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
PIs: 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

Go to individual Space on BioRAFT profile

Select “Door Sign”
- General Info
- Space hazards
- 704 Diamond
- PPE
- Instructions

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
CONFIRM

Known Lab Hazards:

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

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
  - Cryogens 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 Hurting Hall - 434 Digital Door Sign, click the "Populate" button.
Space Hazards:

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

<table>
<thead>
<tr>
<th>Space Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please complete the Space Hazard Profile below to identify hazards that are known to be present in this space.</td>
</tr>
</tbody>
</table>

**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 III B lasers
- Open beam Class IV lasers
- Magnetic fields, high intensity
- UV light sources

**Physical:**
- Confined spaces
- Cryogens 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.
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
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.
Specific Entry procedures or Facility Instructions

- Enter in the category highlighted below, then click SUBMIT.
Build Door Sign...Finally!

- 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
“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 if you have questions!
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.
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.*