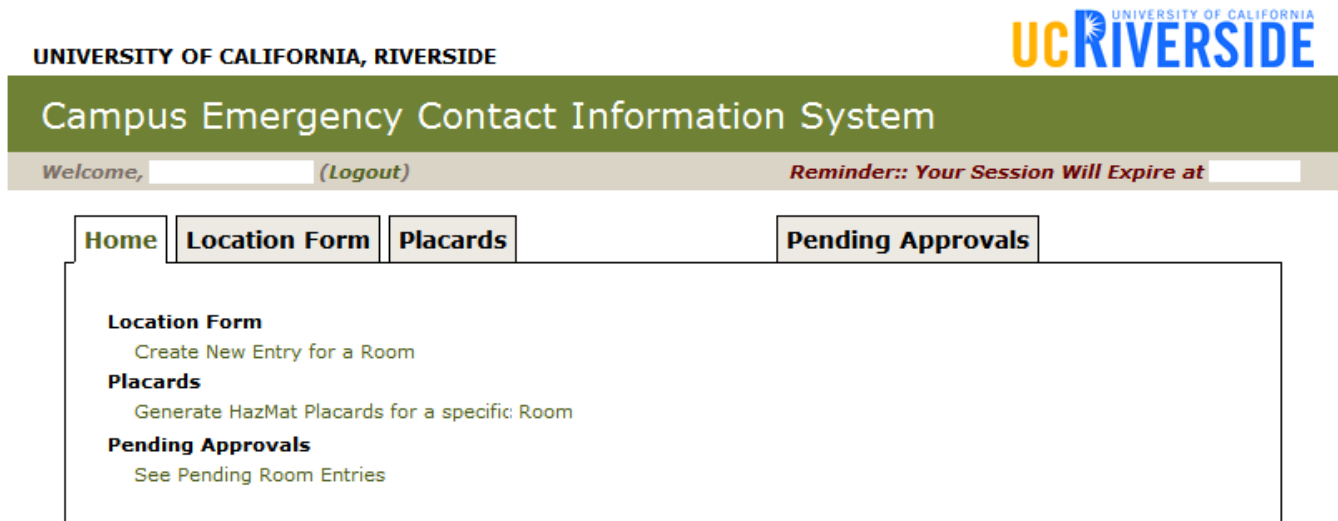


Econtact Level 2 User Guide – Making Placards

Home:

1. For level 2 users, when logged in, you will see the Home, Location Form, Placards, and Pending Approvals 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 have selected the Location Form tab, the Emergency Contacts & Location Specific Information section will appear.
3. Follow the instructions given to fill out all 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 be entered in the Personal Contact Information.

Personal Contact Information

| | | |
|---------------------------------------|---|---------------------------------------|
| Employee ID# | First Name | Last Name |
| <input type="text" value="XXXXXXXX"/> | <input type="text" value="XXXXXXXX"/> | <input type="text" value="XXXXXXXX"/> |
| Campus Phone Number | Campus E-mail | |
| <input type="text" value="XXXXXXXX"/> | <input type="text" value="XXXXXXXXXXXX"/> | |

- 5. 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="text" value="Select A Floor"/> | <input type="text" value="Select A Room"/> |
| | <input type="checkbox"/> Location Not Listed |
| | 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 |

- 6. Select a department from the list provided.

For Example: The Environmental Health & Safety department is selected.

Location Information

| | |
|--|--|
| Department | Building |
| <input type="text" value="Select A Department"/> | <input type="text" value="Select A Building"/> |
| Enterprise App Development | Room |
| Entomology | <input type="text" value="Select A Room"/> |
| Environmental Health & Safety | <input type="checkbox"/> Location Not Listed |
| Environmental Institute | Laboratory / Non-Laboratory: <input type="text"/> |
| Environmental Sciences | Area protected by alarm/keyless entry or other special system? |
| Environmental Toxicology Prgm | <input type="checkbox"/> Keyless Magnetic Stripe |
| Equipment Management | <input type="checkbox"/> Other |
| 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 | |

Emergency Party - Emergency Contact #1

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

| | |
|----------------------|----------------------|
| First Name | Campus Phone |
| <input type="text"/> | <input type="text"/> |

- 7. Select a building from the list provided
The list has the name along with the full original name of the buildings.
For example: Boyce – Alfred M. Boyce Hall is selected.

Location Information

Department: Select A Department

Floor: Select A Floor

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

Building: Bannock M - Bannockburn Village Bldg M, 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

- 8. Select a floor from the list provided.
For example: The first floor is selected.

