USC University of Southern California

EHSA SOP
CREATE PLACARDS FOR LAB LOCATIONS

Office of
Environmental
Health & Safety

CONTENTS

1.0   PURPOSE

The purpose of this standard operating procedure (SOP) is to provide general information and guidelines for creating and printing placards from the EHS Assistant online database for labs and storage areas that contain chemicals. **NOTE**: Every research group is required to update their chemical inventory annually or when significant changes in chemical volume or type occur.
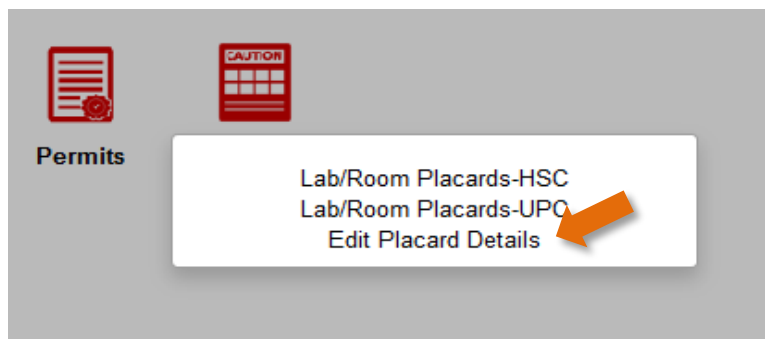
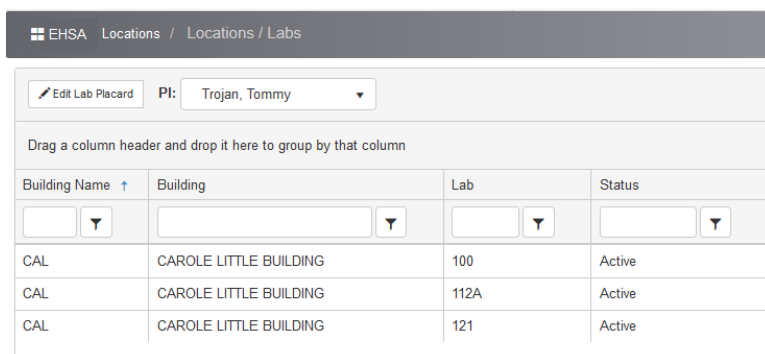### 2.0   PROCEDURES

2.1   Select Lab Placard to Edit

1.   Log in at EHSA (https://adminsafety.usc.edu/ehsaweb/) and click on the *Placards* icon (see image below).
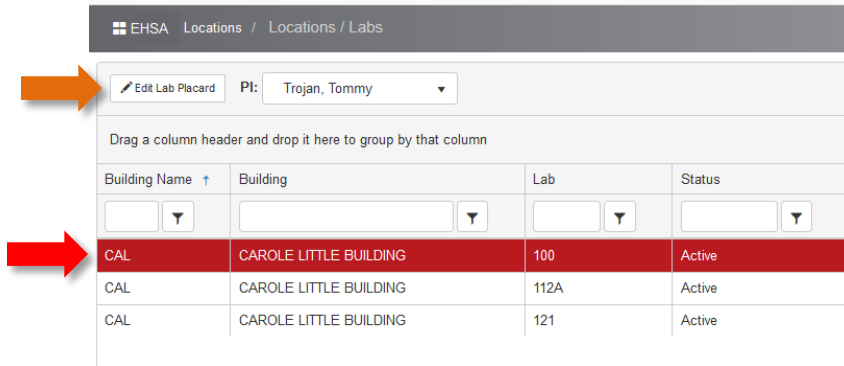

