

Laboratory Door Sign Program Instructions

Introduction

The laboratory door sign program has been developed to help Auburn University personnel and potential emergency responders to identify the hazards present in an area prior to entrance. Each laboratory is requested to use this program to create a laboratory specific door sign and post it on the outside of their laboratory. AU facilities division will be installing door sign holders outside each laboratory. Please note- if you have two doors – a sign holder should be placed at each.

This program allows you to create, store and update your laboratory specific door sign. Please use a color printer to print your door sign. All signs are custom designed for Letter size (8.5x11) paper.

If you need assistance completing the sign – please call RMS at 844-4870.

Requirements

1. Internet Explorer 5.0 and greater
2. Color printer
3. Letter size (8.5x11) paper

Instructions

Go to the RMS Door Sign Program at <https://fp.auburn.edu/rmsdoorsign/>

To create a **NEW** door sign:

1. Click on “New”. A new page with heading “Hazardous Room Details” will show.
2. Enter laboratory location information (building name, room #, phone #)
3. Enter hazard ratings for the NFPA diamond– most MSDS have this information readily available. More information on NFPA diamond can be obtained from [here](#). Select the most stringent values for your lab. If this information is not readily available, please contact RMS for assistance to determine these values.
4. Under graphic symbols, select the **two** most appropriate hazards from the list.

Note: If **biological** material is present in your laboratory, select Biohazard and indicate the appropriate Biohazard Level as determined by the Institutional Biosafety Committee.

Select **radioactive material** if the lab uses radiation.

5. Provide any specific information for your laboratory which you consider important for emergency responders to know before entering into your laboratory area.

6. Provide current contact information for all responsible personnel in your laboratory. This information is required to contact laboratory personnel in event of an emergency.
7. When all information is entered and verified, click on “Submit and view sign”.

To edit an EXISTING door sign for your laboratory,

1. Select your laboratory location (building and room number) from the drop down menu and click “Edit”.
2. Edit all required information
3. Click on “Submit and view sign”
4. Print and replace old sign on the door sign holder

Problems or errors

Please contact Risk Management and Safety, 844-4870