

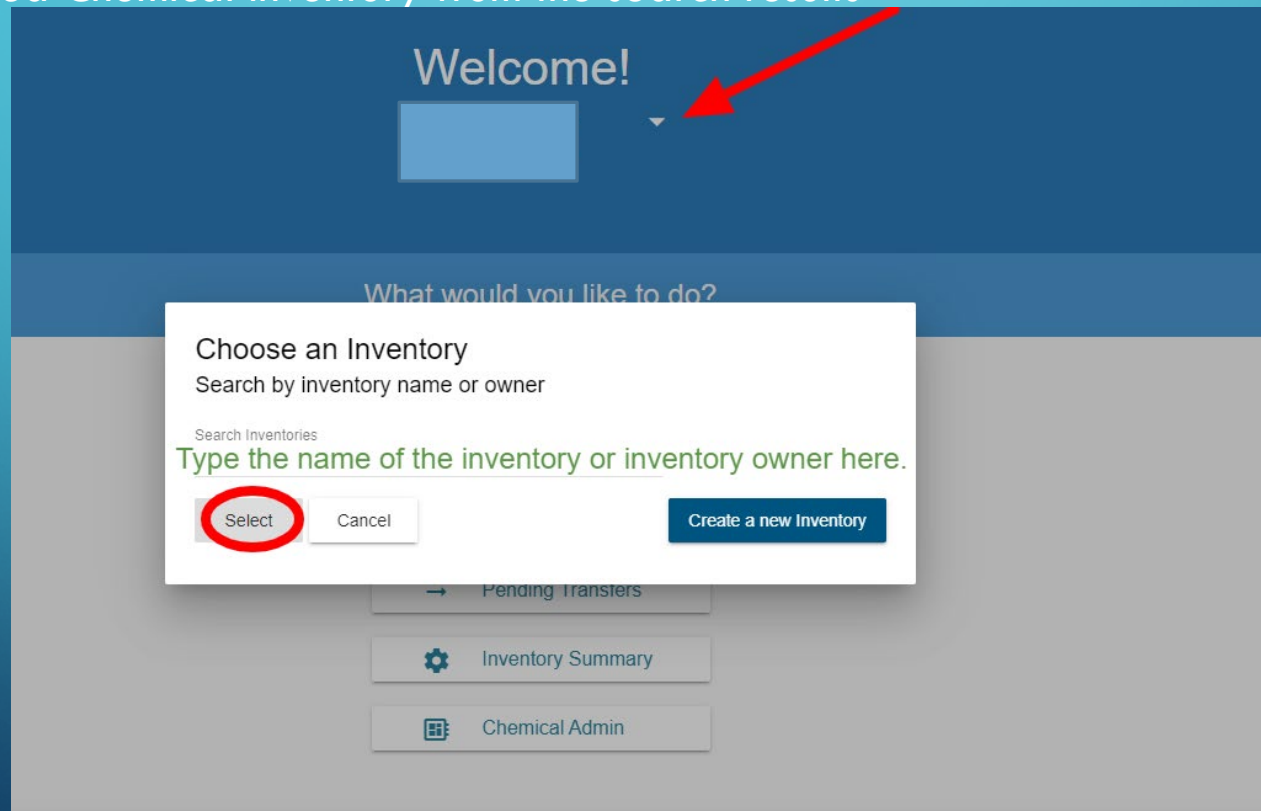


# SAFETY PLACARDS THROUGH RSS

- A BRIEF EXAMPLE

# Access the Chemical Inventory Affiliated with the LHAT of the Organization

- Go to Chemicals within the RSS Apps
- Search the Chemical Inventory desired by clicking the drop down arrow under “Welcome!”
- Select the desired Chemical Inventory from the search results



# Navigate to Inventory Summary of Chosen Inventory

>Welcome!

What would you like to do?

- Search Chemicals
- Add to Inventory
- Share Chemicals
- Pending Transfers
- Inventory Summary**
- Chemical Admin

# Navigate to Door Hazard Signs

- Door hazard signs will populate for all listed locations affiliated with the chemical inventory; it is found underneath Sublocations and Recent Inventory Activity

## Sublocations

A sublocation can be a specific location in your workspace such as a shelf, a fridge, a bench, etc. or you can designate your room as a sublocation. Sublocations need to be created before you can add containers.

