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### 1.0 PURPOSE

The purpose of this standard operating procedure (SOP) is to provide general information and guidelines for creating and printing door signs from the RSS 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.

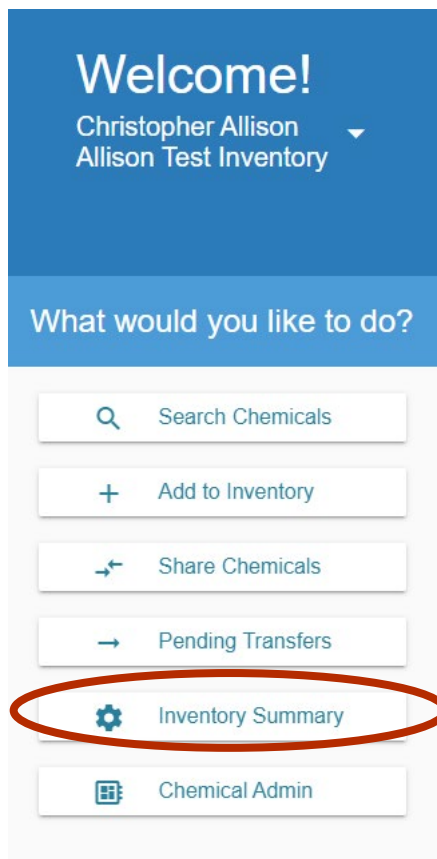### 2.0   PROCEDURES

#### 2.1   Select Door Sign to Edit

1.  Log in at RSS ([https://app.riskandsafety.com/](https://app.riskandsafety.com/)) and click on the **More Apps** drop down menu (see image below).
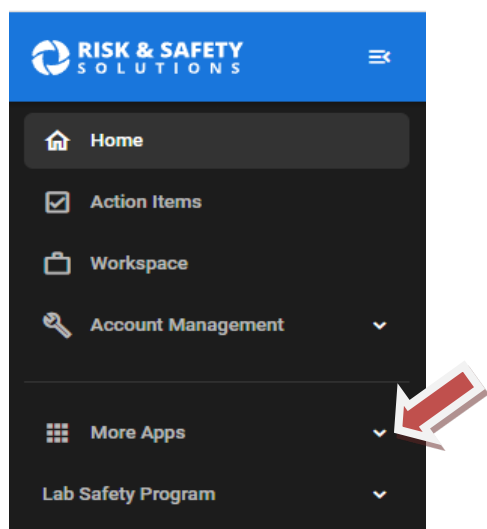


2.  Select "**Chemicals**" (see arrow).
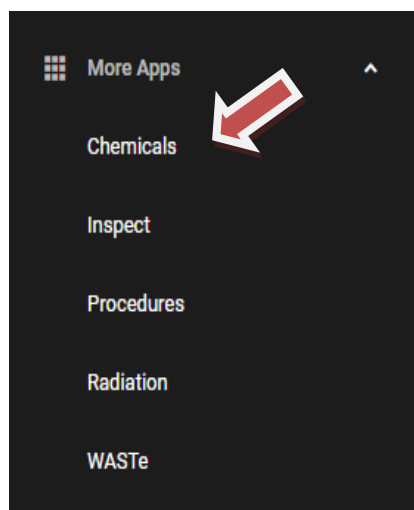
3.  Once in the Chemicals module, select **Inventory Summary**.



4.  Once in Inventory Summary, scroll down to **Door Hazard Signs**. From here, you can select each space (see arrow) tied to your lab and generate/edit a door sign for each one.

*2.2   Edit Door Sign Details.*

1.   Once the space is selected, you can edit the details of the door sign by clicking **Edit** in the top right corner.

2.   While in editing mode, there are several things which can be modified. To add individuals to the door sign, click on the **Emergency Contacts** box (see arrow).

**IN CASE OF EMERGENCY DIAL (213) 740-4321**

MCB-Michelson Center for Convergent Bioscience: Room373 (3RD FLOOR)

Inventory Owner Emergency Contacts

| Name | Role | Phone # | Alternate Phone # |
|---|---|---|---|
| Christopher Allison | Inventory Owner | | |

Emergency Contacts

| Name | Role | Department | Phone # | Alternate Phone # |
|---|---|---|---|---|
| Garrett Ward | | | (123) 456-7891 | |

No inventories have been certified for this location.

3.   Once in the **Emergency Contacts** box, you can add the name, role, department, and contact information for all individuals needed on the door sign. Once done, click **Save**.

| Name | Role | Department | Phone # | Phone # |
|---|---|---|---|---|
| Garrett Ward | Lab Manager | Chemistry | (123) 456-7891 | |
| Name | Role | Department | Phone # | Phone # |
| Name | Role | Department | Phone # | Phone # |

CANCEL     SAVE

4.   The **Inventory Owner Emergency Contacts** is auto populated based on the inventories tied to the space and will include all Principal Investigators with inventories tied to the space. This information has limited capabilities to be edited. New contact information can be added, but existing contact information cannot be removed or edited.

5.   Similar to the **Inventory Owner Emergency Contacts**, the **Hazard symbols** will be auto populated based on all inventories located in the space. These cannot be edited, so it is important to ensure chemical inventories for each space are accurate and up to date.

6.  If your lab includes other hazards e.g., high voltage, lasers, radioactive materials etc., you can add those by clicking on the **Additional Hazards or Special Concerns** box and select the corresponding boxes. Click **Save.**
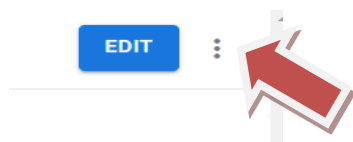


7.  Once you are done editing the door sign, click **View** in the top right corner to exit editing mode.

*2.3   Review/Print Door Sign*

1.  Once in view mode, make sure everything on the door sign is correct. Then click on the **three dots** in the top right corner (see arrow).



2.  Click **Save** as PDF and open the download that pops up.

3.   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.

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

*3.0 SOP REVIEW/REVISION*

Date prepared:      10/2022       By: Garrett Ward