EHSA User Manual: Laboratory Placards

How to create, update, and print placards
Two options is displayed when left clicking on the “Placard”:

- **“Lab/Room Placards”:** print placards for lab/rooms
- **“Edit Placard Details”:** update information on the placard

To print an existing placard, click the **“Lab/Room Placards”** link and the **“Report Parameters”** link pops up.

Click to display all rooms or type room number to search. *Once the desired room is selected, click **“View Report”**

* If the room number does not appear in the dropdown, contact ORS for support.
Clicking “Edit Placard Details” displays a list of rooms under your associated PI. Double click the room to edit the associated placard takes you to the “Edit Lab Placard” page.
On the top of the "Edit Placard Page" the available hazard warning signs and PPEs are displayed.

Use the “Attach”/”Detach” buttons to add/remove safety warning icons on the placard.

For a wet research lab, the followings icons must be selected: NO FOOD or DRINK ALLOWED, NO SMOKING ALLOWED, Hand Protection, Body Protection, and Eye Protection. Consult with ORS if you are uncertain whether certain hazard is applicable.

On the bottom “Location contact” section, the information of the responsible “Principal Investigator” and a Laboratory “Safety Contact” (as applicable) must be selected.
Check "Search By PI/Permit" box allow quick access to everyone listed under your associated PI.

To properly display all associated personnel, select the permit number that begin with "C-".

Alternatively, checking the "Search All Workers" box allow you to find anyone in the system.

The results of your search will be displayed on the lower left with an “Attach” button for adding the corresponding person to the placard.

** If you are unable to find the name using either method, contact ORS for support.
Clicking the “Attach” button will add the information of the selected individual onto the placard. However, if emergency contact of this individual is not present, the following error will be shown*.

Click “OK” and complete the Contact Phone # (campus phone number), Emergency Phone # (off campus number), and Email Address**.

* You may see less errors than the one shown. Error is triggered only for information not currently in the system. Once updated, the phone numbers and email address will be saved and can be edited under each person’s profile.

** If there is an error in your contact information, you need to edit your user profile. For detail instructions, see EHSA User Manual- User Profile Maintenance.
After attaching all personnel, add “Function” associated to each personnel by clicking on the blank space under the “Function” column and select either “Principal Investigator” or “Safety Contact”.

Each person MUST have a “Function” to be properly displayed on the placard.

Up to 8 names can be displayed on a single placard with any combination of Principal Investigators and Safety Contacts.

You can also specify the order of the names on the placard using the “print order” column to the right.

After editing the placard, you may return to the home page and use the “Room/Lab Placards” link to print the placard. Each room need to be edited separately.