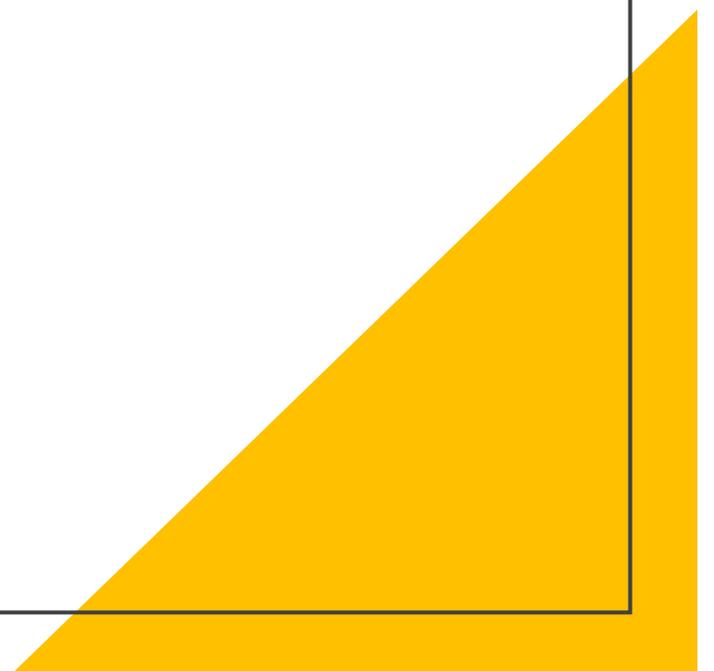


How to Build a door sign in SciShield

University of Vermont

Environmental Health and Safety

safety@uvm.edu



View Edit Dashboard Members Requirements ChemTracker

View Spaces Documents Forms Notes Equipment Lab Inspections Self Inspections Correspondence

Sample Lab

Emergency Shutdown Status: Normal Operations

Contact Info
Principal Investigator: [Safety Sample](#)
Department:
Building: Environmental Safety Facility
Room Number: 5
Mail Code:
Phone 1: 802-656-5444
Phone 2:
Fax Number:

Safety Contacts
No safety contacts assigned.

Compliance Summary
Equipment:
[View Dashboard](#)

Research Focus
Hazardous waste accumulation and short term (90 days) storage area.
Lab Categories: Research Support ⓘ
Major Hazard Categories: Chemical, Regulated Activities ⓘ
Hazards Last Certified by PI: 10/20/2022 [Require Recertification](#) [Edit Hazards](#)

Lab Status: Active [Set Status to Inactive](#)
Emergency Shutdown Status: Normal Operations

- Sign into SciShield (<https://uvm.scishield.com/>) or scan or scan or code



- **Go to your Lab page**
 - Complete the set-up wizard if first time in scishield.
 - Your lab should pop up on the left as marked by the red box.
 - If an LSO you will need to get permission from your Lab Supervisor/Principal Investigator to access information/build door signs

- Click on “Spaces” under the view tab



View Edit Dashboard Members Requirements ChemTracker

View **Spaces** Documents Forms Notes Equipment Lab Inspections Self Inspections Correspondence

Find Individual or Group
Search

- + Research Management
- + Inspections
- + Given Bunker
- + Sample Lab
- + ChemTracker
- + Research Tools
- + Equipment
- + My Account

Sample Lab Spaces

Showing 1-2 of 2 results

Hazards:

Filter...

Submit

Space Name▲	Description	Contact	Groups/Labs	Space Hazards Updated	Door Sign Last Created
Environmental Safety Facility - 109	bulking room	--	Sample Lab	never	--
Environmental Safety Facility - 110	haz waste storage	--	Sample Lab	never	--

[Add a Space](#)

- Select a lab space
 - If you have multiple lab spaces a sign will need to be created for each space.



View Edit Members ChemTracker

View Documents Notes Equipment Inspections Self Inspections **Door Sign**

Find Individual or Group

Search

+ Research Management

+ Inspections

+ Given Bunker

+ Sample Lab

+ ChemTracker

+ Research Tools

+ Equipment

+ My Account

Environmental Safety Facility - 109

Contact Phone Number:

Description: bulking room

Labs/Groups using space: [Sample Lab](#)

Location

Building Name: [Environmental Safety Facility](#)

Room Number: 109

Address: UVM ESF
667 Spear Street
Burlington, Vermont 05405-0001
United States

[Set Status to Inactive](#)

○ Under the view menu, click on the Door Sign option

View Edit Members ChemTracker

View Documents Notes Equipment Inspections Self Inspections **Door Sign**

Find Individual or Group

Search

- + Research Management
- + Inspections
- + Given Bunker
- + Sample Lab
- + ChemTracker
- + Research Tools

Environmental Safety Facility - 109

Location

Building Name: [Environmental Safety Facility](#)
Room Number: 109
Address: UVM ESF
667 Spear Street
Burlington, Vermont 05405-0001
United States

General Information

	Contact Name	Primary Phone	Secondary Phone
1	-	-	-
2	-	-	-
3	-	-	-

Description:

Labs/Groups using space: [Sample Lab](#)

Space Hazards

Space Hazards has not been configured yet. Please select "Edit Digital Door Sign" below to make changes.