2.   Select "Edit Placard Details" (see arrow).

3.   A list of lab locations under the PI's permit will appear.

4. Highlight the lab of interest and double-click (see red arrow) or click on "Edit Lab Placard" button (see orange arrow).
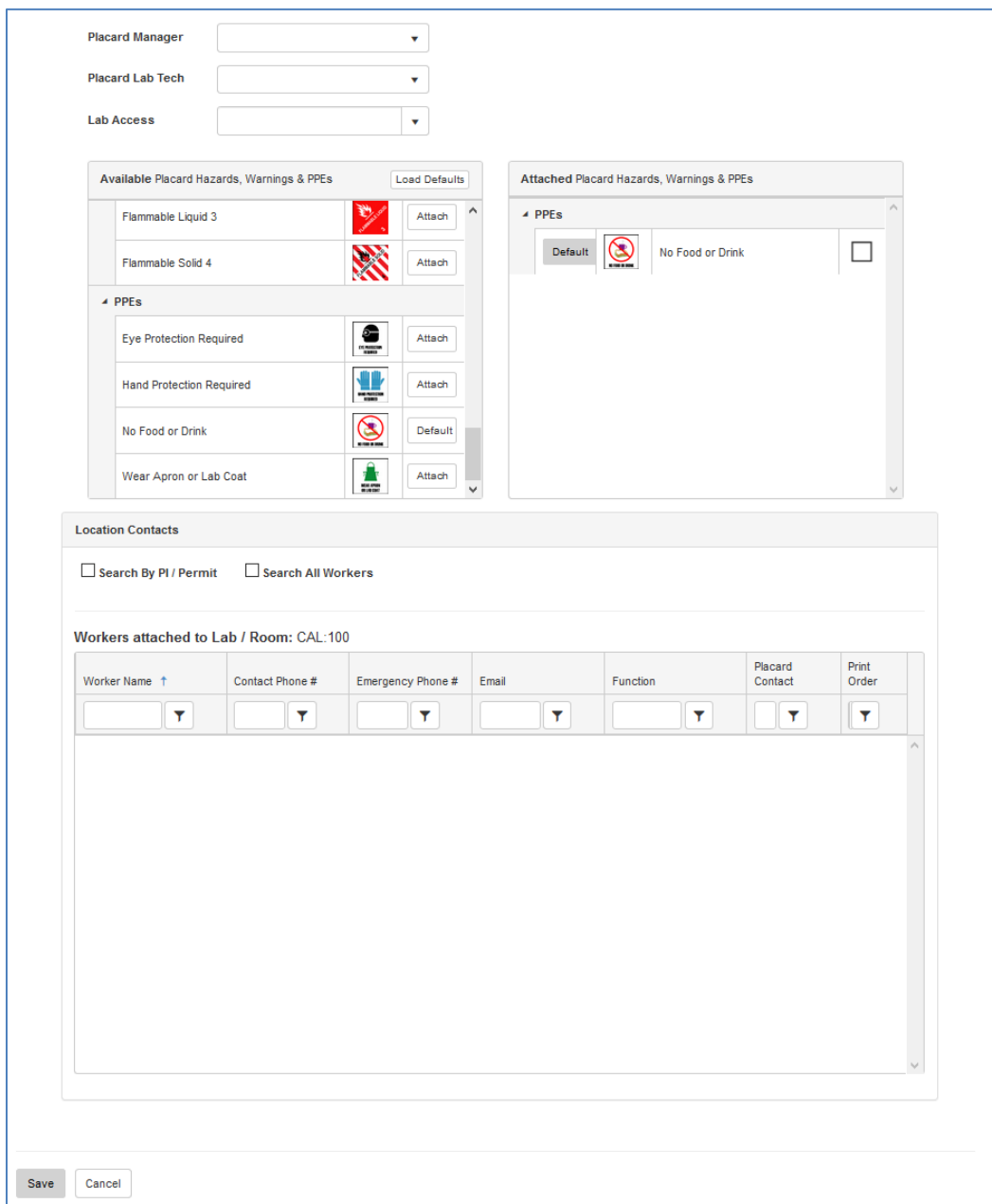

5. Details of the lab placard are then displayed.

2.2   Edit Lab Placard Details.

1. Select appropriate hazard and PPE icons from the "**Available** Placard Hazards…" box by clicking on the "Attach" button. Icons will then appear in the "**Attached** Placard Hazards…" box.

2. To add contact names and phone numbers to the placard (e.g., Principal Investigator, Lab Manager, or other designee), click in the "Search All Workers" checkbox within the "Location Contacts" box.


3. An automatic search menu will appear. Enter the first few letters of the worker's last name in the "Worker Name" box and click "Search" to display search results.

