

### CONTENTS

- 1.0 PURPOSE
- 2.0 PROCEDURES
  - 2.1 Select Lab Placard to Edit
  - 2.2 Edit Lab Placard Details.
  - 2.3 Review/Print Placard
- 3.0 SOP REVIEW/REVISION

#### 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.

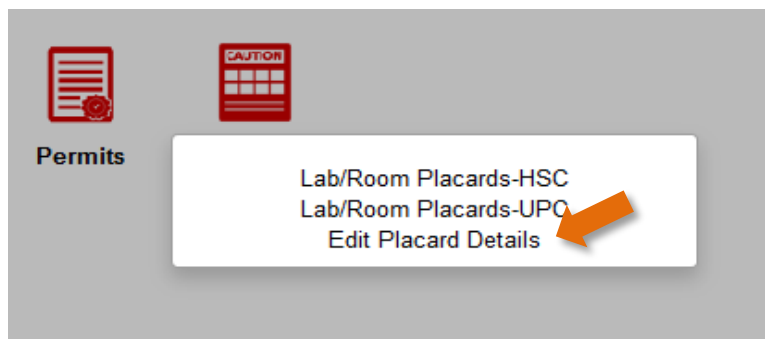
#### 2.0 PROCEDURES

##### 2.1 Select Lab Placard to Edit

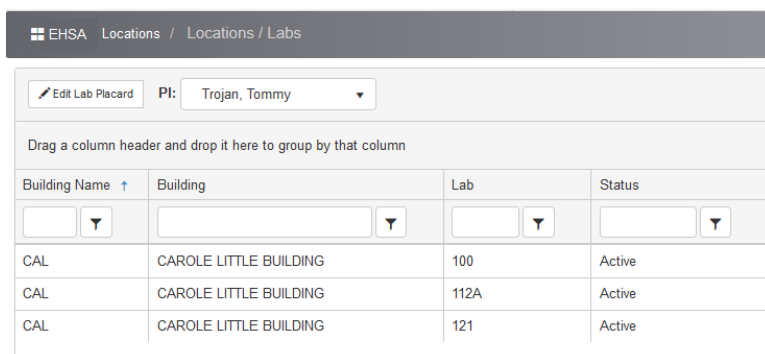
1. Log in at EHS (<https://adminsafety.usc.edu/ehsaweb/>) and click on the **Placards** icon (see image below).



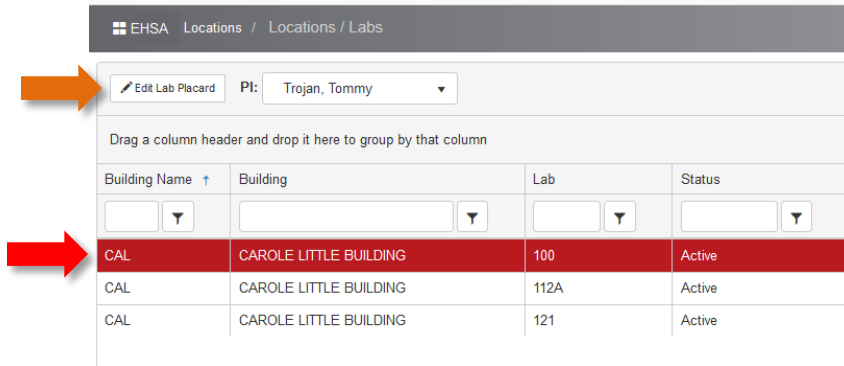
2. Select "Edit Placard Details" (see arrow).



