

Appendix B:

Door Placard Guidance

The following will serve as a guide to responsible persons for completing the placard information. Please note that a responsible party may elect to post a hazard (if below the threshold for reporting) if he or she considers the hazard to pose a potential threat to emergency personnel.

General Information:

Building:

Enter the official Building Name. The building list is available on the Facilities Services website:
<http://fs.utk.edu/buildlist.asp>

Room #:

Enter the official room number. Note that some room numbers vary in some buildings (e.g. Walters Life Sciences). Please use the one assigned to the room by Facilities Services.

Department:

Enter the official department name.

Lab Type:

Enter an appropriate short description of the laboratory type.

Some possible examples: Machine Shop, Genetic Sequencing, Microbiology, Organic Chemistry, Inorganic Chemistry, Cell Culture

Rev. Date:

Enter the current date of revision in the format MM/DD/YYYY

Pictograms:

The Globally Harmonized System of Hazard Communication adopted by OSHA includes the use of new pictograms on chemical containers. As of June 1, 2015 all chemical labels will be required to incorporate these pictograms. In anticipation of the full implementation of the standard, door placards will incorporate them to make a more cohesive representation of hazards present. However, it is recognized that *de minimis* levels of hazardous materials do not represent a hazard to first responders, and as such, thresholds for reporting hazards are set in terms of concentration, activity and quantity by Environmental Health and Safety.

The following table is to be used in conjunction with chemical container labels, and Safety Data Sheets. If a threshold for reporting is met in the table, the corresponding pictograms should be checked.

Hazard Communication Standard Pictograms

	<p>Health Hazard: Carcinogen, Mutagenicity Reproductive Toxicity, Respiratory Sensitizer, Target Organ Toxicity, Aspiration Toxicity</p> <p><i>The minimum amount required for posting is 100 grams</i></p>
	<p>Flame: Flammables, Pyrophorics, Self-Heating, Emits Flammable Gas, Self-Reactives, Organic Peroxides</p> <p><i>The minimum amount required for posting is 5 Gallons or one lecture bottle</i></p>
	<p>Exclamation Mark: Irritant (skin and eye), Skin Sensitizer, Acute Toxicity (harmful), Narcotic Effects, Respiratory Tract Irritant, Hazardous to Ozone Layer (Non-Mandatory)</p> <p><i>The minimum amount required for posting is 500 grams</i></p>
	<p>Gas Cylinder: Gases under Pressure</p> <p><i>The minimum amount required for posting is One Lecture bottle (aerosol cans are not counted here)</i></p>
	<p>Corrosion: Skin Corrosion/Burns, Eye Damage, Corrosive to Metals</p> <p><i>The minimum amount required for posting is 5 Gallons</i></p> <p><i>If conc. strong acids or bases, a lower threshold of ~1-2 Gal is advised</i></p>
	<p>Exploding Bomb: Explosives, Self-Reactives, Organic Peroxides</p> <p><i>The minimum amount required for posting is Any Amount</i></p>
	<p>Flame Over Circle: Oxidizers</p> <p><i>The minimum amount required for posting is 500 grams or one lecture bottle</i></p>
	<p>Skull and Crossbones: Acute Toxicity (fatal or toxic)</p> <p><i>The minimum amount required for posting is 100 grams or one lecture bottle</i></p>

Other Hazards:***Lasers:***

Check if class IIIa , IIIb and IV lasers present and enter the class of lasers used. Contact Radiation Safety for more information. Note: Do not include consumer products sealed-source lasers. This is oriented towards research lasers only.

High Pressure Equipment:

Check if using pressurized equipment or apparatus under vacuum operating in excess of 30 psi-absolute (15 psi gauge). This does not apply to building utilities (steam pipes, waterlines, natural gas, and low pressure pneumatic lines). 100 psi pneumatic lines should be included. This section should not include a compressed gas cylinder in and of itself.

High Voltage \geq 480 Volts:

Check if using greater than or equal to 480 Volts AC. This includes the presence of 480V electrical distribution panels.

Natural Gas:

Check if Natural Gas is supplied or is in use in the room. It may be advisable to include cut-off locations in the Special Hazards Section

Air/Water Reactive:

Check if using Air or Water Reactive Compounds. If pyrophoric chemicals are involved, a special hazard statement may be prudent.

Hazardous Waste Storage:

Check if hazardous waste is stored in this room. In the special hazards section, the Hazardous Waste Storage location may be provided (e.g. "Hazardous Waste Storage is under fume hood").

Radioactive Materials:

Check if present. Additional Radiation Safety signage may be necessary, which is administered by Radiation Safety Office. Contact the Radiation Safety Office for more information: 974-5580.

Biohazards (for Class 2 or 3):

Consult the Biosafety Office 974-5547. Additional Biosafety signage may be necessary, which is administered by the Biosafety Office.

Special Hazards or Precautions:

Enter any additional Special Hazards in the room that might not be evident from the selections provided. Some examples of Special Hazards could include: Exposed electrical circuits/High magnetic fields within 5 feet of NMR/Hydraulic equipment in use. Trained personnel only/Poisonous by Inhalation Gases present etc.

Required PPE:

Enter any required PPE or precaution. Examples could include. Safety Glasses and lab coats are required in this room. Special glove requirements may be required in this lab.

Contact Information:

Four contacts shall be provided as available. The primary contact should be the Supervising Staff member or Principal Investigator. The Secondary Contact can be another person strongly associated with the lab such as a staff laboratory manager, the senior Post-Doc, or managing graduate student. The contact for the departmental chemical hygiene or safety officer shall be provided. The department head shall be provided as the final contact.

Contact information may vary with the needs and structure of the responsible units and labs. Consult EHS for any special needs.