

10400S02 - Laboratory Signage Guidelines

Part I - GENERAL

A. Intent

- 1.) The primary purpose of the University of Kentucky **Laboratory Signage Guideline** is to provide uniform and accurate emergency information to first-responders (e.g., fire department, hazardous materials, and UK police personnel). A secondary purpose for laboratory signage is to identify the person responsible for the lab and names of contact people for Environmental Health and Safety Division personnel, Physical Plant Division personnel, and others in need of this information.
- 2.) The **Laboratory Signage Guideline** require a certain minimum set of information for all UK Laboratory Signage while allowing flexibility to accommodate special needs.
- 3.) Standardization of laboratory signage information and format will reduce potential health and safety hazards for emergency personnel, improve care for injured, and should speed contact with relevant laboratory personnel in the event of any emergency situation in the laboratory (including non-health & safety related situations). Standardization and central funding of laboratory signage can also represent an economic savings to UK, and will help reduce unfavorable aesthetics in our buildings associated with random and unregulated signage approaches.
- 4.) The standardized laboratory signage will allow convenient and uncomplicated updating of information.
- 5.) The laboratory signage will perform the basic tasks of informing visitors/emergency responders of:
 - special hazards in a laboratory
 - identifying "emergency contact" personnel, and
 - meeting regulatory requirements (chemical, biological and radiation hazards)

B. Scope

- 1.) Laboratories which contain chemical, biological or radiation hazards or are otherwise required to have a **Chemical Hygiene Plan** will be required to comply with these guidelines.
- 2.) Storage rooms used for chemicals or radioactive materials (including waste storage) will also be required to comply with these guidelines.
- 3.) Laboratories and other facilities which do not handle chemicals as defined in the UK **Chemical Hygiene Plan** but which pose a significant potential safety or health hazard to emergency personnel will be considered to be within the scope of these guidelines. Examples of such labs include:
 - high voltage laboratories
 - laser laboratories
 - mechanical apparatus laboratories
 - _____
- 4.) Other "optional" areas where it may be considered to be beneficial to have a list of people to contact in the event of an emergency, such as an instrument room, computer room, or warehouse may use the signage herein outlined.

C. Responsibilities

- 1.) Environmental Health and Safety will be responsible for developing a plan to install laboratory signage for all UK facilities and to obtain funding for the project. Following this project, it will be the responsibility of units to provide signage.
- 2.) Occupational Health and Safety Department will be responsible for assisting units to comply with the intent of this signage guideline.
- 3.) Individual laboratory supervisors will be responsible for ensuring the basic laboratory signs are utilized and that information is updated on at least an annual schedule or when changes occur. This function may be delegated to a departmental/unit office coordinator if approved by the department/unit head.
- 4.) UK Radiation Safety personnel shall be responsible for approving and controlling the radiation and laser hazard components of signage.
- 5.) The UK Biological Safety Officer shall be responsible for approving the biological safety component of signage.

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- 6.) UK Fire Marshal will be responsible for providing consultation associated with fire hazards and the NFPA Diamond outlined in Figure 3.
- 7.) Extraneous materials posted on entranceways should not interfere with the laboratory signage and should be kept to a minimum..

PART II - DESIGN REQUIREMENTS for CHANGEABLE INSERTS

A. General Information

- 1.) The size of the inserts shall be 5" x 6" such that they can be inserted into three pockets of the 15" x 6 1/2" frame and additional sections may be added if needed.
- 2.) Signage will be mounted outside the laboratory's doors on the wall on the side of the door knob (to avoid the signs being obscured by an open lab door).
- 3.) The inserts (available from Occupational Health and Safety) will be made of paper or cardboard and placed in the frame such that the inserts are removable from the frame. The "Emergency Contact Card" will be easily removable so a person can take a copy of the insert to a safe location to read and use the information. It is recommended that the radiation and biological hazard inserts be less readily removable.
- 4.) The "Emergency Contact Card" should be updated annually by the lab supervisor, generally at the beginning of every school year, and immediately in the event of a major change in information.
- 5.) Radiation inserts shall be posted and removed only at the direction of UK Radiation Safety personnel.
- 6.) Biohazard inserts shall be posted and removed only at the direction of UK's Biological Safety Officer.
- 7.) "Special Hazards Inserts" are available from Occupational Health and Safety. If utilized, these inserts must also be reviewed at least annually and updated immediately in the event of a change in information.