Location Information

Department: Environmental Health & Safety

Building: Alfred M. Boyce Hall

Floor: Select A Floor, Select A Floor, Fifth Floor, **First Floor**, Fourth Floor, Lower Level One, ROOF, Second Floor, Sixth Floor, Third Floor

Room: Select A Room, Location Not Listed

Laboratory / Non-Laboratory: []

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

- 9. Select a room from the list provided. If the room is not on the list, select Location Not Listed.
For example: Room 1400 was selected.

Location Information

Department: Environmental Health & Safety

Building: Alfred M. Boyce Hall

Floor: First Floor

Room: Select A Room, Select A Room, **1400**, 1401, 1404A, 1405, 1407, 1411, 1411A, 1414

Laboratory / Non-Laboratory: []

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

10. Once the room is selected, the Laboratory / Non-Laboratory will automatically be entered.
11. Select any other information from the list provided.
For example: Alarm was selected.

Location Information

| | |
|--|---|
| Department <input type="text" value="Environmental Health & Safety"/> | Building <input type="text" value="Alfred M. Boyce Hall"/> |
| Floor <input type="text" value="Select A Floor"/> | Room <input type="text" value="Select A Room"/> <input type="checkbox"/> Location Not Listed |
| Laboratory / Non-Laboratory: <input type="text" value="Non-Laboratory"/> | |
| Area protected by alarm/keyless entry or other special system? | |
| <input checked="" type="checkbox"/> Alarm | <input type="checkbox"/> Keyless Magnetic Stripe |
| <input type="checkbox"/> Keyless Proximity Card | <input type="checkbox"/> Other |

12. Next you will see 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"/> | Campus Phone <input type="text"/> |
| Home Phone <input type="text"/> | Cell Phone <input type="text"/> | Pager (Optional) <input type="text"/> |
| Alternate E-Mail (Optional) <input type="text"/> | <i>These fields are not in the database. The placard will list both a campus phone and an emergency phone</i> | |

13. Enter the Employee ID# of the Principal Investigator and click the search button. If the ID# exists in the database, all the required information will be filled automatically.
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"/> | Campus Phone <input type="text"/> |
| Home Phone <input type="text"/> | Cell Phone <input type="text"/> | Pager (Optional) <input type="text"/> |
| Alternate E-Mail (Optional) <input type="text" value="undefined"/> | <i>These fields are not in the database. The placard will list both a campus phone and an emergency phone</i> | |

14. Next are the Emergency Contact #2, Emergency Contact #3, and Emergency Contact #4 section. The Employee ID# are not required for these people. However, if you do use it, follow the same instructions from Emergency Contact #1.

Emergency Contact #2

Employee ID#

You do not need the employee ID# for these people but if you do it will auto-fill the known fields

First Name

Last Name

Campus Phone

Home Phone

Cell Phone

Pager (Optional)

Alternate E-Mail (Optional)

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)

15. 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

16. 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 Trip 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

17. Next is the Chemical Hazard Information section. This section will not be posted on the Placard. Select among the following:

Chemical Hazard Information (Will not be posted on Placard)

- Registered Pesticides
- Select Agents
- DEA Regulated Drugs (Schedule I - IV)

18. Next is the Chemical Hazards Class Totals section. Follow the instructions given and 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"/> |

19. Next is the Critical Processes and/or Equipment section. This section will not be posted on the 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 |

20. Next is the Biological Hazards Present 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 |

21. If there are Biological Hazards present, select the Biosafety level in the following section.

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

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

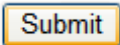
- | | |
|-------------------------------|-------------------------------|
| <input type="radio"/> Level 1 | <input type="radio"/> Level 2 |
| <input type="radio"/> Level 3 | <input type="radio"/> Level 4 |

22. Select all the Radioisotopes present in the Radioisotopes section.

Please Check all the Radioisotopes present

- | | |
|---|---------------------------------|
| <input type="checkbox"/> H-3 | <input type="checkbox"/> C-14 |
| <input type="checkbox"/> Am-241 | <input type="checkbox"/> Ca-45 |
| <input type="checkbox"/> Cd-109 | <input type="checkbox"/> Cf-252 |
| <input type="checkbox"/> Cm-244 | <input type="checkbox"/> Co-60 |
| <input type="checkbox"/> Cr-51 | <input type="checkbox"/> Cs-137 |
| <input type="checkbox"/> Fe-55 | <input type="checkbox"/> I-125 |
| <input type="checkbox"/> I-131 | <input type="checkbox"/> Ir-192 |
| <input type="checkbox"/> Kr-85 | <input type="checkbox"/> Na-22 |
| <input type="checkbox"/> Na-24 | <input type="checkbox"/> Ni-63 |
| <input type="checkbox"/> P-32 | <input type="checkbox"/> P-33 |
| <input type="checkbox"/> Pm-147 | <input type="checkbox"/> Po-210 |
| <input type="checkbox"/> Pu-238 | <input type="checkbox"/> Ra-226 |
| <input type="checkbox"/> S-35 | <input type="checkbox"/> Se-75 |
| <input type="checkbox"/> Th-229 | <input type="checkbox"/> Th-230 |
| <input type="checkbox"/> Tl-204 | <input type="checkbox"/> U-235 |
| <input type="checkbox"/> Other (not listed) | |