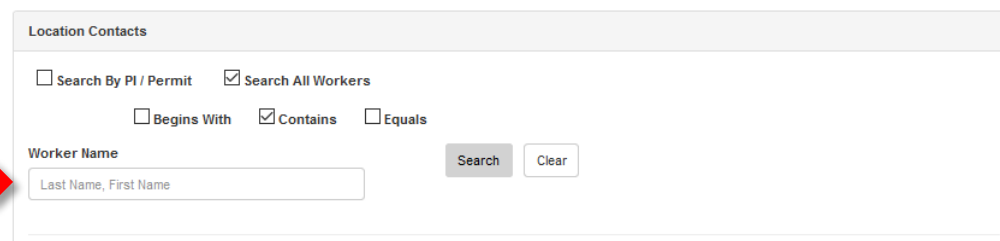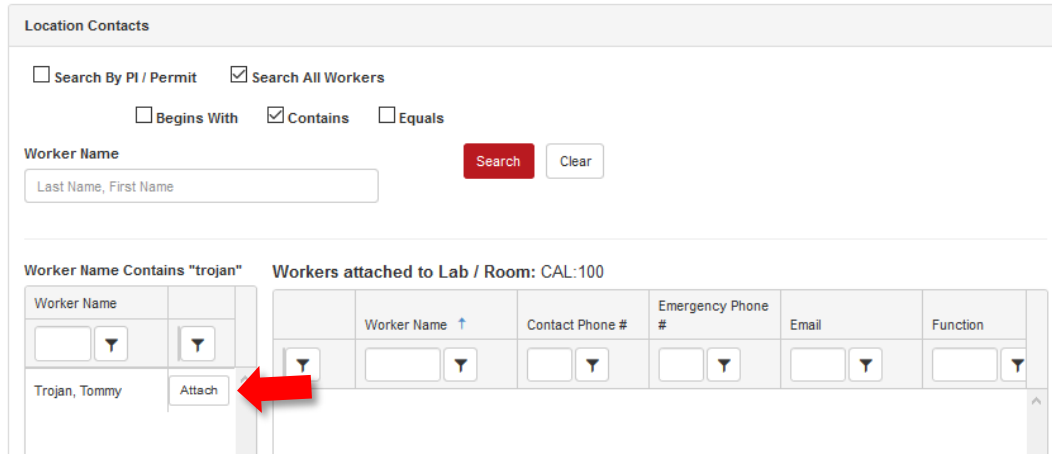4. Search results will be listed under "Worker Name" column. Click on "Attach" button next to name to add to placard.
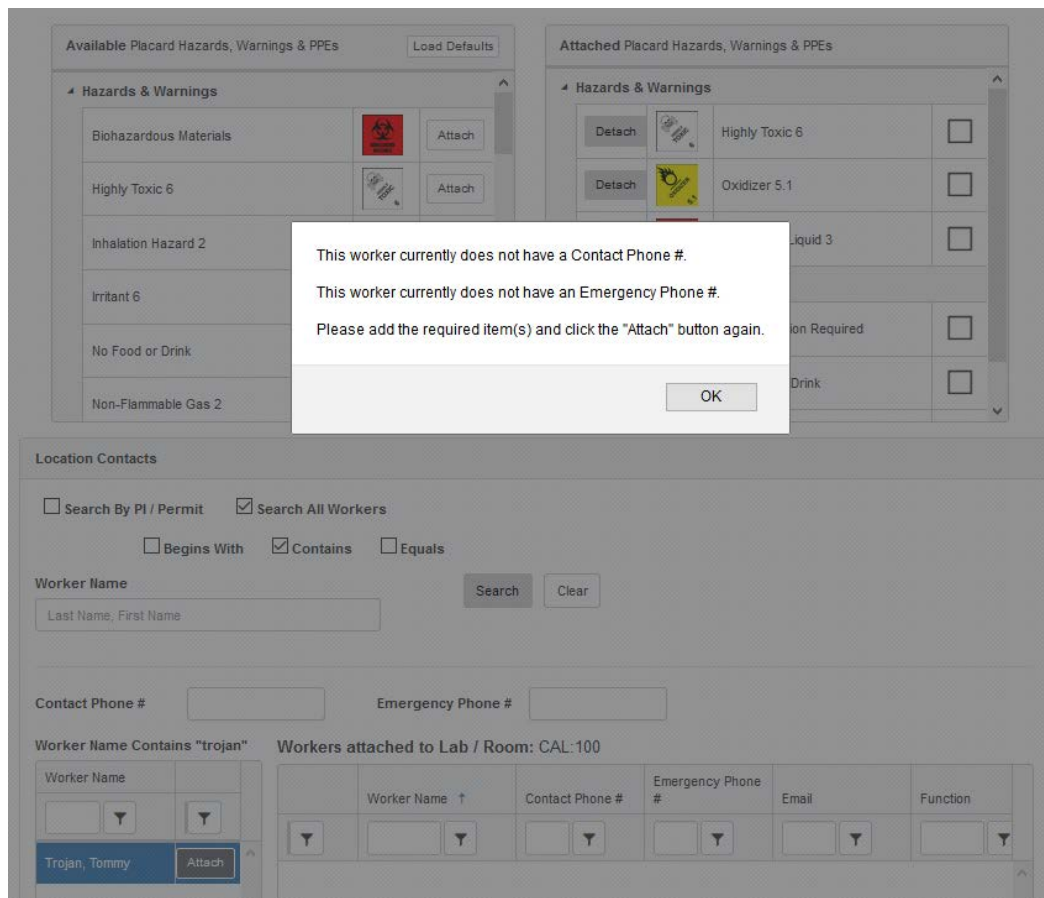
5. A warning message will appear stating, "This worker currently does not have a Contact Phone #. This worker currently does not have an Emergency Phone #. Please add the required item(s) and click the "Attach" button again." Click the "OK" button to close the message.