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



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



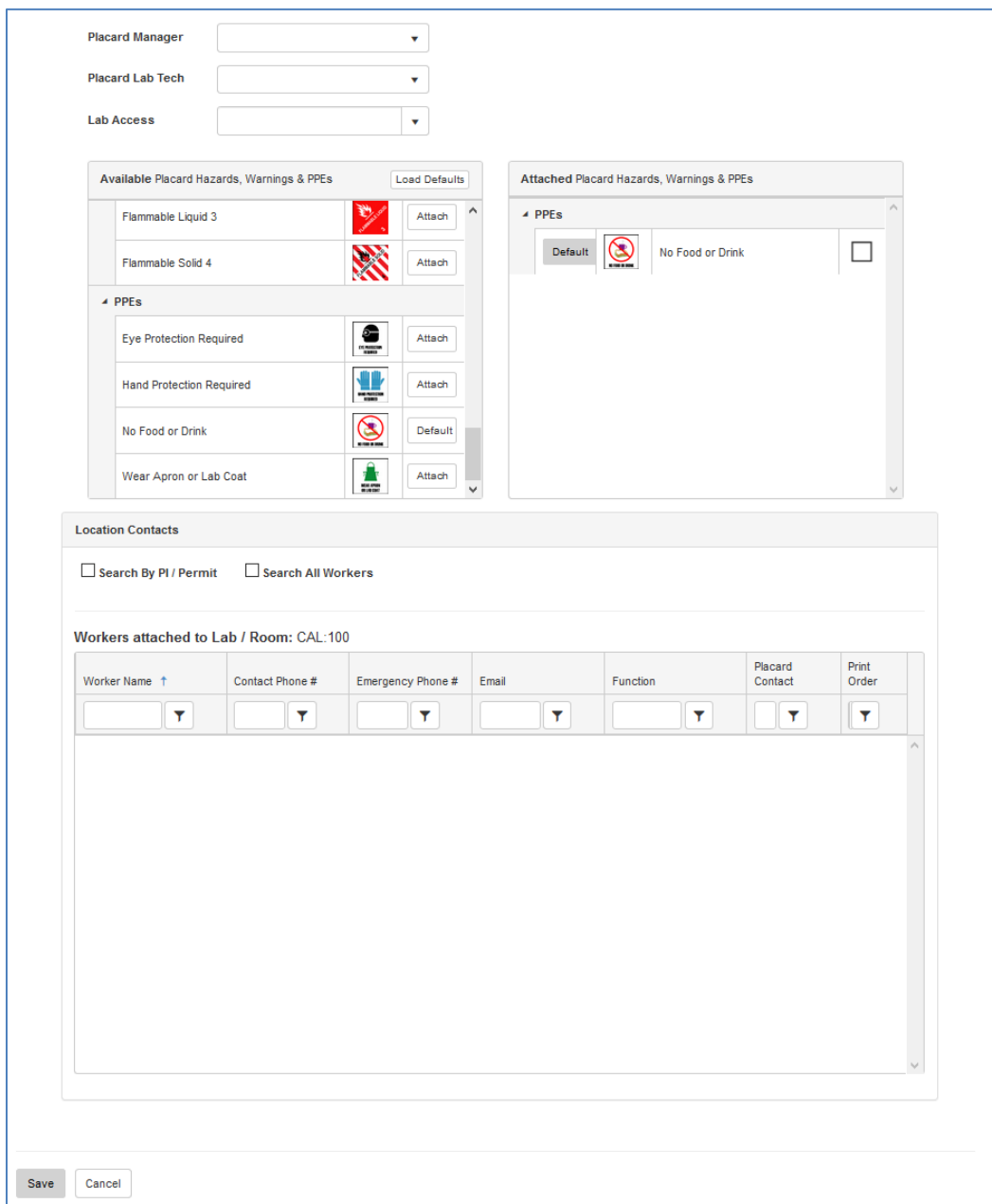
EHSA Locations / Locations / Labs

PI: Trojan, Tommy

Drag a column header and drop it here to group by that column

| Building Name | Building               | Lab  | Status |
|---------------|------------------------|------|--------|
| CAL           | CAROLE LITTLE BUILDING | 100  | Active |
| CAL           | CAROLE LITTLE BUILDING | 112A | Active |
| CAL           | CAROLE LITTLE BUILDING | 121  | Active |

- Details of the lab placard are then displayed.









