Econtact User Guide – Making Placards

Home:
1. For all users, when you log in you will see the home, location form, and placards tabs.
2. Your name will be present on the upper left corner at the blank spot next to the logout selection.
3. On the upper right corner is the amount of time you have before your session expires. It is approximately an hour session.

Location Form:
1. To create new entry for a room select the location form tab.
2. Once you select the location form the emergency contacts & location specific information section will appear.
3. Read the instructions to fill out the information.

Emergency Contacts & Location Specific Information

In an emergency involving your room(s) the information gathered will be used to create hazard information placards for posting outside the room listed for each form. In the event of a critical event or emergency, the information about your location is needed quickly. In general emergency responders will attempt to reach these people in descending order according to the list below. List a minimum of three contacts whenever possible.

In some cases, a critical individual has concerns about publicly posting personal contact information. If this is the case, please list at least one person who can usually be reached.

- Questions about the Location Form? Review the Location Form FAQ (frequently asked questions) page for more information.

*All fields with an asterisk * are required.
4. Your information will automatically will be entered in the personal contact information.

![Personal Contact Information](image)

- **Employee ID#:** 851140193
- **First Name:** Russell
- **Last Name:** Vernon
- **Campus Phone Number:** (951) 827-5110
- **Campus E-mail:** russell@ucr.edu

5. Next you will see the location information section.

![Location Information](image)

- **Department:** Select A Department
- **Building:** Select A Building
- **Floor:** Select A Floor
- **Location Not Listed:**
- **Laboratory / Non-Laboratory:**
- **Area protected by alarm/keyless entry or other special system?**
  - [ ] Alarm
  - [ ] Keyless Proximity Card
  - [ ] Keyless Magnetic Stripe
  - [ ] Other

6. Select a department from the list provided. For example: Environmental Health & Safety was selected.

![Location Information](image)

- **Department:** Select A Department
- **Building:** Select A Building
- **Room:** Select A Room
- **Location Not Listed:**
- **Laboratory / Non-Laboratory:**
- **Area protected by alarm/keyless entry or other special system?**
  - [ ] Keyless Magnetic Stripe
  - [ ] Other

**Telephone - Emergency Contact #1**

- **You will need to know this person’s Employee ID#.
  Enter and hit ‘search’ to auto-fill these fields**

- **Last Name:**
- **Campus Phone:**
7. Select a building from the list provided.
   The list has both the common and official names of the buildings.

   **Location Information**

   Department
   Select A Department

   Floor
   Select A Floor

   Building
   Select A Building
   Boyce - Alfred M. Boyce Hall

8. Select a floor from the list provided.
   For example: First Floor was selected.

   **Location Information**

   Department
   Environmental Health & Safety

   Floor
   Select A Floor
   Select A Floor
   Select A Floor
   First Floor

   Building
   Boyce - Alfred M. Boyce Hall

   Room
   Select A Room

   Location Not Listed

   Laboratory / Non-Laboratory:

   Access/remote entry or other special system?
   Keyless Magnetic Stripe
   Other
9. Select a room from the list provided. For example: Room 1400 was selected.

10. Once the room is selected the laboratory and non-laboratory section will automatically be selected.

11. Select the location not listed if it is not listed.

12. Then for the area protected by alarm/keyless entry or other special system select among the list provided. For example: alarm was selected.

13. Next is the Responsible Party-Emergency Contact #1. **This should be the Principal Investigator for this lab.**
14. Enter in the Employee ID #. Press enter and hit search to auto-fill these fields. For example employee ID # 123456789 was entered and it does not exist.

15. Next is the Emergency Contact #2 section. You do not need the employee ID # for these people. If you do use the employee ID # it will auto-fill the known fields as it did for Emergency Contact #1.

