

# NU Laboratory/Shop Door Sign Creation: A Step-by-Step Guide

v. 20220713

**Northeastern University**  
**Academic and Research Safety**



# Who is Responsible for What?

## PI

- Responsible for keeping BioRAFT profile updated including:
  - General Info/Lab Members /Contacts /Hazards /ChemTracker
  - PPE Requirements/ Special Entrance/Facility Instructions
- Contacting your DSO, CSO or OARS with questions

## OARS LAB Safety Team

- Double Checking Lab Space and Hazards
- Printing and Delivering Door Sign (Note: Your CSO may do this as well)
- Responding promptly to questions

# Pls: Getting Started

- Before making door sign
  - Check/Update lab Space in Bioraft
    - Update Hazards in Lab Space
    - Update Members and Privileges (give certain members ability to edit/make door signs)
    - **ChemTracker MUST be updated before Door Sign is generated**
  - Conduct this check quarterly, at the start of every semester to catch personnel transitions.
- NOTE: Bioraft draws from your **Hazard Profile** and **ChemTracker** to make the signs
- If multiple labs occupy one space, **both need to update their profiles** before sign is printed to assure it is accurate.

# Lab Spaces in Bioraft

View Edit Members ChemTracker

View Documents Notes Equipment Inspections Self Inspections Door Sign

**Hurtig Hall**

Contact:  
Contact Phone Number:  
Description:  
Labs/Groups using space:

Location  
Building Name:  
Room Number:  
Control Area:  
Floor:  
Address:  
Area: 251 sq. ft.

[Return to space](#) [Edit Digital Door Sign](#) [View Revisions](#) [Build Door Sign](#)

Go

Go to individual  
Space on BioRAFT  
profile

Select

Select "Door Sign"

- General Info
- Space hazards
- 704 Diamond
- PPE
- Instructions

Scroll down

Scroll down to Edit  
Digital Door Sign

# Complete General Information:

- Contact Info for the Lab must be accurate
  - List PI first
  - List other key lab members
- Correct description of lab activities

Location			
Building Name:	<a href="#">Hurtig Hall</a>		
Room Number:	<a href="#">100</a>		
Address:	<a href="#">100 Huntington Avenue</a>		
	Boston, Massachusetts		
	United States		

General Information			
Contact information to be listed on the Door Sign for this space. For phone numbers to be actionable by EHS, or emergency responders, please include the phone numbers in the proper format (XXX)-XXX-XXXX.			
	Contact Name	Primary Phone	Secondary Phone
1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description:	<input type="text" value="Rsch/Nonclass Lab - Wet"/>
Labs/Groups using space:	<input type="text" value="1 Lab"/>

# CONFIRM Known Lab Hazards:

- Generated from Hazards in Lab Screen
- Click “Populate” to automatically populate the digital door signs space Hazards

## Known Lab Hazards

Below are the hazards to which lab personnel within this space may be exposed based on the information collected from Lab Profiler:

### Blanchard Lab

- Chemical
  - Any hazardous chemicals
  - Corrosive liquids
  - Environmental hazards
  - Flammable chemicals
  - Generates hazardous waste
  - Hazardous compressed gases
    - Corrosive compressed gases
    - Flammable compressed gases
    - Toxic compressed gases
  - Highly toxic chemicals
  - Irritants
  - Reactive chemicals
    - Peroxide formers
    - Strong oxidizers
- Ionizing Radiation
  - Ionizing radiation (including x-ray) generating equipment
- Non-Ionizing Radiation
  - Lasers
    - Open beam Class IV lasers
- Physical
  - Cryogenics and dry ice
  - Electrical hazards
  - High heat
  - Hot work
  - Inert compressed gases
  - Lithium Batteries
  - Particulates from machines and operations
  - Pressure and vacuum vessels
  - Shop equipment

To automatically copy these lab hazards to the Hurtig Hall - 434 Digital Door Sign, click the "Populate" button.

Populate

# Space Hazards:

- Pulls from “Hazards” Inventory from Lab home
- NOTE: This is a quick way to add/subtract more hazards to the space

## Space Hazards

Please complete the Space Hazard Profile below to identify hazards that are known to be present in this space.