[Manage Sublocations](#)

## View Activity

[Review recent inventory activity](#)

## Door Hazard Signs

Door hazard signs inform entrants, visitors, and first responders what chemical hazards are expected to be found in a room and who to contact in an emergency. The signs available for each room below include the chemical hazards GHS symbols. This comes from information in the chemical inventory for all chemicals in each room. Inventory Managers can indicate additional hazards and emergency contact information on the door hazard sign.

[Multidisciplinary Research Building 1 \(MRB 1\), 1209](#)  
[Multidisciplinary Research Building 1 \(MRB 1\), 1209A](#)  
[Multidisciplinary Research Building 1 \(MRB 1\), 1209B](#)  
[Multidisciplinary Research Building 1 \(MRB 1\), 1211](#)  
[Multidisciplinary Research Building 1 \(MRB 1\), 1211A](#)  
[Multidisciplinary Research Building 1 \(MRB 1\), 1211B](#)  
[PSYCHOLOGY BUILDING, 1416](#)

# Review and Edit Placard

- Choose the room you want to print a placard for. Review the contact information provided for accuracy. The diamond indicating chemical hazards found in that lab space will be the same for all locations affiliated with that chemical inventory. If the room has multiple inventories associated with it, these will all be considered for the diamond. Please always print them in color as the colors are important indicators for Fire and other personnel.
- If contact information needs to be updated, click the three dots and choose “edit”

← Room Sign Options

Multidisciplinary Research Building 1 (MRB 1): Rooms 1209 (FIRST FLOOR)

**IN CASE OF EMERGENCY DIAL 911 IMMEDIATELY**

Inventory Owner Emergency Contacts

Name	Role	Phone #	Alternate Phone #
[Redacted]	Inventory Owner	[Redacted]	

Emergency Contacts

Name	Role	Department	Phone #	Alternate Phone #
[Redacted]				

Hazard Diamond: 1 (Red), 2 (Blue), 0 (Yellow)

Hazard Icons: Irritant (skin and eye), Reproductive Toxicity

[Three-dot menu icon]

# Review and Edit Placard

- Update contact information by simply clicking the box requiring editing; you will then see something similar to the image below; be sure to Save your changes

The screenshot shows a web interface for editing contact information. At the top, there is a blue header with a back arrow and the text "Room Sign Options". Below this, a breadcrumb trail reads "Multidisciplinary Research Building 1 (MRB 1): Rooms 1209 (FIRST FLOOR)".

