

## Instructions for Filling Out the Lab Door Sign Template

Click on the link below, which takes you to a template of the lab door sign template. **Download the template before filling in the blank fields and drop down menus.** You will complete your sign by selecting your choice for each category from drop down menus or typing the information into a text box. When you are finished, email it to the Office of Laboratory and Field Safety, at [labfieldsafety@cmich.edu](mailto:labfieldsafety@cmich.edu). Each sign will be reviewed and appropriate hazard images will be added to the sign. The completed sign will be sent back to the Principal Investigator(s) via email for their records. The Office of Laboratory and Field Safety will then print the door sign in color and post on the door(s) to the laboratory space. If you share a laboratory or multiple laboratory spaces are accessed through a common door, all principle investigators (PI's) must be listed in the Lab Contacts section. Principle investigators will need to collaborate and agree to the hazards and entry restrictions on the sign. **THE SIGN MUST ALWAYS BE PRINTED IN COLOR!**

[https://www.cmich.edu/office\\_provost/ORGS/Lab\\_Safety/Chemical\\_Safety/Documents/Lab%20Door%20Sign%20Template.pdf](https://www.cmich.edu/office_provost/ORGS/Lab_Safety/Chemical_Safety/Documents/Lab%20Door%20Sign%20Template.pdf)

### Steps:

1. In the top-right box, you will choose entry restrictions for your lab. Select the phrase that applies to your lab after clicking on the words “Click Here to Update Selection” or, if a choice has already been made, use the dropdown menu by clicking the down arrow (▼). If custodians, facilities management workers or other workers/guests are allowed entry into your lab without escort, choose the first selection “Entry Allowed Without Escort”. If an escort is needed for entry to the laboratory, choose “Entry Allowed With Escort Only”. If no one is allowed to enter the lab, select “Entry Allowed By Appointment Only”. Your selection and the corresponding color-coded symbol will quickly communicate the access requirement to the person reading the sign. **Please note that if you have Class 3b or Class 4 Lasers, powerful magnets, BSL 3 agents, chemicals that are dangerous when wet, or radioisotopes\* present in the lab, then you MUST use the second or third choice (Entry with escort only or by appointment only).**

\*Clarification regarding entry restrictions on radioisotope laboratories: Individuals with routine duties in the lab, such as custodians, **who have received radiation awareness training** may be an exception to this requirement and can enter without an escort as long as active radioisotope work is not occurring at the time of entry.

2. Just below the red box with “Emergency: 911” is the basic information that must be completed by the principle investigators of the lab. Where it shows “Building”, click the empty box to the right of the word and type your building name. Continue with the room number, department, principal investigators and Department office name and phone number.
3. Under the yellow hazards line you will select the hazards present in your laboratory.
4. In the Chemical quadrant, click the dropdown menu arrow and make your selection from the following: “No Chemical Hazard” or “Chemical Hazard”.

5. In the upper right, Biological quadrant, select the biosafety level for your lab. Choosing “No Biological Hazard” will place the word “**NONE**” in the box. If you choose Bio Safety Level 1\*, 2\*\*, or 3\*\*\*, the appropriate words will be displayed.

\*Bio Safety Level-1 laboratories are those that work with defined and characterized strains of viable microorganisms not known to cause disease in healthy adult humans.

\*\*Bio Safety Level-2 laboratories work with agents of moderate potential risk to personnel and the environment. These agents can cause disease in healthy individuals, for which preventive or therapeutic interventions are often available, and pose a moderate risk to the environment.

\*\*\*Bio Safety Level-3 laboratories contain indigenous or exotic agents where the potential for human infection is real and the disease may have serious or lethal consequences.

References:

1. Biosafety in Microbiological and Biomedical Laboratories, 5<sup>th</sup> Edition, U.S. Department of Health and Human Services, Centers for Disease Control and Prevention; HHS Publication No. (CDC) 21-1112, Revised December 2009, page 10. <http://www.cdc.gov/biosafety/publications/bmb15/BMBL.pdf>
2. Biosafety Levels (US) Fact Sheet, OSHA and American Biological Safety Association Alliance. <http://www.absa.org/pdf/OSHABSLFactSheet.pdf>

6. The lower left quadrant titled “Laser” is completed using the dropdown menu to select “No Laser Hazard”, “Laser Class 3b”\* or “Laser Class 4”\*\*. Lasers are divided into a number of classes depending upon the power or energy of the beam and the wavelength of the emitted radiation.

\*Laser Class 3b is defined as medium-power and may be hazardous under direct and specular reflection viewing conditions, but is normally not a diffuse reflection or fire hazard.

\*\*Laser Class 4 is high-power and is a hazard to the eye or skin from direct beam and may pose a diffuse reflection or fire hazard. A Class 4 laser system may also produce laser generated air contaminants and hazardous plasma radiation.

References:

1. American National Standard for Safe Use of Lasers, ANSI Z136.1 – 2014

7. The lower right quadrant titled “Radiation” is completed using the dropdown menu to select “No Radiation Hazard”, “X-ray Radiation”, or “Radioactive Materials”. X-ray radiation, indicates the presence of machine generated x-rays. The “Radioactive Materials” option indicates that radioisotopes are used in the laboratory space.

If you make a mistake or want to change something – place your mouse over the field you want to change and revise your selection. When you are finished and your sign information is complete and correct, email to the Office of Laboratory and Field Safety at [labfieldsafety@cmich.edu](mailto:labfieldsafety@cmich.edu).