Placard Manager:

Placard Lab Tech:


Lab Access:

Available Placard Hazards, Warnings & PPEs

|                          |   |  |
|--------------------------|---|--|
| Flammable Liquid 3       |    | <input type="button" value="Attach"/>  |
| Flammable Solid 4        |    | <input type="button" value="Attach"/>  |
| <b>PPEs</b>              |   |  |
| Eye Protection Required  |  | <input type="button" value="Attach"/>  |
| Hand Protection Required |  | <input type="button" value="Attach"/>  |
| No Food or Drink         |  | <input type="button" value="Default"/> |
| Wear Apron or Lab Coat   |  | <input type="button" value="Attach"/>  |

Attached Placard Hazards, Warnings & PPEs

**PPEs**

 No Food or Drink

Location Contacts

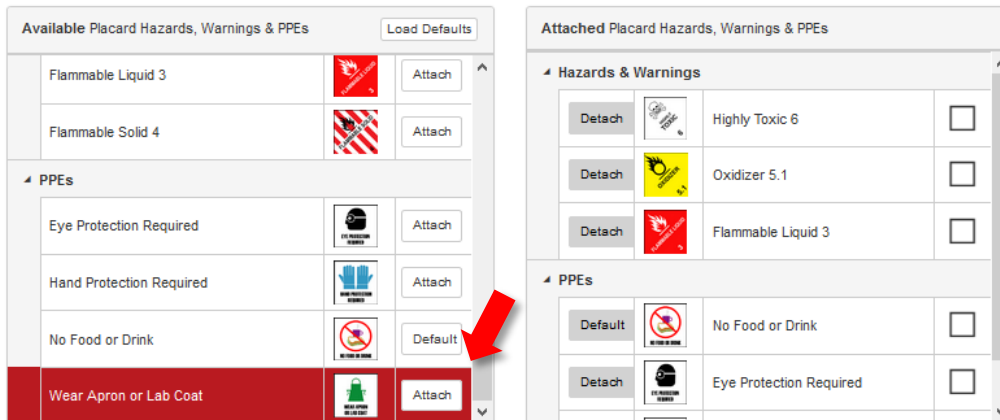
Search By PI / Permit  Search All Workers

Workers attached to Lab / Room: CAL:100







| Worker Name          | Contact Phone #      | Emergency Phone #    | Email                | Function             | Placard Contact      | Print Order          |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

### 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.



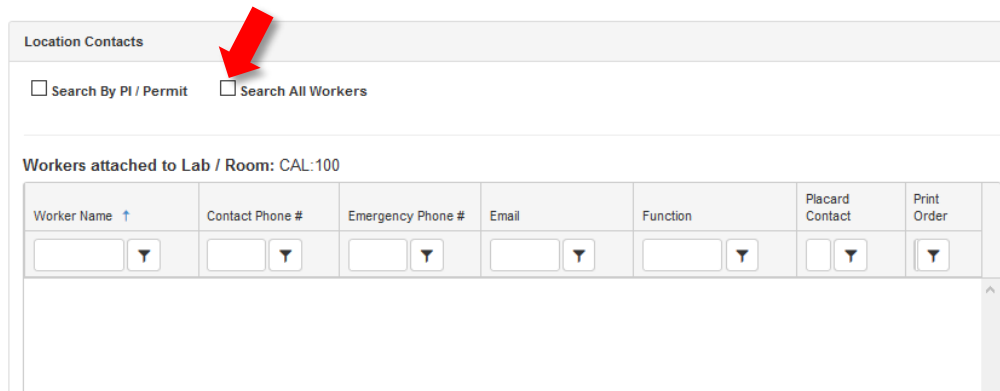
**Available Placard Hazards, Warnings & PPEs** Load Defaults

|                          |   |         |
|--------------------------|---|---------|
| Flammable Liquid 3       |  | Attach  |
| Flammable Solid 4        |  | Attach  |
| <b>PPEs</b>              |   |         |
| Eye Protection Required  |  | Attach  |
| Hand Protection Required |  | Attach  |
| No Food or Drink         |  | Default |
| Wear Apron or Lab Coat   |  | Attach  |