### Biological:

- ☐ Animal blood, body fluids, and/or tissues
- ☐ Animal inhalation anesthetics
- ☐ Biological materials
- ☐ Human blood, body fluids, tissues, and/or bloodborne pathogens
- ☐ Infectious proteins
- ☐ Live animals
- ☐ Plant research
- ☐ Recombinant and/or synthetic nucleic acids
- ☐ Select Agent pathogenic microorganisms

### Chemical:

- ☒ Any hazardous chemicals
- ☐ Carcinogens
- ☒ Corrosive liquids
- ☐ Engineered nanomaterials
- ☒ Environmental hazards
- ☒ Flammable chemicals
- ☒ Generates hazardous waste
- ☒ Hazardous compressed gases
  - ☒ Corrosive compressed gases
  - ☒ Flammable compressed gases
  - ☐ Oxidizing compressed gases
  - ☒ Toxic compressed gases
- ☐ Hazardous drugs

### Non-Ionizing Radiation:

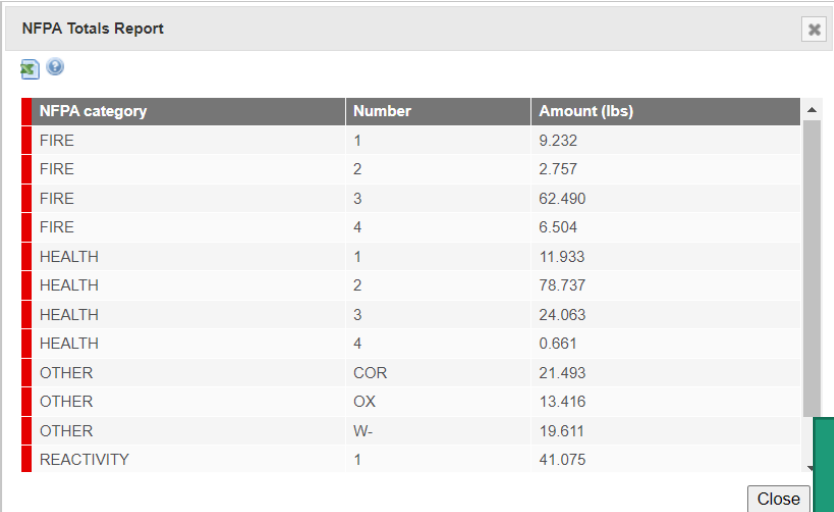
- ☐ Commercial or lab-built microwave/radio frequency emitting equipment
- ☒ Lasers
  - ☐ Lasers with beam paths that leave the optical table
  - ☐ Open beam Class IIIB lasers
  - ☒ Open beam Class IV lasers
- ☐ Magnetic fields, high intensity
- ☐ UV light sources

### Physical:

- ☐ Confined spaces
- ☒ Cryogenics and dry ice
- ☒ Electrical hazards
- ☐ Field work in extreme environments
- ☐ Heavy material handling equipment
- ☐ Heights (working at 4 ft. or higher)
- ☐ Heights (working at 6 ft. or higher)
- ☒ High heat
- ☐ Highly repetitive lab work
- ☒ Hot work
- ☒ Inert compressed gases
- ☒ Lithium Batteries
- ☐ Noise hazards
- ☒ Particulates from machines and operations

# Your NFPA Report

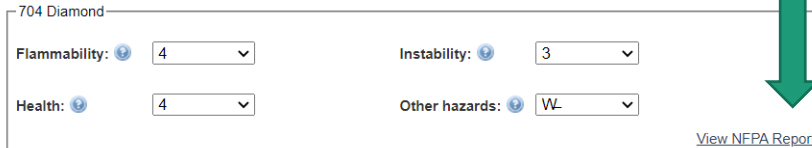
- Chemical Inventory must be up to date.
- you can auto generate an NFPA report once Inventory is up to date.
- Then, **input the highest value for each category**
- Note: There is a hierarchy for other hazards!
  - If you have cryogenic materials then the health diamond (Blue) will be a minimum of 3.
  - If there is a 4 in the report, please include the 4.



