




ENVIRONMENTAL
HEALTH & SAFETY

Door Signage Instructions

In order to better serve the labs, specialized areas, support staff and first responders, the following door signage is now required on all laboratory and specialized area doors, including those that lead into hallways, corridors, and linear equipment rooms. The new door signage will replace the old format. The door sign must be updated by the primary contact for that area whenever significant hazards or contact information changes.


Directions: Download the file. Upon opening, click “Enable Editing” (“Edit Document” mode).

The door sign must be printed in **COLOR**. Start at 1. Numbers are in “Tab” order.



AUTHORIZED PERSONNEL ONLY

CAUTION: The following hazards are present within this area



1. Live Animals
2. Compressed Gases
3. Cryogenic Materials
4. High Voltage
5. Nanomaterials
6. Water Reactives

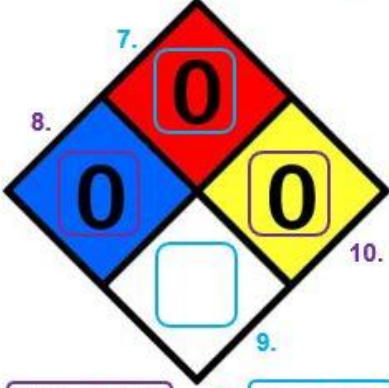
Consult Laboratory Staff for the required Personal Protective Equipment.

11. SDSs and additional Lab Protocols are located: [Click or tap here to enter text.](#)

Emergency Dial 9-1-1 for Fire, Police, Rescue, or Medical Emergencies

12. Building: [Select](#)

13. Room: [Room](#)



14.
 Biohazards

15.
 Radioactives

16.
 Lasers/UV Light

17.
 Magnetic Field

18. Biohazards Type

19. Radioactives Type

20. Laser Class

21. Equipment Type

Emergency Contacts for this Area: *Home/Cell Phones on file w/UPD at 590-1900*

Name	Office Location	Office Phone
22. Primary Contact	Office	XXX-XXXX
Secondary Contact	Office	XXX-XXXX
Additional Contact	Office	XXX-XXXX
Additional Contact	Office	XXX-XXXX
Additional Contact	Office	XXX-XXXX
Additional Contact	Office	XXX-XXXX

24. Prepared by: [First and Last Name](#) Date Posted: [Click to enter date](#)

The information on this sign must be updated in the event of any change of emergency contacts or hazards.
Environmental Health and Safety 239-590-1414

Items Always *Required before posting are:

- Building Name (drop down menu to select)
- Room (fill in)
- Primary Contact Name, Office Location, and Phone (fill in)
- Secondary Contact Name, Office Location, and Phone (fill in)
- Prepared by Name (fill in)
- Date Posted (select date)

Items Required upon Condition are:

- Biohazards Type- Selection **required** if Biohazards box is checked.
- Radioactives Type- Selection **required** if Radioactives box is checked.
- Laser Class- Selection **required** if Lasers/UV Light box is checked.
- Equipment Type- Selection **required** if Magnetic Field box is checked.

Items in Tab Order

1. Live Animals present (checkbox, image will appear)
This box must be checked if any number of living vertebrate animals are present within this room/area.
2. Compressed Gases present (checkbox, image will appear)
This box must be checked if any compressed gas containers, cylinders, tanks and/or systems are present within the room/area.
3. Cryogenic Materials (checkbox, image will appear)
This box must be checked if Nitrogen/Liquid Nitrogen containers, cylinders, doers, tanks and/or materials are present within the room/area.
4. High Voltage present (checkbox, image will appear)
This box must be checked if any energized equipment and/or conductor carrying 600 volts or greater is present within the room/area. (Examples-Equipment, capacitors, transformers, working with live current.)
5. Nanomaterials (checkbox, image will appear)
This box must be check if any engineered nanomaterials are present in the room/area.
6. Water Reactives present (checkbox, \mathbb{W} image will appear in the NFPA 704 Special Hazards white diamond)
This box must be checked if any amount of water reactives are present in the room/area.
The six o'clock position on the NFPA 704 symbol represents special hazards and has a white background. The special hazards in use include \mathbb{W} , OX and SA. \mathbb{W} , indicates unusual reactivity with water and is a caution about the use of water in either firefighting or spill control response.

NFPA 704 Diamond

The ratings are found on a chemical's or product's Safety Data Sheet (**SDS**) **Section 5**.

Multiple chemicals stored within a room/area- If you have a chemical that is classified (Health, Flam, Instability) 2, 1, 2. And another chemical that is classified (Health, Flam, Instability) 1, 3, 2. If these two chemicals are stored together, the largest in each category is displayed, 2, 3, 2.

In addition, professional judgment must still be used to increase or decrease the rating to more accurately assess the degree of hazard, perhaps due to quantities, or synergistic effects of the chemicals, etc.