**Attached Placard Hazards, Warnings & PPEs**

|             |   |                         |                          |
|-------------|---|-------------------------|--------------------------|
| Detach      |  | Highly Toxic 6          | <input type="checkbox"/> |
| Detach      |  | Oxidizer 5.1            | <input type="checkbox"/> |
| Detach      |  | Flammable Liquid 3      | <input type="checkbox"/> |
| <b>PPEs</b> |   |                         |                          |
| Default     |  | No Food or Drink        | <input type="checkbox"/> |
| Detach      |  | Eye Protection Required | <input type="checkbox"/> |

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.



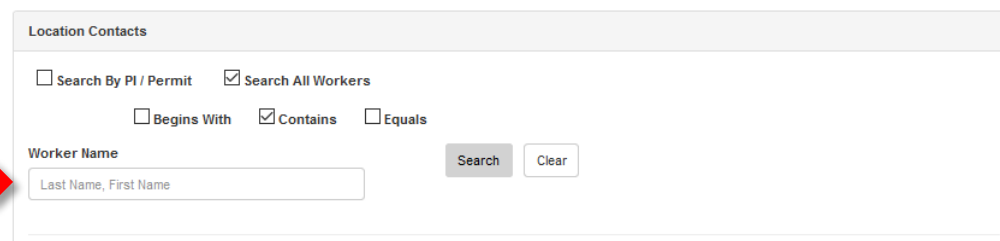
**Location Contacts**

Search By PI / Permit  Search All Workers

Workers attached to Lab / Room: CAL:100

| Worker Name ↑        | Contact Phone #      | Emergency Phone #    | Email                | Function             | Placard Contact          | Print Order          |
|----------------------|----------------------|----------------------|----------------------|----------------------|--------------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> |

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.

