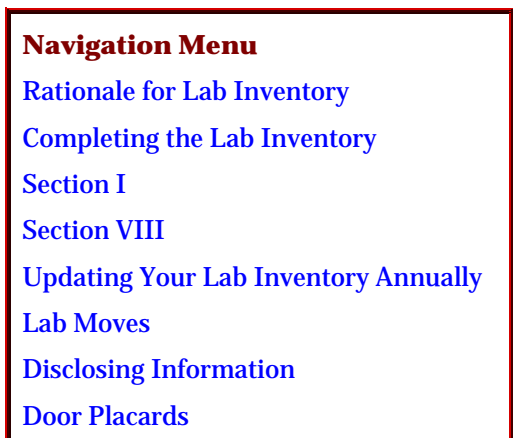


[Longwood Lab Hazard Inventory Database](#)

Instructions

You must enable pop-ups for <https://ehs.sph.harvard.edu/> to use this application.



The following are instructions in the form of questions and answers for completing the Lab Hazard Inventory.

Rationale for Lab Inventory

1. Why a lab inventory?

The Boston Fire Department (BFD) requires organizations to certify **annually** that an up-to-date inventory is maintained for all research laboratories within city limits. An electronic database is the most convenient way to keep information current. The inventory will not be shared with public safety officials unless a fire or other emergency affects the laboratory in question. If the BFD determines (e.g., during an emergency response) that door placards are out of date, it may issue fines that your lab will be responsible to cover. The US Department of Homeland Security also requires submittal of information if HMS/HSDM or HSPH inventories of about 320 Chemicals of Concern exceed screening threshold quantities, in order to prevent the intentional misuse of significant quantities of these chemicals through theft, sabotage, or attack.

2. For the purpose of this exercise, what does Environmental Health and Safety (EH&S) and the Boston Fire Department mean by “lab”?

The words lab and room are synonymous. Create one inventory for one room, unless one or more adjoining rooms share the same inventory.

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Completing the Lab Inventory

3. How is this to work?

To gather accurate data for an entire floor and building, your department’s Research Operations Manager (ROM) at HMS & HSDM or Laboratory Safety Coordinator (LSC) at HSPH will inform current or new Principal Investigators (PIs) of the need to complete the online lab inventory.

4. How many will have privileges to the electronic inventory?

The following individuals in any given lab will have write, edit, read, and print privileges: the Principal Investigator (PI), the PI's second-in-charge (SIC), the Lab Safety Coordinator (LSC), and the person filling out and editing the inventory from year to year. Some of these titles and duties may overlap - the PI is to decide. The PI, SIC, and LSC will also be able to add or delete editors.

EHS, the program administrator, will be able to review, query, and print inventories. EHS may print an inventory to support those responding to an emergency, but will shred it shortly thereafter. EHS will no longer maintain paper records of laboratory inventories.

5. How long will it take to complete the inventory and print a placard for the first time?

Answering the inventory questions may take between one and two hours. Print out pdfs of sections of the questionnaire (from within the inventory database) that you will need assistance from others to answer. Open up the electronic form, transferring any such written information to the online database. Transferring the data from page to screen would typically take less than 30 minutes. Be sure to save the data, then print and post the colored placard.

6. May I complete the electronic inventory form out of sequence?

You may print out various sections and collect your information offline in any sequence you wish. Then go online to complete the sections in sequence.

In order to save data in each section, click "Save & Continue" at the conclusion of that section. The program will retain what section-by-section information you save, so you can return at a later time and edit any saved sections or complete the inventory. A placard will be printable only after all sections are saved and you click on Submit Complete Inventory.

7. How do I close pop-up boxes?

If a yes or no answer produces a pop-up box, you must click "Continue" and not the pop-up box close-out button ("x") in order to exit the pop-up. Otherwise, you won't be able to exit that section without returning to the pop-up and clicking "Continue"

8. I've completed or revised the inventory. What do I get?

- a. A colored placard encapsulating the hazards in this laboratory.
- b. A summary sheet listing what type of training(s) staff may need; combustible and flammable liquid limits for your lab or room; and more.

9. What if I print a placard that exceeds the paper margins?

When printing the pdf, check off "Reduce to Print Margins" or "Fit to Print Margins." If the printout has errors even though the screen view is correct, the problem may lie with your printer settings or driver. Try printing the placards from another computer connected to a color printer.

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Section I

10. How can I add lab personnel not listed in the drop-down boxes for Contact Information in Section I?

Only authorized users who can log into the database will be listed in the drop-down boxes for Contact information in Section I of the lab inventory. People added to the database as users can subsequently be selected from the Contact Information drop-down boxes.

Individuals who are already listed as a Principal Investigator (PI), second-in-charge (SIC), and Lab Safety Coordinator (LSC) for any lab in the database can **Add Users** (by clicking on right-most icon on any room listing and adding the name, day and evening phone numbers, and [email address](#) at the bottom of the next screen). You can confirm official, primary email addresses listed in Harvard's online directories at <https://www.directory.harvard.edu/phonebook/>

HMS/HSDM Departmental Research Operations Managers (ROMs), HSPH Operations and Longwood EHS database managers will also be able to **Add New Users** (using the button on the top right menu bar within the database homepage).

11. Section I asks me to fill in the dimensions of the room requiring an inventory. How would I do that?

Forget measuring tape. Estimate the length and width of the room by counting floor tiles (1' x 1') or ceiling tiles (2' x 4' or 2' x 2'). Enter the approximate length and width, in feet, into the formula. The program calculates the area of the room.