****Caution!! Do NOT use the hazard category numbers given in Section 2 of SDSs as hazard ratings on 704 labels!**

7. NFPA Flammability Rating (drop down menu to select 0, 1, 2, 3, 4; NFPA 704 red diamond)
SDS Section 5.
8. NFPA Health Rating (drop down menu to select 0, 1, 2, 3, 4; NFPA 704 blue diamond)
SDS Section 5.
9. NFPA Special Hazards (drop down menu to select None of these, OX, SA; NFPA 704 white diamond)

The six o'clock position on the symbol represents special hazards. The special hazards symbols in use include W, OX and SA. The ratings can be found on an SDS Section 5.

- Select OX to indicate that Oxidizers are present.
- Select SA to indicate that Simple Asphyxiants (may displace oxygen and cause rapid suffocation) are present (carbon dioxide, nitrogen, helium, neon, argon, methane, propane, krypton or xenon).

****If both OX and SA apply, select SA.**

10. NFPA Instability Rating (drop down menu to select 0, 1, 2, 3, 4; NFPA 704 Yellow Diamond)
SDS Section 5.
11. SDS and Lab Protocols location (fill in)
This is very important information. These items should be in clearly labeled binders, preferably located together, and easy to find.
12. **Building*** (drop down menu to select)
Select the building that the lab/room is located in and that this sign will apply to.
13. **Room*** (fill in)
Type in the room number/area name that this sign will apply to.
14. Biohazards (checkbox, image will appear)
This box must be checked if biological materials are present/processed within the room/area. Biological materials may be blood, secretions, or tissues of human or animal origin, debris, organic material from nature, culture or preservation media, human, animal, and plant cultures (any of which may contain toxins or pathogens) BMBL 6th.

***Note** FGCU is not federally/state licensed to possess/use any biological Select Agents. Contact EH&S BEFORE attempting to acquire these materials for this reason.

15. Radioactives (checkbox, image will appear)

This box must be checked if any radioactive sources, and/or ionizing radiation machines (such as x-ray diffraction, x-ray, spectroscopy, and x-ray fluorescence) are present within the room/area.

***Note** FGCU holds a very limited license to possess radioactive sources of any kind. All radioactive materials and radiation machines must be approved by the university Radiation Control Committee BEFORE attempting to acquire these materials for this reason.

16. Lasers/UV Light (checkbox, image will appear)

This box must be checked if any lasers (Classes 3, 3R, 4) and/or UV-emitting apparatus (electromagnetic radiation with a wavelength between 40-400nm such as a Transilluminator) are present within the room/area.

17. Magnetic Field (checkbox, image will appear)

This box must be checked if any intense magnetic or electromagnetic fields that can pose direct health hazards from the field and/or indirect hazards from object accelerated by the field (such as Superconducting magnets, large room magnets, NMR, MRI, EMF) are present within the room/area.

18. Biohazards Type (drop down menu to select)

Select the hazard item that best applies to the room/area.

- Sharps
- Tissues
- Cultures
- Biowaste
- BSL-2

If multiple items apply, select the option that poses the highest level of risk.

19. Radioactives Type (drop down menu to select)

Select the hazard item that best applies to the room/area.

- Radiation Machine
- Sealed Sources
- Unsealed Sources

If multiple items apply, select the option that poses the highest level of risk.

20. Laser Class (drop down menu to select)

Select the hazard item that best applies to the room/area.

- Laser Microscope
- UV-Emitting Instrument
- Class 3B Laser
- Class 4 Laser

If multiple items apply, select the option that poses the highest level of risk.

21. Equipment Type (drop down menu to select)

Select the hazard item that best applies to the room/area.

- Analytical Instrument
- Magnetic Resonance Imaging
- Electromagnetic Fields

If multiple items apply, select the option that poses the highest level of risk.

22. **Primary and Secondary Contact*** information (fill in)

This information is critical. The names, office locations, and phone numbers for at least two personnel must be available for support staff and first responders.

23. Additional Contacts information (fill in)

Include the names, office locations, and phone numbers of up to 4 other active personnel associated with activities in the room/area. In case of an emergency, if the first two contacts are not available, information from anyone about the activities/contents of the room/area is helpful for first responders.

24. **Prepared by*** (fill in) and **Date Posted*** (select date)

Enter your name and the date the sign is/will be posted. This information ensures that the sign continues to provide the most up-to-date information for support staff and first responders.

Additional Door Signage:

Signs (other than the old format lab hazard signs) may remain in place. Examples include:

- Standalone biohazard warning signs,
- No Food or Drink signs,
- Proper Lab Attire signs,
- Standalone radioactive materials warning signs,
- Standalone laser warning sign, etc.

Permits:

Contact EH&S for information regarding permits and exemptions, and their posting requirements, for the University.

References and Resources:

- Biosafety in Microbiological and Biological Laboratories (BMBL) 6th Edition, Centers for Disease Control, Office of Health & Safety (OHS)
- Biosafety in the Laboratory: Prudent Practices for Handling and Disposal of Infectious Materials, National Academy Press, Washington, D.C. (1989).
- Chapter 64E-5, Florida Administrative Code
- Chapter 64E-16, Florida Administrative Code
- Code of Federal Regulations Ch. 29, section 1910.1030
- NFPA 704
- NFPA 45