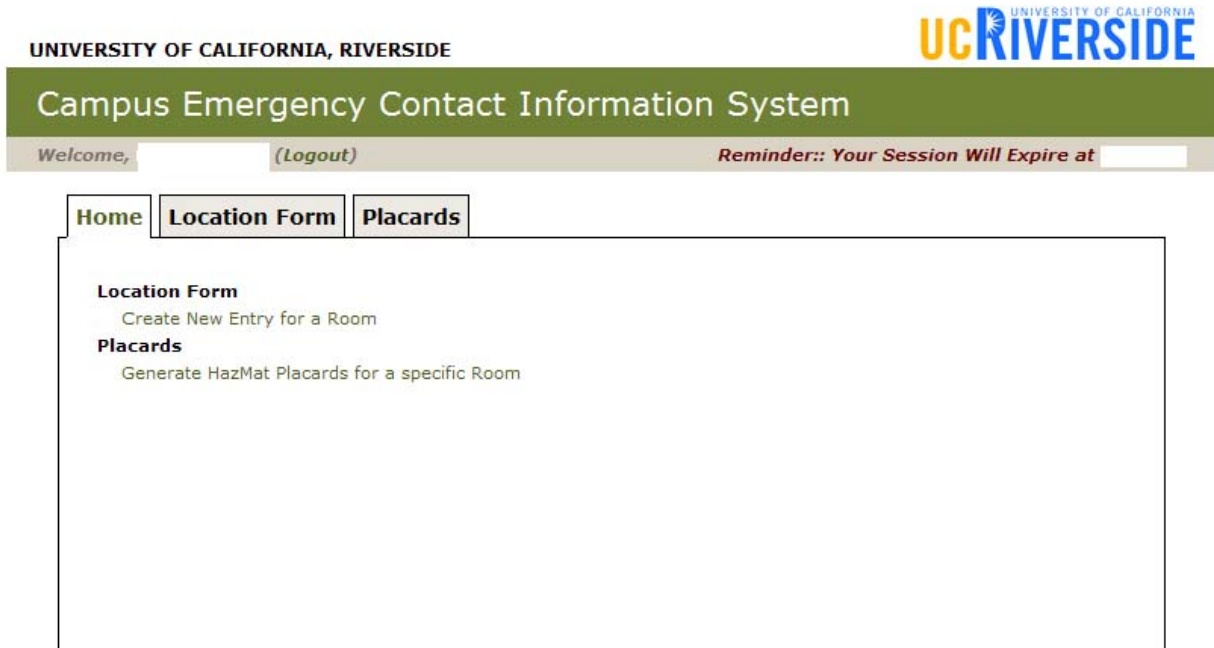


Econtact User Guide – Making Placards

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.

- Your information will automatically will be entered in the personal contact information.

Personal Contact Information

Employee ID#	First Name	Last Name
<input type="text" value="851140193"/>	<input type="text" value="Russell"/>	<input type="text" value="Vernon"/>
Campus Phone Number	Campus E-mail	
<input type="text" value="(951) 827 - 5119"/>	<input type="text" value="russell@ucr.edu"/>	

- Next you will see the location information section.

Location Information

Department	Building	
<input type="text" value="Select A Department"/>	<input type="text" value="Select A Building"/>	
Floor	Room	<input type="checkbox"/> Location Not Listed
<input type="text" value="Select A Floor"/>	<input type="text" value="Select A Room"/>	
Laboratory / Non-Laboratory: <input type="text"/>		
Area protected by alarm/keyless entry or other special system?		
<input type="checkbox"/> Alarm	<input type="checkbox"/> Keyless Magnetic Stripe	
<input type="checkbox"/> Keyless Proximity Card	<input type="checkbox"/> Other	

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

Location Information

Department	Building	
<input type="text" value="Select A Department"/>	<input type="text" value="Select A Building"/>	
<ul style="list-style-type: none"> Enterprise App Development Entomology Environmental Health & Safety Environmental Institute Environmental Sciences Environmental Toxicology Prgm Equipment Management Ethnic Studies Evc's Office - Gen Ops - Inact Evc's Office - Other - Inact Event Management & Protocol Executive Searches Unit Faculty Technology Support Fin Syst Dev., Cntrl & Account Finance & Administration Financial Aid Fleet Services General Discretionary Genetics Program Germplasm Gluck Administration Govt. & Community Relations Grad-instructional Dev - Inact 	Room	<input type="checkbox"/> Location Not Listed
	<input type="text" value="Select A Room"/>	
Laboratory / Non-Laboratory: <input type="text"/>		
or other special system?		
	<input type="checkbox"/> Keyless Magnetic Stripe	
	<input type="checkbox"/> Other	

Emergency Contact #1

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

Employee ID#	First Name	Campus Phone
<input type="text"/>	<input type="text"/>	<input type="text"/>

- Select a building from the list provided.
The list has both the common and official names of the buildings.