704 Diamond

The 704 Diamond has not been configured yet. Please select "Edit Digital Door Sign" below to make changes.

PPE/Precautions

PPE/Precautions has not been configured yet. Please select "Edit Digital Door Sign" below to make changes.

Entrance Procedures/Facilities Instructions

Entrance Procedures/Facilities Instructions has not been configured yet. Please select "Edit Digital Door Sign" below to make changes.

[Edit Digital Door Sign](#)

- This will bring you to the information within your digital door sign.
- Click on the “Edit Digital Door Sign”

Note: you will be responsible for filling out both a **Digital** door sign as well as a **Physical** door sign. The information your place in the digital door sign should populate to the physical door sign with the acceptance of the Entrance Procedures/Facilities Instructions.

Edit Digital Door Sign

Location

Building Name: [Environmental Safety Facility](#)
Room Number: 109
Address: UVM ESF
667 Spear Street
Burlington, Vermont 05405-0001
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" value="Lab Supervisor"/>	<input type="text" value="not an office phone"/>	<input type="text" value="office phone"/>
2	<input type="text" value="Lab Safety Officer"/>	<input type="text" value="not an office phone"/>	<input type="text" value="office phone"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>

Description:

Labs/Groups using space: [Sample Lab](#)

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:

Sample Lab

- Chemical
 - Any hazardous chemicals
 - Carcinogens
 - Corrosive liquids
 - Environmental hazards
 - Flammable chemicals
 - Generates hazardous waste
 - Highly toxic chemicals
 - Highly toxic liquids and/or solids
 - Hydrofluoric acid solutions
 - Mercury
 - Irritants
 - Reactive chemicals
 - Peroxide formers
 - Piranha solution
 - Pyrophoric chemicals
 - Strong oxidizers
 - Water-reactive chemicals
 - Regulated chemicals
 - Teratogens and/or reproductive hazards
- Regulated Activities
 - Transporting materials between buildings or campuses
 - Transporting materials between buildings or campuses - Biological
 - Transporting materials between buildings or campuses - Chemical

To automatically copy these lab hazards to the Environmental Safety Facility - 109 Digital Door Sign, click the "Populate" button.

- On this page you can put in the contact names and numbers for up to three individuals. These should be workers that have had all the mandatory trainings AND know the hazards and protocols of the lab.
 - In labs with multiple PIs or Shared Spaces include the PIs in these main spaces. If more exist that three put remaining contacts and numbers in the notes section at the bottom of this screen.
 - If the lab has only one Lab Supervisor/PI put the information for the Lab Safety Officer.
 - Labs must have at least two contacts on their signs.

- If you have completed the wizard, you will have the option in the "Known Lab Hazards" window to Populate. This will pull the information that you have already entered this digital lab sign.

- By hitting populate on the last screen the checkmarks in the "Space Hazards" will be auto populated.
- Add any additional hazards that may be in the lab space.

Space Hazards

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

<p>Biological:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Animal blood, body fluids, and/or tissues <input type="checkbox"/> Animal inhalation anesthetics <input type="checkbox"/> Biological materials <input type="checkbox"/> Human blood, body fluids, tissues, and/or bloodborne pathogens <input type="checkbox"/> Infectious proteins <input type="checkbox"/> Live animals <input type="checkbox"/> Plant research <input type="checkbox"/> Recombinant and/or synthetic nucleic acids <input type="checkbox"/> Select Agent pathogenic microorganisms <p>Chemical:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Any hazardous chemicals <input checked="" type="checkbox"/> Carcinogens <input checked="" type="checkbox"/> Corrosive liquids <input type="checkbox"/> Engineered nanomaterials <input checked="" type="checkbox"/> Environmental hazards <input checked="" type="checkbox"/> Flammable chemicals <input checked="" type="checkbox"/> Generates hazardous waste <input type="checkbox"/> Hazardous compressed gases <input type="checkbox"/> Hazardous drugs <input checked="" type="checkbox"/> Highly toxic chemicals <input checked="" type="checkbox"/> Irritants <input checked="" type="checkbox"/> Reactive chemicals <input checked="" type="checkbox"/> Regulated chemicals <input checked="" type="checkbox"/> Teratogens and/or reproductive hazards <p>Ionizing Radiation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ionizing radiation (including x-ray) generating equipment <input type="checkbox"/> Radioactive materials 	<p>Non-ionizing Radiation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Commercial or lab-built microwave/radio frequency emitting equipment <input type="checkbox"/> Lasers <input type="checkbox"/> Magnetic fields, high intensity <input type="checkbox"/> UV light sources <p>Physical:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Confined spaces <input type="checkbox"/> Cryogenics and dry ice <input type="checkbox"/> Electrical hazards <input type="checkbox"/> Field work in extreme environments <input type="checkbox"/> Heavy material handling equipment <input type="checkbox"/> Heights (working at 4 ft. or higher) <input type="checkbox"/> Heights (working at 6 ft. or higher) <input type="checkbox"/> High heat <input type="checkbox"/> Highly repetitive lab work <input type="checkbox"/> Hot work <input type="checkbox"/> Inert compressed gases <input type="checkbox"/> Lithium Batteries <input type="checkbox"/> Noise hazards <input type="checkbox"/> Particulates from machines and operations <input type="checkbox"/> Pressure and vacuum vessels <input type="checkbox"/> Robotic machinery <input type="checkbox"/> Shop equipment <p>Regulated Activities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Having minors in the lab <input type="checkbox"/> Shipping materials outside of institution <input checked="" type="checkbox"/> Transporting materials between buildings or campuses <input type="checkbox"/> No Hazards
--	--