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Section VIII

12. How can I best tabulate my lab's chemical inventory?

Write the name and quantities of each chemical present in the lab on a blank sheet of paper or print out Section VIII and write in the quantities beside the applicable listed chemical.

If you have a long list of chemicals, identify the hazardous ones and match them with the listed chemicals in the database. For other less hazardous chemicals that you already have in your own spreadsheet or database, you may save it as a comma-delimited or comma-separated values (CSV) file. Open that CSV file in Notepad, Wordpad or other text editor, and copy and paste it to the "Other" box at the bottom of Section VIII of the online inventory form. Include the amounts of the chemicals too.

13. My lab stores chemicals in one room and uses these chemicals in a solution in another room. Which room(s) do I need to list these chemicals?

If chemicals or solutions are carried to and used in another room, and those chemicals are expended by day's end, or the balance of each bottle is returned to the room of origin or exhausted by the next day, there is no need to inventory chemicals in the second room.

14. My lab uses chemicals not found in Section VIII of the inventory. What do I do?

Write the unabbreviated name(s) of hazardous chemical(s) and their amounts in the "Other" box found below the fixed list of chemicals. It is not necessary to include innocuous chemicals such as salts and buffers, or chemicals in quantities less than 1 gram. EHS will add your chemicals to the fixed list at a future date.

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Updating Your Lab Inventory Annually

15. How often should I update my inventory?

Since the Boston Lab Registration Ordinance requires annual certification that laboratory inventories and door placards are current, update your inventory at any time after substantial inventory changes and no later than 12 months after you submitted a complete inventory. Review, and click "Save & Continue", each section in sequence to update your complete inventory.

To assist you in keeping track of when to update your inventories, you'll see that the room inventories are color coded when you log in: **Red** for inventories completed more than 12 months ago, **Orange** for inventories completed between 10-12 months ago, and **Bold-font** for inventories in progress but never completed. A brief color coding key is also available via the Help button (on the top-right menu bar of the database homepage).

If your PI shares a lab with other PIs, each PI should update his/her own inventory for the same room. The program is designed to recognize separate inventories for the same room and add all the information together. When you complete your inventory, post your placard. When another PI later chooses to complete an inventory for the same room, he/she will then print and post the newly summed inventory. The revision date will appear at the bottom of the placard showing that your data, and the collective information of the shared lab, are current. Alternatively, all PIs can coordinate who'll be the last one to update his/her inventory and print the placard that consolidates all inventories.

Remember to post the updated placard, and shred the old placard (to protect the privacy of listed personnel).

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Lab Moves

16. What if I move my lab somewhere within the confines of the campus?

Change the location information (building and room) in Section I, and then review and save the information for other sections.

17. What if my lab moves off campus, but remains affiliated with HMS, HSDM or HSPH?

As with the previous point, update the location information for the inventory, regardless of whether the lab lands in Boston, Cambridge, Southborough, or another community. If new buildings need to be added, please contact EHS.

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Disclosing Information

18. Privacy & Security.

For reasons of privacy and security, do not post your inventory summary at the entrance to your lab or where it's readily accessible to passersby. This document is to be kept under wraps, and shared beyond the lab only when urgency necessitates.

19. What if my lab is the victim of a fire, a health emergency, an explosion, a gas release, or an uncontrolled spill?

In the event of an emergency, and from a safe distance, prepare to electronically retrieve and print your current inventory summary. Share the printed inventory from a safe distance with public and Harvard safety officials; that is, the Boston Fire Department, Boston EMS, Boston DPH, HUPD, and Harvard EHS. Share your inventory with other investigators who share your space, as they share their inventories with you. Unless you are compelled to do so, do not share the printed inventory with anyone else; specifically, the media at Harvard or beyond, Harvard HR, Harvard Public Affairs, Harvard's General Counsel's Office, or investigators not affiliated with your program or department.

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Door Placards

20. What will appear on the placard?

Information that the Boston Fire Department and CDC (Centers for Disease Control and Prevention) mandate. Harvard University requires current daytime and off-hour telephone numbers of PIs and their alternate contacts (seconds-in-charge). If an emergency arises, emergency responders must be able to reach responsible personnel in positions of highest authority knowledgeable of potential lab hazards without delay.

21. What will not appear on the placard?

The names or symbols of select agents and radioisotopes, and several other facts EHS uses for purposes of querying.

22. Printing Placards.

Print each placard (online or using the pdf file you may download) on a color printer using bright white, 8.5" x 11" paper.

23. Posting Placards.

Post identical placards at all entrances to the lab or room (including closets with compressed gas cylinders, chemicals, etc.). (Inconsistency between placards is a Boston Fire Department violation.) A printed placard will reflect your inventory or, if applicable, the collective inventory of all PIs who share a single room.

At the entrance, post a placard at the center of the door. If the door is equipped with a large window, center the placard at the bottom of the window.

Internal rooms, or rooms accessible only through an intervening room or lab, must be inventoried separately if the biology, chemistry, and radioactivity are distinctive in each room. If they stock identical hazards found in the intervening, placarded room or lab, consider the rooms one homogeneous area and placard only the outer door to the corridor.

24. Where not to post Placards.

Placards are not necessary at the entrances to private offices, lounges, break rooms, department libraries, conference rooms, office supply closets, or janitors' closets. All such rooms, however, require a sign or label (of any design) indicating their function.

25. What if there is no door upon which to post the placard?

Post the placard as close as possible to the room's entrance. Place the bottom of the placard approximately 40 inches from the floor. Do not post placards on elevators, or in a way that hides them from view.

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