Location Information

Department:

Floor:

Area protected by alarm/keyless entry or other special system?
 Alarm
 Keyless Proximity Card

Responsible Party
 Employee ID#:
 First Name: Last Name:

Building:

- Bot Gdn Hse - Botanic Gardens House
- Bot Stor 8c - Botany & Plant Science Storage Facility
- Botan Info C - Botanic Gardens Information Center
- Bourns - Marlan & Rosemary Bourns Hall
- Boyce - Alfred M. Boyce Hall**
- Boyden Lab - Patrick Boyden Laboratory
- Burn Tw Inst - Burning Tower Instrument Building
- C&c Carport - Computing & Communications Electric
- C&c Center - Computing & Communications Center
- Ca Mus Photo - California Museum Of Photography Bu
- Campus Surge - Campus Surge
- Cc Avoc 3401 - Canyon Crest Housing 3401 & 3403 A
- Cc Avoc 3402 - Canyon Crest Housing 3402 & 3404 A
- Cc Avoc 3408 - Canyon Crest Housing 3408 Avocado
- Cc Avoc 3411 - Canyon Crest Housing 3411 & 3413 A
- Cc Avoc 3412 - Canyon Crest Housing 3412 & 3414 A
- Cc Avoc 3418 - Canyon Crest Housing 3418 Avocado
- Cc Avoc 3422 - Canyon Crest Housing 3422 & 3424 A
- Cc Avoc 3423 - Canyon Crest Housing 3421 & 3423 A
- Cc Avoc 3428 - Canyon Crest Housing 3428 & 3430 A
- Cc Avoc 3433 - Canyon Crest Housing 3433 Avocado
- Cc Avoc 3436 - Canyon Crest Housing 3436 & 3438 A
- Cc Avoc 3442 - Canyon Crest Housing 3442 & 3444 A

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

Location Information

Department:

Building:

Floor:

Room:

Location Not Listed

Laboratory / Non-Laboratory:

Area protected by alarm/keyless entry or other special system?
 Keyless Magnetic Stripe
 Other

Card

- 9. Select a room from the list provided.
For example: Room 1400 was selected.

The screenshot shows the 'Location Information' form with the following fields and options:

- Department: Environmental Health & Safety
- Building: Alfred M. Boyce Hall
- Floor: First Floor
- Room: A dropdown menu is open, showing a list of rooms: 1400 (highlighted), 1401, 1404A, 1405, 1407, 1411, 1411A, and 1414.
- Location Not Listed:
- Laboratory / Non-Laboratory: A text input field is empty.
- Area protected by alarm/keyless entry or other special system? Alarm, Keyless Proximity Card, Keyless Magnetic Stripe, Other

- 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.

The screenshot shows the 'Location Information' form with the following fields and options:

- Department: Environmental Health & Safety
- Building: Alfred M. Boyce Hall
- Floor: Select A Floor
- Room: Select A Room
- Location Not Listed:
- Laboratory / Non-Laboratory: Non-Laboratory
- Area protected by alarm/keyless entry or other special system? Alarm, Keyless Proximity Card, Keyless Magnetic Stripe, Other

- 13. Next is the Responsible Party-Emergency Contact #1. **This should be the Principal Investigator for this lab.**

Responsible Party - Emergency Contact #1

Employee ID#	<input type="text"/>	<input type="button" value="Search"/>	<i>You will need to know this person's Employee ID#. Enter and hit 'search' to auto-fill these fields</i>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Home Phone	<input type="text"/>	Cell Phone	<input type="text"/>
Alternate E-Mail (Optional)	<input type="text"/>	Campus Phone	<input type="text"/>
		Pager (Optional)	<input type="text"/>

These fields are not in the database. The placard will list both a campus phone and an emergency phone

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.

Responsible Party - Emergency Contact #1

Employee ID#	<input type="text" value="123456789"/>	<input type="button" value="Search"/>	<i>You will need to know this person's Employee ID#. Enter and hit 'search' to auto-fill these fields</i>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Home Phone	<input type="text"/>	Cell Phone	<input type="text"/>
Alternate E-Mail (Optional)	<input type="text" value="undefined"/>	Campus Phone	<input type="text"/>
		Pager (Optional)	<input type="text"/>

These fields are not in the database. The placard will list both a campus phone and an emergency phone

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.