NFPA Totals Report

NFPA category	Number	Amount (lbs)
FIRE	1	9.232
FIRE	2	2.757
FIRE	3	62.490
FIRE	4	6.504
HEALTH	1	11.933
HEALTH	2	78.737
HEALTH	3	24.063
HEALTH	4	0.661
OTHER	COR	21.493
OTHER	OX	13.416
OTHER	W-	19.611
REACTIVITY	1	41.075

Close



704 Diamond

Flammability: 4

Instability: 3

Health: 4

Other hazards: W-

[View NFPA Report](#)



# 704 Diamond

- As per prior slide, THIS IS WHAT IT SHOULD LOOK LIKE.
- If you have cryogenic materials, health must be a minimum of “3.”
- If there are other hazards in the space, use the drop-down menu to select one.
  - These will be displayed on the bottom on the diamond
  - Use this to help with area hazards on the sign

704 Diamond

Flammability: ?	4 ▼	Instability: ?	3 ▼
Health: ?	4 ▼	Other hazards: ?	W ▼

[View NFPA Report](#)

-- Select --

- ✓ OX
- W
- G
- SA
- COR
- ACID
- ALK
- BIO
- POI
- RAD
- CRYO

# PPE Essentials/Mandatory on all signs:

**Mandatory:**  
Lab Coat, Safety Glasses,  
Gloves, No food/Drink,  
Closed toe shoes

- Other types of PPE based on specific research requirements or PI determination.
- Need help re: PPE determination? Contact our office.

## Personal Protective Equipment/Precautions

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Lab Coat                  | <input type="checkbox"/> FR Lab Coat              | <input type="checkbox"/> Hearing Protection       | <input checked="" type="checkbox"/> Eye Protection   |
| <input checked="" type="checkbox"/> Safety Glasses | <input type="checkbox"/> Safety Goggles           | <input type="checkbox"/> Foot Protection          | <input checked="" type="checkbox"/> Closed Toe Shoes |
| <input type="checkbox"/> Steel Toe Shoes           | <input checked="" type="checkbox"/> Gloves        | <input type="checkbox"/> Protective Clothing      | <input type="checkbox"/> Hand Washing                |
| <input type="checkbox"/> Face Shield               | <input type="checkbox"/> Hard Hat                 | <input type="checkbox"/> High Visibility Clothing | <input type="checkbox"/> Wear a Mask                 |
| <input type="checkbox"/> N95 Mask                  | <input type="checkbox"/> Surgical Mask            | <input type="checkbox"/> Dust Mask                | <input type="checkbox"/> Respiratory Protection      |
| <input type="checkbox"/> Welding Mask              | <input type="checkbox"/> Anti-static Shoes        | <input type="checkbox"/> Use Breathing Apparatus  | <input type="checkbox"/> PAPR                        |
| <input type="checkbox"/> SCBA                      | <input type="checkbox"/> Stay Clear               | <input checked="" type="checkbox"/> No Smoking    | <input checked="" type="checkbox"/> No Open Flame    |
| <input type="checkbox"/> No Pacemaker              | <input type="checkbox"/> No Metallic Articles     | <input type="checkbox"/> Confined Space           | <input type="checkbox"/> No Cell Phone               |
| <input type="checkbox"/> No Metallic Implants      | <input checked="" type="checkbox"/> No Food/Drink | <input type="checkbox"/> No Photography           |  |

# Specific Entry procedures or Facility Instructions

- Enter in the category highlighted below, then click SUBMIT.



Entrance Procedures/Facility Instructions

Submit

# Build Door Sign...Finally!

[Return to space](#)

[Edit Digital Door Sign](#)

[View Revisions](#)

[Build Door Sign](#)

 To view all changes to the digital door sign since last built, [View digital door sign updates](#).

Changes to Digital Door Sign since 06/06/2022 - 2:20pm	
• 06/15/2022 - 1:42pm by <a href="#">Donovan, Conor</a>	
Area Hazards	
From	To
Flammable Materials	Flammable Materials
	+ Flammables
	+ Oxidizing Materials
Oxidizers	Oxidizers
Compressed Gas	Compressed Gas
	+ Gases Under Pressure
	+ Toxic Compressed Gas
	+ Flammable Compressed Gas
	+ Corrosive Compressed Gas
Electrical Shock	Electrical Shock
- Reproductive Toxicity	+ Harmful Materials
	+ Irritant (skin and eye)
Cryogenics / Cold Temperatures	Cryogenics / Cold Temperatures
	+ Cryogenics
Personal Protective Equipment/Precautions	
From	To
Closed Toe Shoes	Closed Toe Shoes
Gloves	Gloves
	+ No Smoking
No Open Flame	No Open Flame
No Food/Drink	No Food/Drink
<a href="#">Populate changes</a>	

- Complete door sign edits.
- Scroll down to the bottom of the page and select “*build door sign.*”
- Top of page = *View digital door sign updates.* This will show you the recent updates made to the digital door sign
- Click “*Populate changes*” to apply all changes. Changes will be displayed on the new door sign.