- DO NOT ENTER ANY INFORMATION FOR THE 704 DIAMOND SECTION

704 Diamond

Flammability:

Instability:

Health:

Other hazards:

[View NFPA Report](#)

Personal Protective Equipment/Precautions

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Lab Coat | <input type="checkbox"/> FR Lab Coat | <input type="checkbox"/> Hearing Protection | <input type="checkbox"/> Eye Protection |
| <input checked="" type="checkbox"/> Safety Glasses | <input type="checkbox"/> Safety Goggles | <input checked="" type="checkbox"/> Foot Protection | <input type="checkbox"/> Closed Toe Shoes |
| <input type="checkbox"/> Steel Toe Shoes | <input checked="" type="checkbox"/> Gloves | <input type="checkbox"/> Protective Clothing | <input checked="" 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 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 | |

Entrance Procedures/Facility Instructions

Submit

- In the Personal Protective Equipment/Precaution section you can pick out the PPE required in your space.
- Be as general as possible- if a new people was coming into the lab, what PPE would they need?
 - BSL2 spaces must have gloves, lab coat, handwashing

- Any entrance instructions as well as additional contact information can be put in this lower section. Any PIs or people that may need to be contacted in the case that the first three contacts do not pick up, put their information here.
- Then hit Submit to enter the information into the digital sign!



View Edit Members ChemTracker

View Documents Notes Equipment Inspections Self Inspections **Door Sign**

Environmental Safety Facility - 109

- Your *Digital Door Sign* has been created.
- If you would like to print your door sign, please click [here](#).

Location

Building Name: [Environmental Safety Facility](#)
Room Number: 109
Address: UVM ESF
 667 Spear Street
 Burlington, Vermont 05405-0001
 United States

General Information

	Contact Name	Primary Phone	Secondary Phone
1	Lab Supervisor	not an office phone	office phone
2	Lab Safety Officer or additional LS	not an office phone	office phone
3	-	-	-

Description: bulking room

Labs/Groups using space: [Sample Lab](#)

Space Hazards

- Chemical
 - Any hazardous chemicals
 - Carcinogens
 - Corrosive liquids
 - Environmental hazards
 - Flammable chemicals
 - Generates hazardous waste
 - Highly toxic chemicals
 - Highly toxic liquids and/or solids
 - Hydrofluoric acid solutions
 - Mercury
- Irritants
- Reactive chemicals
 - Peroxide formers
 - Piranha solution
 - Pyrophoric chemicals
 - Strong oxidizers
 - Water-reactive chemicals

Find Individual or Group

Search

- + Research Management
- + Inspections
- + Given Bunker
- + Sample Lab
- + ChemTracker
- + Research Tools
- + Equipment
- + My Account

○ At this point you have completed your digital door sign!

○ Touch the "here" to create your printed sign

Build Door Sign

Layout

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

Door Sign Preset:

Template: *

Layout: *

- This will bring you to the Build Door Sign menu
- Set the Door Sign Preset to **GENERAL**, this will need to be selected.

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 21 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
1	<input type="text" value="Lab Supervisor"/>	<input type="text" value="not an office phone"/>
2	<input type="text" value="Lab Safety Officer"/>	<input type="text" value="not an office phone"/>
3	<input type="text"/>	<input type="text"/>

Description:

Labs/Groups using space: [Sample Lab](#)

- The general information will be auto populated, notice that only the primary phone number is included in this section.

Header

Header: *

- Select a header
 - *Area Hazard Information* is recommended

Regulatory

Check all that apply. Please select the special considerations.

