

ChemTracker Door Placard FAQ Sheet

Logging into the ChemTracker System

1. Go to <http://www.uos.harvard.edu/ehs/ehs.shtml>
2. Enter your Harvard University ID # and PIN password.
3. Once logged into the ChemTracker System, select the ' **Room Hazards**' button.
4. The Room Hazards page has navigation tabs (*illustrated below*) that allow you to easily add or edit information in the fields provided. Please start with the Building, Room, and Department tab.

Instructions for Tabs

Building, Room, Department Tab:



Click on the '**List**' button for the appropriate Building. Select the Building.



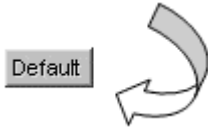
Once the building is selected, the room number drop down list for the building automatically appears. Click on the room number. *Information must be entered room by room.*



Contacts Tab:



EH&S has populated contact names and phone numbers for facility managers, lab directors and some others. To automatically enter these, click on the 'Default' button.



Click on the default button to add the standard emergency phone numbers. To add other contact phone numbers for emergencies, select the 'Add' button.



To 'Delete' a row select the 'Delete' button.



To have your home phone (HP) and cell phone numbers appear on the printed door sign, select the 'PrintHP?' box. **Other-wise the phone numbers will be available electronically but will appear on the door sign as a series of X's (ie. xxx-xxx-xxxx).**

Primary Contact

If you want to change the primary contact to someone other than the Principal Investigator, type the name and contact information in the Researchers box then set a check in the "Primary Contact ?" box.

Emergency Numbers Tab:



Click on the default button to add the standard emergency phone numbers. To add other contact phone numbers for emergencies, select the 'Add' button.



Access Authorizations Tab:



To describe who is authorized to access the room/lab, select the appropriate box. Also note if vaccinations are required for those researchers.

Room Access Authorizations Default

- No Restrictions**
- Faculty, Staff and Students ONLY**
- Authorized Personnel, Routine Maintenance and Building Emergencies**
- Authorized Personnel ONLY**
- Authorized Personnel and Building Emergencies ONLY**
- Vaccination Required**

Hazards Tab:






ChemTracker has two categories of hazards:

- Hazards that are present in room/lab and will appear on the door sign.
- Hazards that are recorded in ChemTracker but will **NOT** appear on the Door sign.

Check the boxes appropriate for the Hazards in this room.

Note: If you are unsure whether to check the box for a given hazard, place your mouse over the hazard icon. A mouse-over text box provides help.

	Explosive	
	Toxic Gases	
	Pyrophoric and Water Reactive	Greater than five lecture bottles (or equivalent volume) of any gases with an NFPA Health Hazard

EH&S staff will enter data on BSL1 and BSL2 agents; radiation producing machine(s) and/or radioactive materials if present.

Save and Print

After all room hazard information has been entered, click on the **Save** button



The **Print** button will generate a pop-up window with a color Acrobat .pdf document. Please print this page and post it on your lab door.

*Note that some Toolbars (Google, Yahoo) and some browsers have pop-up blockers which need to be disabled to generate the sign.