# General Info

- The first few boxes will be pre-filled with information inputted earlier.
- Double check to confirm that information is correct.

Check off and select any special considerations that the lab space has

- Ex: Radiation X-ray Producing Equipment

**Layout**  
The layout selected will determine how the door sign looks and may impact the number of selections allowed.

Door Sign Preset: **NU-Boston Campus** ▼

Template: \* **Default GHS** ▼ [Change Template](#)

Layout: \* **11" x 8.5" Landscape** ▼

---

**General Information**  
**Contact Information**  
Only include information you wish to display on the door sign. When entering contacts for your door sign please include full name, one primary phone number and one secondary phone number per line.  
There is a character limit of up to 27 for the Name fields in place that will affect printing. These do not need to be removed from your digital door sign, and can be edited here.

	Name	Primary Phone	Secondary Phone
1	Doan, Jonathan	(843) 367-4946	(843) 367-4946
2	Kirss, Rein	(617) 373-4513	(617) 373-4513
3	Smolkin, Eugene	(787) 587-3748	(617) 373-7526

Description: **Rsch/Nonclass Lab - Wet**

Labs/Groups using space: **Smolkin Lab** **Blanchard Lab**

---

**Header**  
Header: \* **Authorized Personnel Only** ▼

---

**704 Diamond**

Flammability: \* 4 ▼ Instability: \* 3 ▼

Health: \* 4 ▼ Other hazards: \* W- ▼

[View NFPA Report](#)

**Regulatory**  
Check all that apply. Please select the special considerations.

☐ Biological -- Select -- ▼ ☐ Carcinogenic

☒ Radiation X-Ray Producing Equipment ▼ ☒ Laser Class 4 ▼

# “Area” Hazards

- Only 6 Area Hazards are displayed
- If your space has more than 6 hazards, **choose the most hazardous materials that are in the space**

NOTE: you can utilize the other hazards drop- down menu on the NFPA diamond box

*Example: Since we have water reactive on the NFPA diamond we don't need to select the hazard here*

- Contact [labsafety@northeastern.edu](mailto:labsafety@northeastern.edu) if you have questions!

Area Hazards

Select **up to 6** hazards to display on the door sign.

<input type="checkbox"/> <b>Explosive Materials</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Explosive Materials</li><li><input type="checkbox"/> Self-Reactive Materials</li><li><input type="checkbox"/> Organic Peroxides</li></ul>	<input checked="" type="checkbox"/> <b>Electrical Shock</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Exposed Electrical Hazard above 600 V</li><li><input type="checkbox"/> Exposed Electrical Hazard below 600 V</li></ul>
<input checked="" type="checkbox"/> <b>Flammable Materials</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Flammables</li><li><input type="checkbox"/> Pyrophorics</li><li><input type="checkbox"/> Self-Heating materials</li><li><input type="checkbox"/> Emits Flammable Gas</li><li><input type="checkbox"/> Self-Reactives materials</li><li><input type="checkbox"/> Organic Peroxides</li><li><input type="checkbox"/> Water Reactive</li></ul>	<input type="checkbox"/> <b>Acutely Toxic Materials</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Irritant (skin and eye)</li><li><input type="checkbox"/> Skin Sensitizers</li><li><input type="checkbox"/> Acute Toxicity (harmful)</li><li><input type="checkbox"/> Narcotic Effects</li><li><input type="checkbox"/> Respiratory Tract Irritant</li><li><input type="checkbox"/> Hazardous to Ozone Layer (Non-Mandatory)</li></ul>
<input type="checkbox"/> <b>Oxidizing Materials</b> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Oxidizers</li></ul>	<input type="checkbox"/> <b>Health Hazards</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Carcinogen</li><li><input type="checkbox"/> Mutagenicity</li><li><input checked="" type="checkbox"/> Reproductive Toxicity</li><li><input type="checkbox"/> Respiratory Sensitizer</li><li><input type="checkbox"/> Target Organ Toxicity</li></ul>
<input checked="" type="checkbox"/> <b>Compressed Gas</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Gases Under Pressure</li><li><input type="checkbox"/> Toxic Compressed Gas</li><li><input type="checkbox"/> Flammable Compressed Gas</li><li><input type="checkbox"/> Corrosive Compressed Gas</li><li><input type="checkbox"/> Oxidizing Compressed Gas</li></ul>	<input type="checkbox"/> <b>Environmental Hazards</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Aquatic Toxicity</li></ul>
<input type="checkbox"/> <b>Corrosive Materials</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Skin Corrosion/Burn</li><li><input type="checkbox"/> Eye Damage</li><li><input type="checkbox"/> Corrosive to Metals</li></ul>	<input type="checkbox"/> <b>Magnetic Field</b> <ul style="list-style-type: none"><li><input type="checkbox"/> High Powered Magnet</li></ul>
	<input checked="" type="checkbox"/> <b>Cryogenics / Cold Temperatures</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Cryogenics</li><li><input type="checkbox"/> Cold Temperatures</li></ul>
	<input type="checkbox"/> <b>Optical Radiation/UV Hazard</b>
	<input type="checkbox"/> <b>Radio Frequency</b>