23. Click the Submit button once you are completed with everything.



Placards

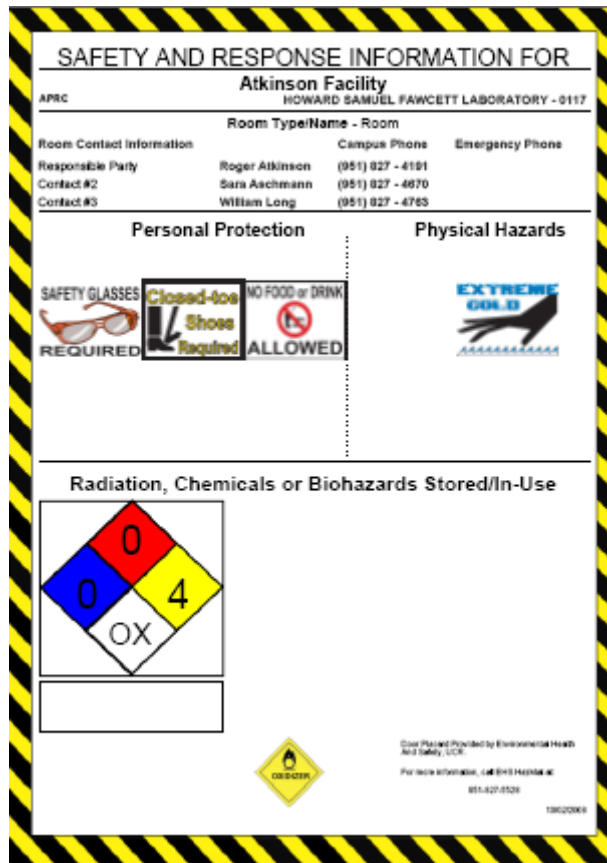
1. The Placards tab will allow you to see the HazMat Placard for a specific room.

| | | | |
|----------------------|-------------------------------|--------------------------|-----------------------------------|
| Home | Location Form | Placards | Pending Approvals |
|----------------------|-------------------------------|--------------------------|-----------------------------------|

Placards

| | | | |
|-------|--|------|--------|
| 1) | Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0117 | Edit | Remove |
| <hr/> | | | |
| 2) | Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0101 | Edit | Remove |
| <hr/> | | | |
| 3) | Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0103 | Edit | Remove |
| <hr/> | | | |
| 4) | Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0121 | Edit | Remove |
| <hr/> | | | |
| 5) | Aprc - Howard Samuel Fawcett Laboratory - First Floor - 0113 | Edit | Remove |

- To see the placard, select the room from the given list. Once you have selected the room, the placard for the room will pop up.



- You will also have the options to either edit or remove any placards from the list.
- Selecting edit will bring up the location form for you to edit any information.
- Selecting remove will remove that placard from the list.

Pending Approvals

- The Pending Approvals tab shows a list of rooms that need to be approved. You will have the option to Select Form or Show Rejected Forms.

Home
Location Form
Placards
Pending Approvals

Biochemistry -> Alfred M. Boyce Hall -> 2446 -> Debus, Richard

Biochemistry -> Alfred M. Boyce Hall -> 2446 -> Debus, Richard

Biochemistry -> Alfred M. Boyce Hall -> 2446 -> Debus, Richard

Biochemistry -> Alfred M. Boyce Hall -> 2454 -> Debus, Richard

Biochemistry -> Alfred M. Boyce Hall -> 2454 -> Debus, Richard

- 2. When you select a room and click the Select Form button, all the locations and emergency contacts information will appear and be given to you.

The screenshot shows a web interface with a navigation bar at the top containing four tabs: 'Home', 'Location Form', 'Placards', and 'Pending Approvals'. Below the navigation bar is a large rectangular frame containing a dropdown menu. The dropdown menu is open and displays five identical entries: 'Biochemistry -> Alfred M. Boyce Hall -> 2446 -> Debus, Richard'. Below the dropdown menu are two buttons: a yellow 'Select Form' button and a blue 'Show Rejected Forms' button.

- 3. At the very bottom of the page, you will have the option to approve or reject the form. If you do approve, click the Approve Form button. If you do not, click the Reject Form button. You must leave comments in the Rejected Comments box in order to reject.