16. Next is the Emergency Contact # 3 and Emergency Contact # 4. Follow the instructions as you did for Emergency Contact # 2.
17. Next is the Personal Protective Equipment & Practices Required in this Room section. Select among the following:

**Personal Protective Equipment & Practices Required in this Room**

- [ ] Safety Glasses or Goggles Required
- [ ] Face Shield Required
- [ ] Laser Eye Protection Required
- [ ] Ear Protection Required
- [ ] Respiratory Protection Required
- [ ] Closed Toe Shoes Required
- [ ] Steel Toe Shoes Required
- [ ] Lab Coats Required
- [ ] Gloves Required
- [ ] No Food Or Drink Allowed

18. Next is the Physical Hazards Found in Room section. Select among the following:

**Physical Hazards Found in Room**

- [ ] Laser Hazards (Class 3 or 4 lasers)
- [ ] High Voltages Present
- [ ] High Intensity Microwaves
- [ ] Strong Radio Frequency Hazard
- [ ] Strong Magnetic Fields (no pacemakers)
- [ ] High Intensity Visible Light
- [ ] Ultra-Violet Light Hazard
- [ ] Encumbered Aisle or Trio Hazard
- [ ] Machine Hazard Pinch Point
- [ ] Confined Space (e.g. chambers)

**Continuous Processes:**

- [ ] Distillation
- [ ] Ultracentrifuge
- [ ] Electrophoresis
- [ ] Other
- [ ] Extreme Heat
- [ ] Extreme Cold
- [ ] Gas Cylinders
- [ ] Elevated Equipment (falling hazard)
- [ ] Lab Animals
19. Next is the Chemical Hazard Information section. It will not be posted on Placard. Select among the following:

Chemical Hazard Information (Will not be posted on Placard)

- [ ] Registered Pesticides
- [x] DEA Regulated Drugs (Schedule I - IV)
- [ ] Select Agents
20. Next is the Chemical Hazards Class Totals section. Fill in each category as it is stated below.

**Chemical Hazards Class Totals**

*Please Estimate* the total volume of each of the following categories of material in your lab. **Round UP to the nearest pound (solid), gallon (liquid), or cubic foot (gas). If you have None of a particular material please enter ‘0’.*

<table>
<thead>
<tr>
<th>Chemical Name</th>
<th>Solid (lbs)</th>
<th>Liquid (gal)</th>
<th>Gas (cu. ft.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Poison</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carcinogens</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biohazard</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pyrophoric</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organic Peroxides</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxidizer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Corrosive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Self Heating</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explosive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Reactive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Flammable</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21. Next is the Critical Processes and/or Equipment section. This will not be posted on Placard. Select among the following:

**Any Critical Processes and/or Equipment (will not be posted on Placard)**

- Autoclave
- Chiller
- -80°C Freezer
- High-Pressure Equipment
- X-Ray Machine
- Furnace or Oven
- Incubator
- Vacuum Pumps
- Cleanroom facilities
- Biosafety Cabinet

22. Next is the Biological Hazards section. Select among the following:

**Are any of these Biological Hazards Present?**

- HIV
- TB
- Other Human Pathogens
- Hep A
- Hep B
- Hep C
23. If there are Biological Hazards present, select the Biosafety level.

If there are Biological Hazards present, what is the Biosafety Level?

- Level 1
- Level 2
- Level 3
- Level 4

24. Then select all the radioisotopes present and hit submit.

Please Check all the Radioisotopes present

- H-3
- Am-241
- Cd-109
- Cm-244
- Cr-51
- Fe-55
- I-131
- Kr-85
- Na-24
- P-32
- Pm-147
- Pu-238
- S-35
- Th-229
- Tl-204
- C-14
- Ca-45
- Cf-252
- Co-60
- Cs-137
- I-125
- Ir-192
- Na-22
- Ni-63
- P-33
- Po-210
- Ra-226
- Se-75
- Th-230
- U-235

Submit
Placards:

1. To create HazMat Placards for a specific room select the Placards tab. There will be a list to select from.

2. When you select a room from the listed provided a placard will pop up.
3. You have the option to select edit or remove.
4. When you select edit the location form will appear for you to edit any information.
5. When you select remove, it will remove all the information from the list.
Logout:
When you are done remember to select logout.

* A reminder: Once you submit the location form, you will not be emailed if the location form has been approved, but it will notify you if it has been denied. To make sure it has been approved please notify your lab safety officer or EH&S to print out the placard for your lab and post it on the outside of the doors of your lab.