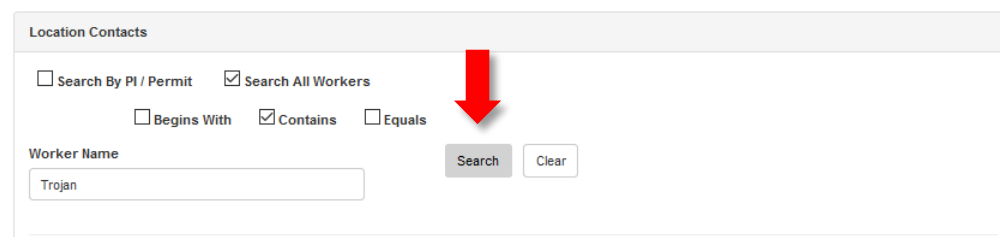


**Location Contacts**

Search By PI / Permit  Search All Workers

Begins With  Contains  Equals

Worker Name



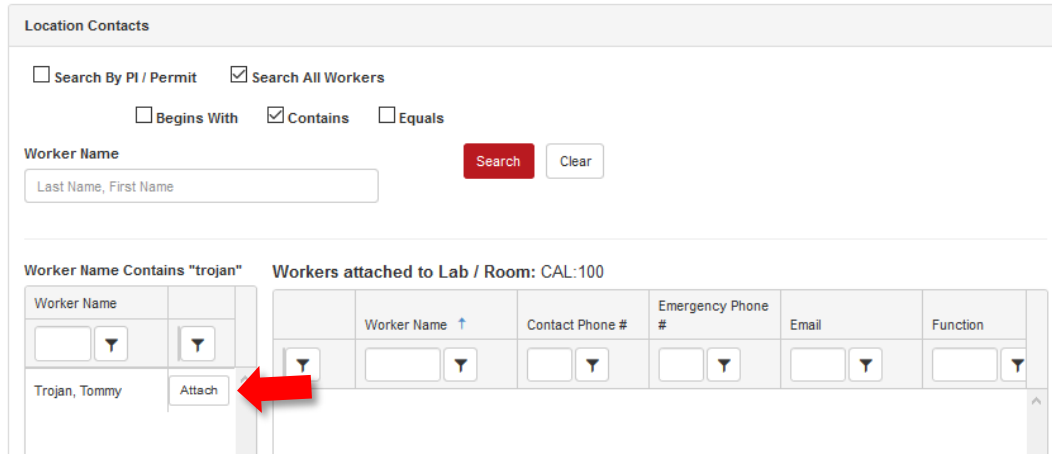
**Location Contacts**

Search By PI / Permit  Search All Workers

Begins With  Contains  Equals

Worker Name

- Search results will be listed under “Worker Name” column. Click on “Attach” button next to name to add to placard.



**Location Contacts**

Search By PI / Permit     Search All Workers

Begins With     Contains     Equals

**Worker Name**

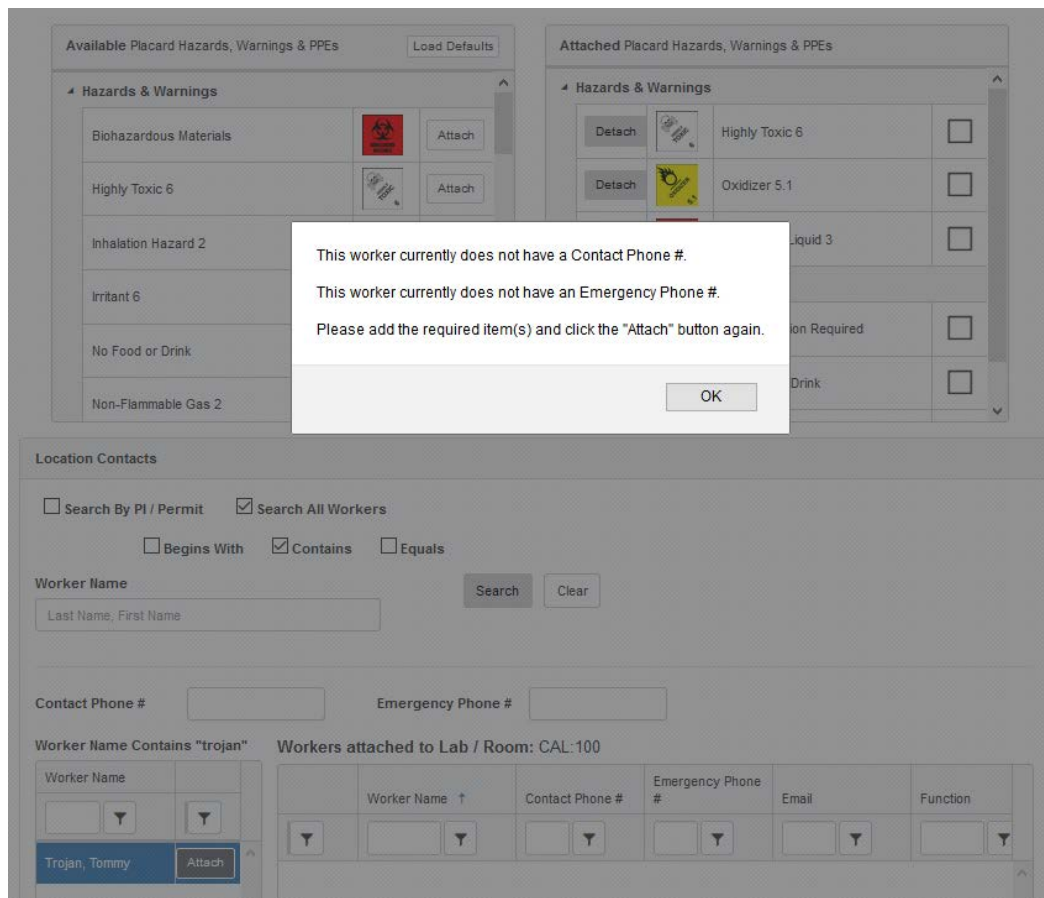
Last Name, First Name  Search Clear

---

Worker Name Contains "trojan"    Workers attached to Lab / Room: CAL:100



| Worker Name   | Worker Name ↑        | Contact Phone #      | Emergency Phone #    | Email                | Function             |
|---------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Trojan, Tommy | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- 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.