6. Fill in information for "Contact #" and "Emergency Phone #" and re-click "Attach" button next to the worker's name.

7. The contact is now added to the placard. Repeat Steps 2 through 7 to add additional contacts.

8. Click "Save" at the bottom of the page to save the placard in the database. You may edit placards for other lab rooms by repeating the process.

2.3 Review/Print Placard

1. The information just entered for the placard may be reviewed and printed. Return to the main EHSA page and click on the *Placards* icon (see image below).

2. Select "Lab/Room Placards – HSC" or "Lab/Room Placards – UPC" to view the edited placard (see arrow).
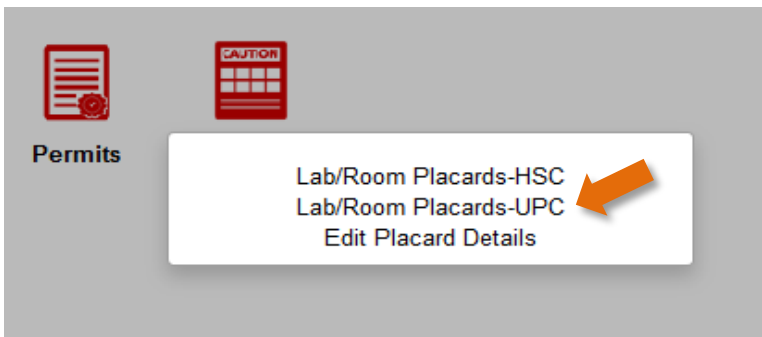
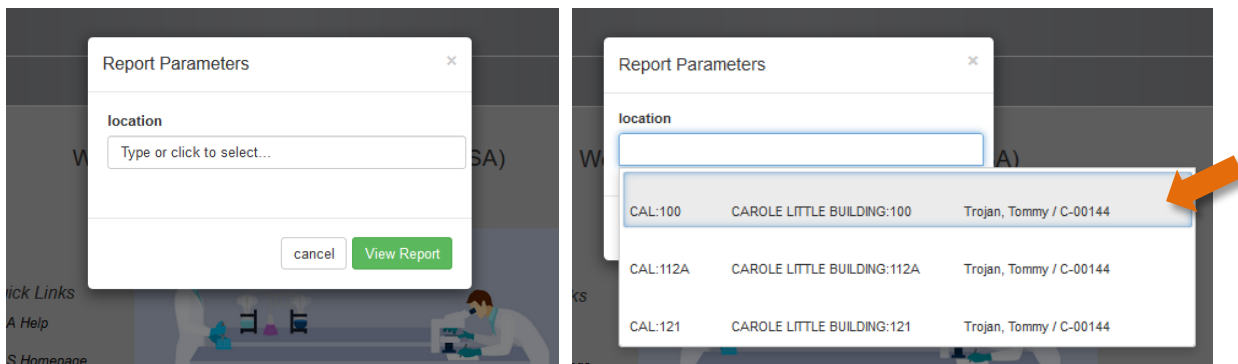3. The "Report Parameters" dialog box will then appear. Click in the "**location**" box to call up and view all Lab/Rooms associated with the owner (PI). Scroll down the list to highlight and click on the lab location of interest (see arrow).