Emergency Contact #2

Employee ID#	<input type="text"/>	<input type="button" value="Search"/>	<i>You do not need the employee ID# for these people but if you do it will auto-fill the known fields</i>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Home Phone	<input type="text"/>	Cell Phone	<input type="text"/>
Alternate E-Mail (Optional)	<input type="text"/>	Campus Phone	<input type="text"/>
		Pager (Optional)	<input type="text"/>

16. Next is the Emergency Contact # 3 and Emergency Contact # 4. Follow the instructions as you did for Emergency Contact # 2.

Emergency Contact #3

Employee ID#

First Name Last Name Campus Phone

Home Phone Cell Phone Pager (Optional)

Alternate E-Mail (Optional)

Emergency Contact #4

Employee ID#

First Name Last Name Campus Phone

Home Phone Cell Phone Pager (Optional)

Alternate E-Mail (Optional)

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

<input type="checkbox"/> Safety Glasses or Goggles Required <input type="checkbox"/> Face Shield Required <input type="checkbox"/> Laser Eye Protection Required <input type="checkbox"/> Ear Protection Required <input type="checkbox"/> Respiratory Protection Required	<input type="checkbox"/> Closed Toe Shoes Required <input type="checkbox"/> Steel Toe Shoes Required <input type="checkbox"/> Lab Coats Required <input type="checkbox"/> Gloves Required <input type="checkbox"/> No Food Or Drink Allowed
--	---

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

Physical Hazards Found in Room

<input type="checkbox"/> Laser Hazards (Class 3 or 4 lasers) <input type="checkbox"/> High Voltages Present <input type="checkbox"/> High Intensity Microwaves <input type="checkbox"/> Strong Radio Frequency Hazard <input type="checkbox"/> Strong Magnetic Fields (no pacemakers) <input type="checkbox"/> High Intensity Visible Light <input type="checkbox"/> Ultra-Violet Light Hazard <input type="checkbox"/> Encumbered Aisle or Trip Hazard <input type="checkbox"/> Machine Hazard Pinch Point <input type="checkbox"/> Confined Space (e.g. chambers)	<p>Continuous Processes:</p> <input type="checkbox"/> Distillation <input type="checkbox"/> Ultracentrifuge <input type="checkbox"/> Electrophoresis <input type="checkbox"/> Other <input type="checkbox"/> Extreme Heat <input type="checkbox"/> Extreme Cold <input type="checkbox"/> Gas Cylinders <input type="checkbox"/> Elevated Equipment (falling Hazard) <input type="checkbox"/> 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

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'.

<u>Chemical Name</u>	<u>Solid (lbs)</u>	<u>Liquid (gal)</u>	<u>Gas (cu. ft.)</u>
Poison	<input type="text"/>	<input type="text"/>	<input type="text"/>
Carcinogens	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biohazard	<input type="text"/>	<input type="text"/>	<input type="text"/>
Pyrophoric	<input type="text"/>	<input type="text"/>	<input type="text"/>
Organic Peroxides	<input type="text"/>	<input type="text"/>	<input type="text"/>
Oxidizer	<input type="text"/>	<input type="text"/>	<input type="text"/>
Corrosive	<input type="text"/>	<input type="text"/>	<input type="text"/>
Self Heating	<input type="text"/>	<input type="text"/>	<input type="text"/>
Explosive	<input type="text"/>	<input type="text"/>	<input type="text"/>
Water Reactive	<input type="text"/>	<input type="text"/>	<input type="text"/>
Flammable	<input type="text"/>	<input type="text"/>	<input type="text"/>

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)

- | | |
|--|---|
| <input type="checkbox"/> Autoclave | <input type="checkbox"/> Furnace or Oven |
| <input type="checkbox"/> Chiller | <input type="checkbox"/> Incubator |
| <input type="checkbox"/> -80C Freezer | <input type="checkbox"/> Vacuum Pumps |
| <input type="checkbox"/> High-Pressure Equipment | <input type="checkbox"/> Cleanroom facilities |
| <input type="checkbox"/> X-Ray Machine | <input type="checkbox"/> Biosafety Cabinet |

22. Next is the Biological Hazards section.

Select among the following:

Are any of these Biological Hazards Present?