**Available Placard Hazards, Warnings & PPEs**    Load Defaults

**Hazards & Warnings**

- Biohazardous Materials  Attach
- Highly Toxic 6  Attach
- Inhalation Hazard 2
- Irritant 6
- No Food or Drink
- Non-Flammable Gas 2

**Attached Placard Hazards, Warnings & PPEs**

**Hazards & Warnings**

- Detach  Highly Toxic 6
- Detach  Oxidizer 5.1
- 
- 
- 
- 

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.

OK

**Location Contacts**

Search By PI / Permit     Search All Workers

Begins With     Contains     Equals

**Worker Name**

Last Name, First Name  Search Clear

Contact Phone #     Emergency Phone #

Worker Name Contains "trojan"    Workers attached to Lab / Room: CAL:100

| Worker Name   | Worker Name ↑        | Contact Phone #      | Emergency Phone #    | Email                | Function             |
|---------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Trojan, Tommy | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

- Fill in information for “Contact #” and “Emergency Phone #” and re-click “Attach” button next to the worker’s name.

Contact Phone #  Emergency Phone #

Worker Name Contains "trojan" Workers attached to Lab / Room: CAL:100

| Worker Name   | Contact Phone # | Emergency Phone # | Email | Function |
|---------------|-----------------|-------------------|-------|----------|
| Trojan, Tommy |                 |                   |       |          |

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

Worker Name Contains "trojan" Workers attached to Lab / Room: CAL:100

| Worker Name   | Contact Phone # | Emergency Phone # | Email             | Function |
|---------------|-----------------|-------------------|-------------------|----------|
| Trojan, Tommy | (555)555-5555   | (888)888-8888     | tommytest@usc.... |          |

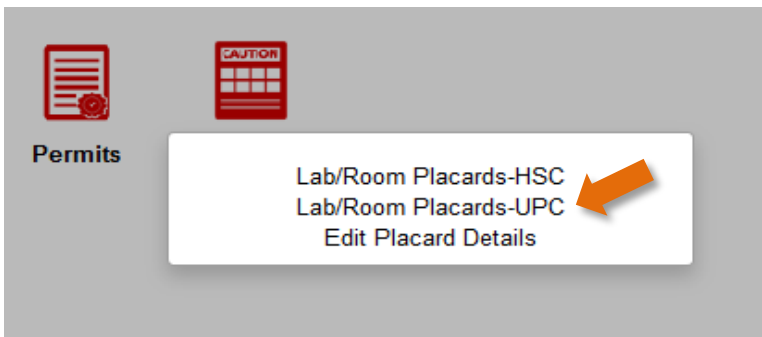
- Click “Save” at the bottom of the page to save the placard in the database. You may edit placards for other lab rooms by repeating the process.

### 2.3 Review/Print Placard

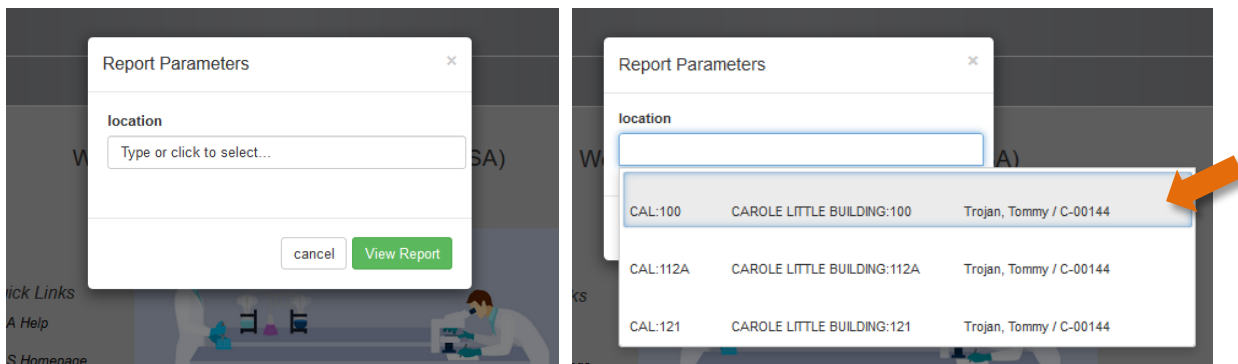
- The information just entered for the placard may be reviewed and printed. Return to the main EHSA page and click on the **Placards** icon (see image below).



