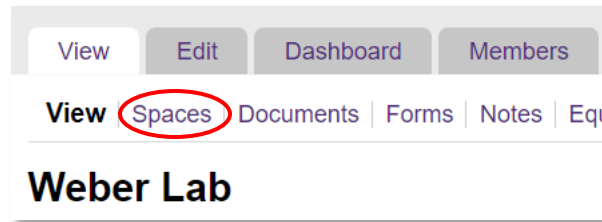


On How to Create a Door Sign

Door signs for labs, facilities, and storage areas are utilized to provide information on hazards and PPE for a specific space. Each door sign displays pictograms for NFPA, GHS, and PPE, and header banner colors to determine lab access. Digital versions of each door sign are also created to provide more detail for remote access by emergency response personnel when needed.

1. Once you are logged into SciShield, locate and click the name of your lab/group. Click “**View Lab Profile**” or “**View Subgroup Profile.**”
2. Click “**Spaces**” at the top and select the room you want to make a door sign for.



3. Click “**Door Sign**” at the top.
4. Scroll to the bottom of the page. Begin by selecting “**Edit Digital Door Sign**” and filling out the general information section. Make sure you are selecting the digital door sign link first.
5. In the Known Lab Hazards section, use the Populate button to auto-fill the Space Hazard section directly below.
***This will only apply hazards categorized during general lab/group setup. This is for all spaces, so be sure to double check that the hazards match the space (i.e. dry lab would not have a biological hazard).**
6. Use the drop-down boxes to fill in the 704 diamond. For more details, refer to the **NFPA 704 Fact Sheet**.
7. Fill out and review the necessary PPE, followed by any entrance procedures or facility instructions. Then click **Submit**.
8. Back on the initial door sign webpage, click “**Build Door Sign**” at the bottom of the page.
9. At the top of this page, click the notice at the top for “**View Digital Door Sign Updates.**” This will generate all changes yo



10. Click “**Submit**” at the bottom of the page.
11. Now at the summary page, you can review the door sign’s new information. Links at the bottom of the page can be used to make more edits, view your revisions, or print your new door sign.