits, eye washes, and showers**
- Review and location of the **Disaster Plan**

- Review of **Evacuation Routes**
- Review and locations of **Safety Data Sheets (SDSs) and Hazard Communication Protocols**
- Review of use of **fume extraction and ventilation** (including respirators, if used)
- Contact information for persons responsible for **safety protocols and emergency response** (for the lab, institution and city)
- Review of any **lab *and* institution specific safety plans** (such as handling pesticide residues or ladder/scaffolding use)
- Instruction on creating and using a **Job Hazard Analysis (JHA)**
- Review of **radiation use and safety** (if used)

EMPLOYER/SUPERVISOR RESPONSIBILITIES

- Create a work environment where workers feel comfortable and confident in performing tasks safely and in reporting safety concerns
- Provide safety training for all workers in the lab or studio
- Implement, review, and maintain all safety documents (CHP, SDS, Disaster Plan)
- Enforce safety protocols
- Maintain relationships with and request information from appropriate safety professionals
- Ensure workspace and equipment meets all city, state and OSHA safety guidelines
- Provide annual fit-testing for respirators if they are used

WORKER RESPONSIBILITIES

- Be proactive in your own health and safety
- Participate in employer-provided safety training
- Follow safety protocols
- Promptly inform supervisor of all safety concerns
- Request safety training if it is not provided to you

—Members of the AIC H&S Committee

Have a question about health and safety in your conservation work?
Email healthandsafety@conservation-us.org.

New Publications

Cardon, Dominique, ed. *The dyer's handbook: Memoirs on dyeing*. Ancient textiles series. Oxford: Oxbow Books, 2016. ISBN: 9781785702112. This book publishes a translation into English of an anonymous French manuscript held in a private collection, consisting of four essays produced around 1763, possibly written by Paul Gout of the Royal Manufactures of Bize, in the Languedoc Region of France. The original manuscript held swaths of sample dyed woolen cloth and included recipes for their coloring. The work has been published in French under the title *Mémoires de teinture*.

Coffey-Webb, Louise. *Managing costume collections: An essential primer*. Costume Society of America series. Lubbock, TX: Texas Tech University Press, 2016. ISBN: 9780896729568. This guide to the management of costume collections presents information on