B. Emergency Contact Card

- 1.) The "Emergency Contact Card" (Figure 1) shall include the information listed in this section and shall be formatted as similarly as possible to Figure 1 of this document. Copies of Figure 1 are available from the UK Occupational Health and Safety Department.
- 2.) The "Emergency Contact Card" shall be placed in a frame such that it is easily removable. The "Emergency Contact Card" shall always reside in the middle pocket of the three-pocket frame. It is recommended that at least two completed cards be inserted so if an individual removes one copy of the card to relay information to the 911 dispatcher, one copy will remain posted.
- 3.) Special emergency contact procedures - for individuals who do not wish to list their home telephone numbers or pager numbers on this card, your department head may submit one list of emergency contact numbers showing the relevant building, room numbers, laboratory contacts, and confidential emergency phone numbers or pager numbers. It should be cautioned, however, that such special emergency contact procedures would slow down communication with such individuals.

C. Special Hazards Inserts

- 1.) The "Special Hazards Insert", shown in Figure 2, shall contain information necessary to convey hazard information to emergency personnel who may need to enter the laboratory, and to satisfy regulatory requirements.
- 2.) Certain "Special Hazard Inserts" may be required if determined necessary by the UK Fire Marshal or Laboratory Safety Specialist (e.g., unusual fire hazards or extreme health hazards). If such "Special Hazard Inserts" are required, they shall be prepared and provided by the UK Fire Marshal or Occupational Health and Safety.
- 3.) Required information:
 - The presence of highly toxic or flammable chemicals if the amount in the room exceeds _____ kilograms
 - The number of compressed gas cylinders for acutely toxic or flammable gases

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- The location of the circuit breaker and main gas cut-off
 - Preparer's name and date
- 4.) Rooms which are required to display a Special Hazard Insert must have the NFPA diamond (see Figure 3) displayed as well. This NFPA diamond will be located _____ . The size of this diamond will be _____, and the numbers entered in the relevant sections of the diamond will be determined by the UK Fire Marshal.
- 5.) Environmental Health and Safety will provide guidance on the use of optional inserts such as those found in Figures 2 and 3 of these guidelines.

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Figure 1

University of Kentucky Laboratory
 IN CASE OF EMERGENCY, CALL 911

Room # _____ Department _____

Lab Supervisor _____

Office Location _____ Office Phone Numbers _____

Home Phone numbers (after hours) _____

Emergency Contacts:

Name	Office Location	Office Phone	Pager	Home Phone

_____ Check if lab has special Local Alarms(s).
 Explain what alarm indicates and how it sounds _____

Circuit breaker location _____
 Main gas cut-off location _____
 Prepared by _____ Date _____

Figure 2

NOTE:

Figure 2 is included in an attempt to generate a discussion and to request committee ideas as to what form of laboratory signage would be appropriate to provide special hazard information for a small number of laboratories that truly present EXTREME AND UNUSUAL hazards in the event of an emergency

**Extreme and Unusual Hazards
 Special Hazards Insert**

This lab contains the following materials which could present a significant hazard to emergency responders.

Check if the laboratory contains more than _____ kilograms:

- _____ acutely toxic solids or liquids
- _____ carcinogens, mutagens, teratogens
- _____ pyrophorics
- _____ water reactives
- _____ oxidizers
- _____ corrosives
- _____ other _____

Fill in the number of cylinders of the following gases:

acutely toxic gases _____ cylinders
 flammable compressed gases _____ cylinders
 Prepared by _____ Date _____

Figure 3

To Be Provided by Garry Beach, UK Fire Marshal