- | | |
|--|--------------------------------|
| <input type="checkbox"/> HIV | <input type="checkbox"/> Hep A |
| <input type="checkbox"/> TB | <input type="checkbox"/> Hep B |
| <input type="checkbox"/> Other Human Pathogens | <input type="checkbox"/> Hep C |

23. If there are Biological Hazards present, select the Biosafety level.

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

<http://www.cdc.gov/OD/ohs/biosfty/bmb15/bmb15toc.htm>

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

C-14

Am-241

Ca-45

Cd-109

Cf-252

Cm-244

Co-60

Cr-51

Cs-137

Fe-55

I-125

I-131

Ir-192

Kr-85

Na-22

Na-24

Ni-63

P-32

P-33

Pm-147

Po-210

Pu-238

Ra-226

S-35

Se-75

Th-229

Th-230

Tl-204

U-235

Other (not listed)

Placards:

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

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Campus Emergency Contact Information System

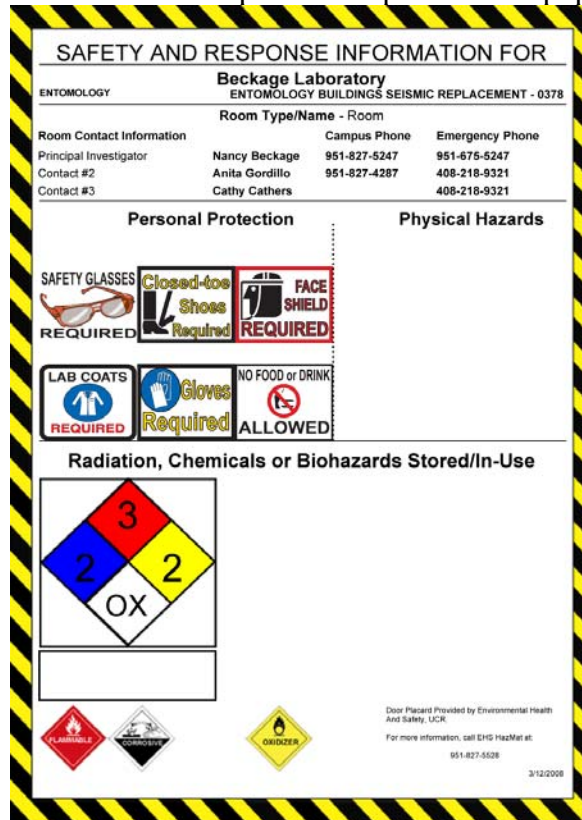
Welcome, (Logout) Reminder:: Your Session Will Expire at

Home | **Location Form** | Placards


Placards

1)	Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0117	Edit	Remove
2)	Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0101	Edit	Remove
3)	Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0103	Edit	Remove
4)	Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0121	Edit	Remove
5)	Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0113	Edit	Remove
6)	Biomedical Sciences - Herbert John Webber Hall - First Floor - 1248	Edit	Remove
7)	Biomedical Sciences - Herbert John Webber Hall - Second Floor - 2101	Edit	Remove
8)	Biomedical Sciences - Herbert John Webber Hall - Second Floor - 2140	Edit	Remove
9)	Biomedical Sciences - Herbert John Webber Hall - Second Floor - 2101a	Edit	Remove

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.

UNIVERSITY OF CALIFORNIA, RIVERSIDE 


Campus Emergency Contact Information System

Welcome, (Logout) Reminder:: Your Session Will Expire at:

[Home](#) [Location Form](#) [Placards](#)

Placards

1) Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0117	Edit	Remove
2) Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0101	Edit	Remove
3) Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0103	Edit	Remove
4) Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0121	Edit	Remove
5) Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0113	Edit	Remove
6) Biomedical Sciences - Herbert John Webber Hall - First Floor - 1248	Edit	Remove
7) Biomedical Sciences - Herbert John Webber Hall - Second Floor - 2101	Edit	Remove
8) Biomedical Sciences - Herbert John Webber Hall - Second Floor - 2140	Edit	Remove

UNIVERSITY OF CALIFORNIA, RIVERSIDE 

Campus Emergency Contact Information System

Welcome, (Logout) Reminder:: Your Session Will Expire at:

[Home](#) [Location Form](#) [Placards](#)

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.

Logout:

When you are done remember to select logout.

UNIVERSITY OF CALIFORNIA, RIVERSIDE 

Campus Emergency Contact Information System

Welcome, [\(Logout\)](#) *Reminder:: Your Session Will Expire at*

[Home](#) [Location Form](#) [Placards](#)

Placards

1)	Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0117	Edit	Remove
2)	Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0101	Edit	Remove
3)	Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0103	Edit	Remove
4)	Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0121	Edit	Remove
5)	Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0113	Edit	Remove
6)	Biomedical Sciences - Herbert John Webber Hall - First Floor - 1248	Edit	Remove
7)	Biomedical Sciences - Herbert John Webber Hall - Second Floor - 2101	Edit	Remove
8)	Biomedical Sciences - Herbert John Webber Hall - Second Floor - 2140	Edit	Remove

* 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.

[http://respond.ucr.edu/docs/Safety%20Partners/Laboratory%20Safety%20Officers%20\(LSO\)/LSO-Current-List.pdf](http://respond.ucr.edu/docs/Safety%20Partners/Laboratory%20Safety%20Officers%20(LSO)/LSO-Current-List.pdf)