# PPE and Special Instructions on the Door Sign

- Only 6 PPE can be displayed, so if your space has more than 6 select the most important ones.
- Specific Entrance Instructions will be displayed below the NFPA Diamond on the sign
  - Example: Handle with extreme care, Materials sensitive to temperature and shaking
- Click **SUBMIT** after all information has been added.

Personal Protective Equipment/Precautions

Select up to 6 Personal Protective Equipment/Precautions to display on the door sign.

Personal Protective Equipment		Precautions
<input type="checkbox"/> Lab Coat	<input type="checkbox"/> Hard Hat	<input type="checkbox"/> Stay
<input type="checkbox"/> FR Lab Coat	<input type="checkbox"/> High Visibility Clothing	<input type="checkbox"/> No Entry
<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Wear a Mask	<input checked="" type="checkbox"/> No Flammable
<input checked="" type="checkbox"/> Eye Protection	<input type="checkbox"/> N95 Mask	<input type="checkbox"/> No Fire
<input checked="" type="checkbox"/> Safety Glasses	<input type="checkbox"/> Surgical Mask	<input type="checkbox"/> No Hot
<input type="checkbox"/> Safety Goggles	<input type="checkbox"/> Dust Mask	<input type="checkbox"/> Corrosive
<input type="checkbox"/> Foot Protection	<input type="checkbox"/> Respiratory Protection	<input type="checkbox"/> No Compressed
<input checked="" type="checkbox"/> Closed Toe Shoes	<input type="checkbox"/> Welding Mask	<input type="checkbox"/> No Ionizing
<input type="checkbox"/> Steel Toe Shoes	<input type="checkbox"/> Anti-static Shoes	<input checked="" type="checkbox"/> No Flammable
<input checked="" type="checkbox"/> Gloves	<input type="checkbox"/> Use Breathing Apparatus	<input type="checkbox"/> No Fumes
<input type="checkbox"/> Protective Clothing	<input type="checkbox"/> PAPR	
<input type="checkbox"/> Hand Washing	<input type="checkbox"/> SCBA	
<input type="checkbox"/> Face Shield		

Entrance Procedures/Facility Instructions

There are character limits of up to 132 in place that will affect printing. These do not need to be on the door sign, and can be edited here

# Almost Done!

1. Double check information for the sign is correct, re-edit if necessary.

2. Contact both the (1) LabSafety team AND (2) your CSO (College Safety Officer) when your sign is ready to print. **Some CSOs have the ability to review and print signs.**

**Note – we will NOT be automatically notified. Email labsafety and your CSO.**

[END]

The Door Sign has been updated.

## General Information:

	Name	Primary Phone	Secondary Phone
1			
2			
3			

Description: Rsch/Nonclass Lab - Wet

Labs/Groups using space: Blanchard Lab

## Header:

Authorized Personnel Only

## 704 Diamond:

Flammability 4  
Instability 3  
Health 4  
Other Hazards W-

## Regulatory:

Radiation X-Ray Producing Equipment  
Laser Class 4

## Area Hazards:

- Flammable Materials
- Oxidizers
- Compressed Gas
- Electrical Shock
- Reproductive Toxicity
- Cryogenics / Cold Temperatures

## Personal Protective Equipment / Precautions:

- Eye Protection
- Safety Glasses
- Closed Toe Shoes
- Gloves
- No Open Flame
- No Food/Drink

[Return to space](#)

[Edit Door Sign](#)

[View Revisions](#)

[Print Door Sign](#)