Biological Carcinogenic

Radiation Laser

- Check and select any regulatory information.
 - BSL1, BSL2, Rad, carcinogenic, or lasers

- Select up to 12 area hazards on this screen

Area Hazards

Select **up to 12** hazards to display on the door sign.

Explosive Materials

- Explosive Materials
- Self-Reactive Materials
- Organic Peroxides

Flammable Materials

- Flammables
- Pyrophorics
- Self-Heating materials
- Emits Flammable Gas
- Self-Reactives materials
- Organic Peroxides
- Water Reactive

Oxidizing Materials

- Oxidizers

Compressed Gas

- Gases Under Pressure
- Toxic Compressed Gas
- Flammable Compressed Gas
- Corrosive Compressed Gas
- Oxidizing Compressed Gas

Corrosive Materials

- Skin Corrosion/Burn
- Eye Damage
- Corrosive to Metals

Electrical Shock

- Exposed Electrical Hazard above 600 V
- Exposed Electrical Hazard below 600 V

Acutely Toxic Materials

Harmful Materials

- Irritant (skin and eye)
- Skin Sensitizes
- Acute Toxicity (harmful)
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)

Health Hazards

- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity

Environmental Hazards

- Aquatic Toxicity

Magnetic Field

- High Powered Magnet

Cryogenics / Cold Temperatures

- Cryogenics
- Cold Temperatures

Optical Radiation/UV Hazard

Radio Frequency

Personal Protective Equipment/Precautions

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

Personal Protective Equipment

Lab Coat

FR Lab Coat

Hearing Protection

Eye Protection

Safety Glasses

Safety Goggles

Foot Protection

Closed Toe Shoes

Steel Toe Shoes

Gloves

Protective Clothing

Hand Washing

Face Shield

Hard Hat

High Visibility Clothing

Wear a Mask

N95 Mask

Surgical Mask

Dust Mask

Respiratory Protection

Welding Mask

Anti-static Shoes

Use Breathing Apparatus

PAPR

SCBA

Precautions

Stay Clear

No Smoking

No Open Flame

No Pacemaker

No Metallic Articles

Confined Space

No Cell Phone

No Metallic Implants

No Food/Drink

No Photography

- Select up to 6 personal protective equipment/precautions on this menu

Entrance Procedures/Facility Instructions

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

Additional contact information
Important information upon entering

- 132 characters available for additional contact information as well as any entrance information.
- **Put the location of your lab safety notebook in this section**

Submit

- Click submit!

Environmental Safety Facility - 109 Door Sign Summary

Your *Door Sign* has been created.

General Information:

	Name	Primary Phone
1	Lab Supervisor	123-456-7890
2	LSO or Ad. PI	123-456-7809
3	-	-

Description: bulking room

Labs/Groups using space: [Sample Lab](#)

Header:

Area Hazard Information

704 Diamond:

Flammability

Instability

Health

Other Hazards

Regulatory:

Carcinogenic True

Area Hazards:

- Flammable Materials
- Flammables
- Pyrophorics
- Water Reactive
- Oxidizing Materials
- Oxidizers
- Harmful Materials
- Irritant (skin and eye)
- Health Hazards
- Carcinogen
- Reproductive Toxicity

Personal Protective Equipment / Precautions:

- Safety Glasses
- Foot Protection
- Gloves
- Hand Washing
- No Smoking
- No Food/Drink

Entrance Procedures/Facilities Instructions:

Additional contact information Important information upon entering

[Return to space](#)

[Edit Door Sign](#)

[Print Door Sign](#)

- Check the summary and determine if any additional information is needed.

- Click Edit Door sign to change the sign or Print Door Sign to download the sign as a PDF that can then be printed.

- Congrats! You have created your door sign!
- Create a sign for each of your spaces and update information when needed.
- If your lab needs a door sign hold, contact safety@uvm.edu
- If you have any other questions, contact safety@uvm.edu

AREA HAZARD INFORMATION



The University of Vermont

Environmental Safety Facility,
109
bulking room



REGULATORY INFORMATION



Carcinogenic

AREA HAZARDS



Flammable
Materials



Flammables



Pyrophorics



Water Reactive



Oxidizing
Materials



Oxidizers



Harmful Materials



Irritant (skin and
eye)



Health Hazards



Carcinogen



Reproductive
Toxicity

PPE/PRECAUTIONS



Safety Glasses



Foot Protection



Gloves



Hand Washing



No Smoking



No Food/Drink

EMERGENCY CONTACT INFO

Lab Supervisor
123-456-7890

LSO or Ad. PI
123-456-7809

Service Operations Support (SOS)
(802) 656-2560

FIRE/MEDICAL/POLICE
Call or Text 9-1-1

ENTRANCE INSTRUCTIONS

Additional contact information Important
information upon entering