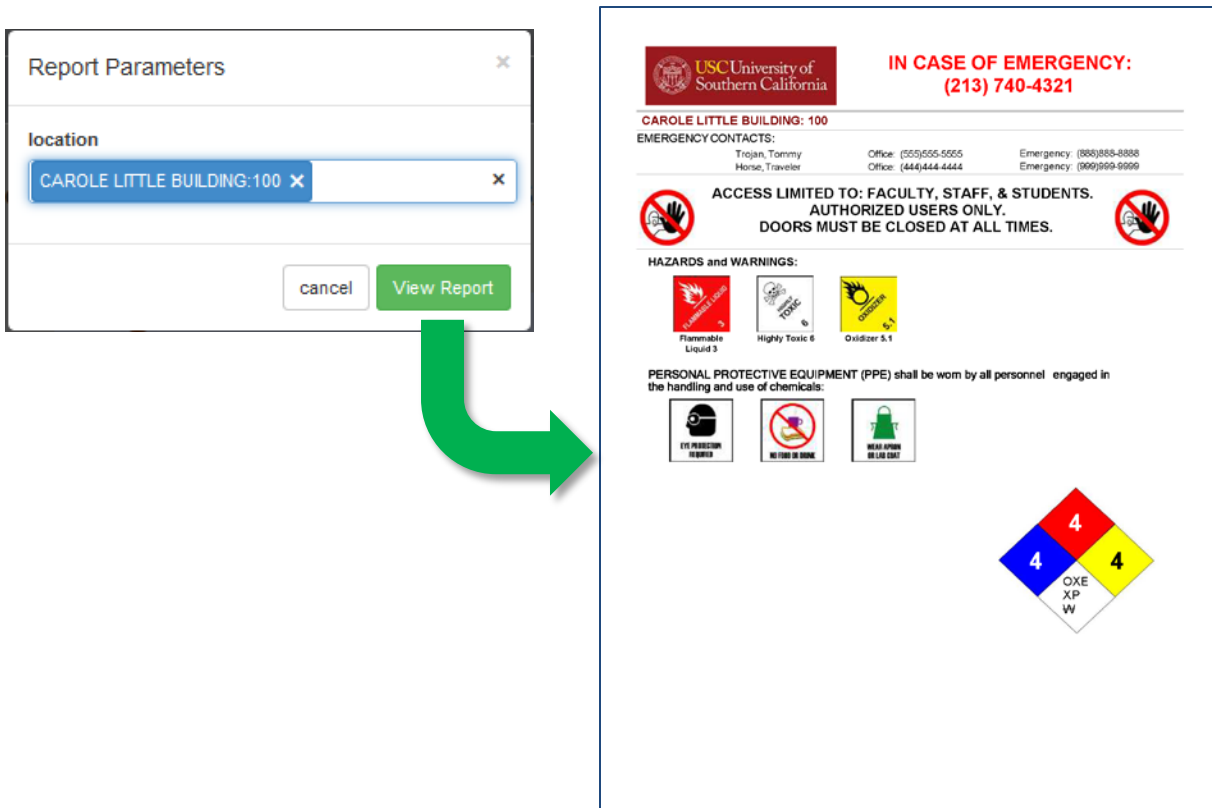
- Select “Lab/Room Placards – HSC” or “Lab/Room Placards – UPC” to view the edited placard (see arrow).



- 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).



- 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.



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