If the Form is Correct, Please Click the "Approve Form" Button Below.

A rectangular button with rounded corners and a light gray background, containing the text 'Approve Form' in a dark gray font.

If you need to send this form back to the submitter, Please Enter In below any information for the submitter and click the "Reject Form" Button Below.

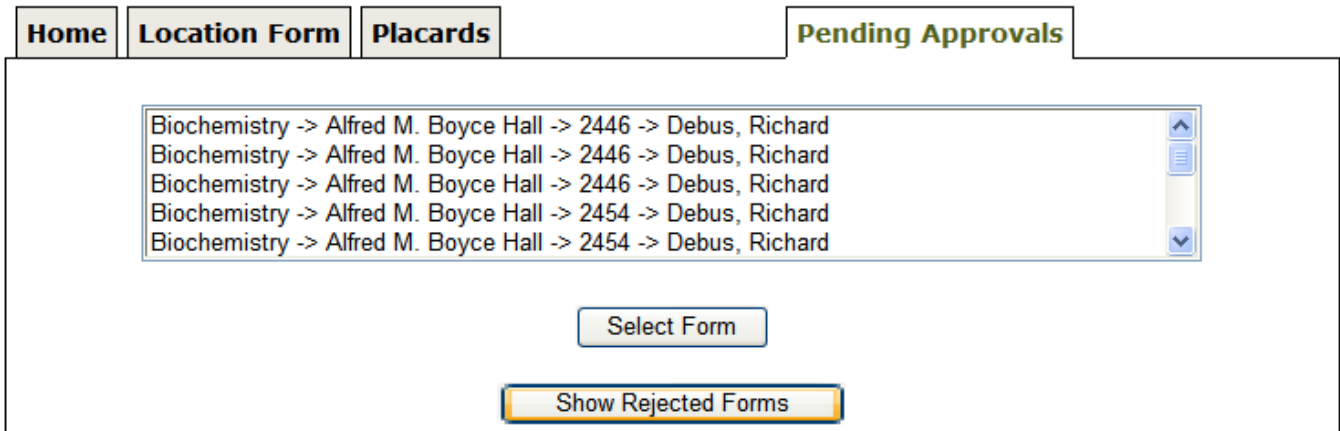
Rejected Comments:

No Comments Entered.

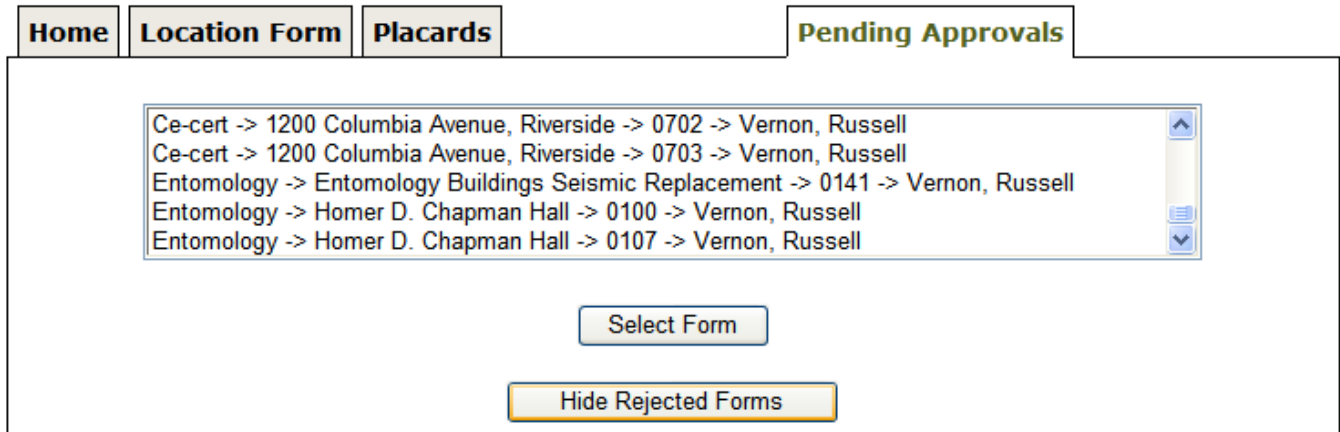
A large, empty rectangular text box with a thin blue border, intended for entering comments when rejecting a form.

A rectangular button with rounded corners and a light gray background, containing the text 'Reject Form' in a dark gray font.

- 4. When you select Show Rejected Forms from the Pending Approvals tab, a list of rejected forms will appear.



- 5. Selecting the Hide Rejected Forms will hide all the rejected forms.



- ** This completes the Level 2 user guide.**
- ** Remember to logout when you are done.**