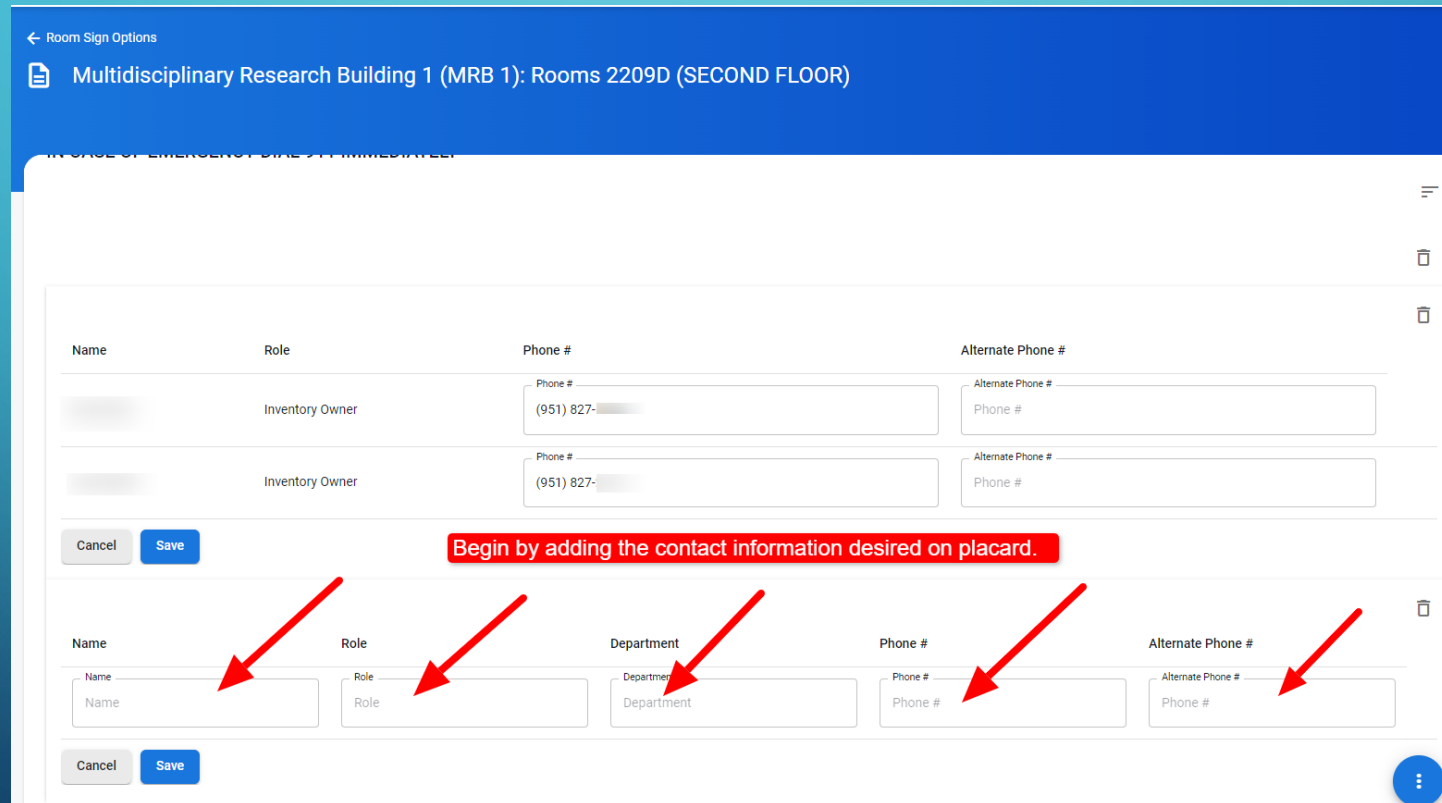
The main content area is divided into two sections, each with a trash icon in the top right corner. The first section is for editing an existing contact. It has a table with the following columns: Name, Role, Phone #, and Alternate Phone #. The "Name" field is highlighted with a blue box. The "Role" field contains the text "Inventory Owner". The "Phone #" field is also highlighted with a blue box. The "Alternate Phone #" field is empty. Below the table are "Cancel" and "Save" buttons.

The second section is for adding a new contact. It has a table with the following columns: Name, Role, Department, Phone #, and Alternate Phone #. All fields are empty. Below the table are "Cancel" and "Save" buttons.

**Please be aware that this will change the placard for ALL in the shared space. Do not remove contacts before ensuring they do not also utilize the lab space.**

# Review and Edit Placard

- If inventories are incorrectly associated with your location, you may remove the old card
- Begin by clicking on the card that will appear after choosing “Edit”
- Fill in the appropriate information for new card



← Room Sign Options

Multidisciplinary Research Building 1 (MRB 1): Rooms 2209D (SECOND FLOOR)

Name	Role	Phone #	Alternate Phone #
	Inventory Owner	Phone # (951) 827- <input type="text"/>	Alternate Phone # Phone #
	Inventory Owner	Phone # (951) 827- <input type="text"/>	Alternate Phone # Phone #

Cancel Save

**Begin by adding the contact information desired on placard.**

Name	Role	Department	Phone #	Alternate Phone #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cancel Save

# Review and Edit Placard

- Add all appropriate contact information
- Save
- Delete old card

← Room Sign Options

Multidisciplinary Research Building 1 (MRB 1): Rooms 2209D (SECOND FLOOR)

IN CASE OF EMERGENCY, DIAL 911 IMMEDIATELY.

Once the new contact information is entered:  
1. click "save," then  
2. delete the old card.

Name	Role	Phone #	Alternate Phone #
	Inventory Owner	Phone # (951) 827- Phone #	Alternate Phone # Phone #
	Inventory Owner	Phone # (951) 827- Phone #	Alternate Phone # Phone #

Cancel Save

1.

Name	Role	Department	Phone #	Alternate Phone #
Name Rob	Role ABSO	Department EH&S	Phone # 123-456-8790	Alternate Phone # Phone # 123-456-8790

Cancel Save

2.



# Final Considerations

- There is not a current option to insert Biohazard/Biosafety information on the RSS placards. All Biohazard information is required to be included on a separate sign posted next to the safety placard generated by RSS.
- To obtain this signage, please contact the Assistant Biosafety Officer: [robert.miers@ucr.edu](mailto:robert.miers@ucr.edu)