4. Once Lab/Room is selected, click on the green button "View Report". The lab placard will then appear in a new window in PDF format. Note contact information, hazard icons, and NFPA Fire Diamond values are represented on the placard. **NOTE**: The NFPA Fire Diamond values cannot be adjusted manually. The Fire Diamond reports maximum values for health, flammability, and reactivity based on the PI's chemical inventory.
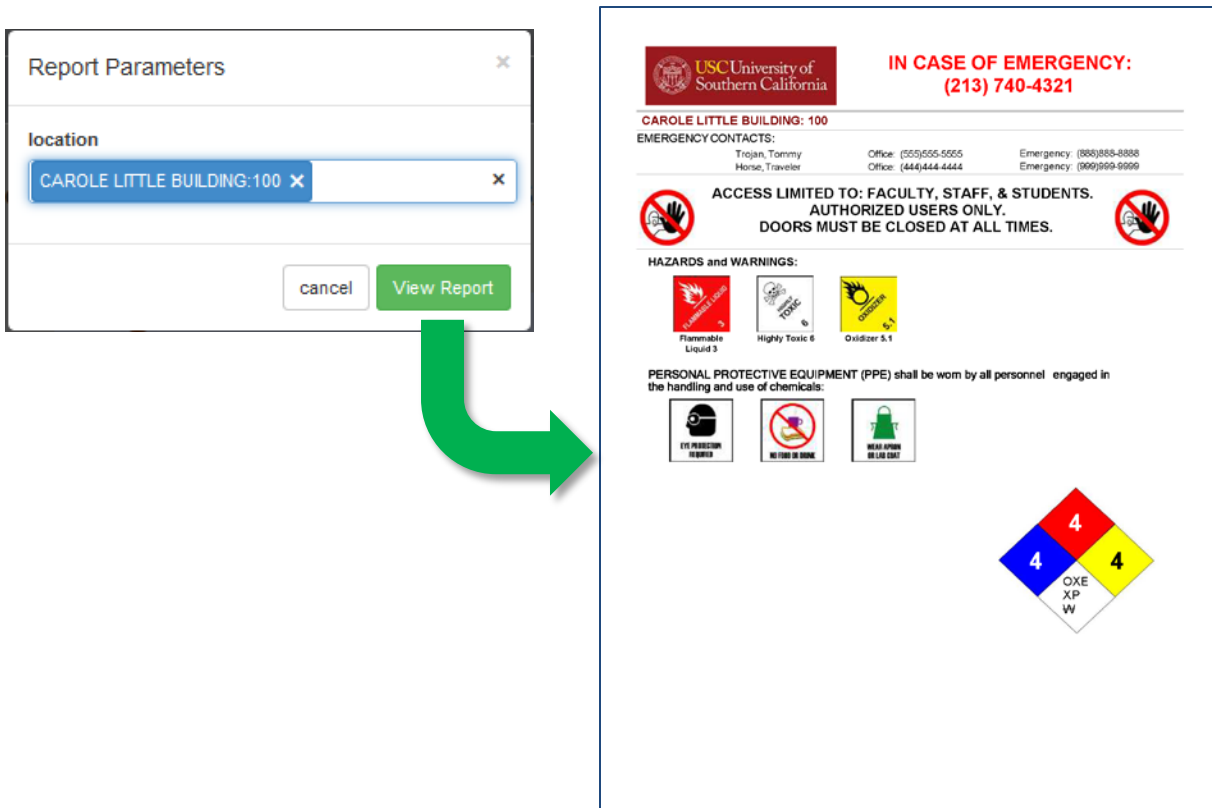
5. To print the placard, click on the printer icon (Firefox) or "• • •" (Edge) at the top righthand corner. It is recommended to print the placards on cardstock paper.

6. Once printed, display outside the lab or storeroom in an acrylic door sign holder or plastic sleeve protector.

7. You may also download the PDF to your workstation or other device.

3.0 SOP REVIEW/REVISION

Date prepared: 06/2018   By: Alfred M. Bouziane