

The Facts



OCCUPATIONAL AND ENVIRONMENTAL SAFETY

On How to Create A Door Sign & Fill Out Your NFPA Diamond

How to Create A Door Sign & Fill Out Your NFPA 704 Diamond

1. Log into BioRaft with your Clemson credentials.
2. On the left-hand side, you will see the name of the lab/group you are a part of in BioRaft. Click the name of the lab and then click "View Lab Profile" or "View Subgroup Profile."
3. Click "Spaces" at the top and click the room you want to make a door sign for.

View Edit Dashboard Members ChemTracker Training

View Spaces Documents Forms Notes Equipment Lab Inspections Self Inspections Correspondence

Weber Lab

4. Click "Door Sign" at the top.

View Edit Members ChemTracker

View Documents Notes Equipment Inspections Self Inspections Door Sign

Clemson Centre - 101B

5. Scroll to the bottom and first click "Edit Digital Door Sign" and fill out the sections accordingly. Once complete, click "Submit" on the bottom left. Next, click "Build Door Sign" on the right.

Entrance Procedures/Facilities Instructions

Escort needed

Return to space Edit Digital Door Sign View Revisions Build Door Sign

6. You will be directed to a page that allows you to edit your door sign. First choose your Door Sign Preset based on your location. Second, edit the General Information, Header (for further information on the choosing the header, visit the following link <https://www.clemson.edu/research/oes/lab-door.html>), the 704 Diamond, and Regulatory sections. Then select the Area Hazards, Personal Protective Equipment/Precautions, and specify Entrance Procedures/Facility Instructions.

Layout

The layout selected will determine how the door sign looks and may impact the number of selections allowed.

Door Sign Preset: Main campus

Template: * OES Change Template

Layout: * Main campus Research Park Main campus farms CUCAR

❖ EDITING NFPA 704 DIAMOND

1. In the "704 Diamond" section click "View NFPA Report"
2. BioRaft will generate a report, based off your chemical inventory, that will tell you what numbers need to go in each category of the 704 Diamond. You will choose the **highest number**, regardless of the quantity, for each category. If a category is not listed, that number will be 0 (zero) on the 704 Diamond. If other hazards (e.g., OX, ACID, COR, ALK, etc.) are listed, you will select the one that has the **highest amount** to list on the 704 Diamond. If no other hazards are listed, choose "select" on the drop-down menu.

704 Diamond

Flammability: * 3

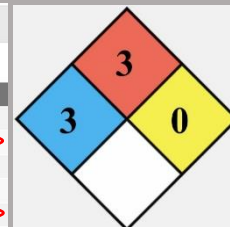
Health: * 3

Instability: * 0

Other hazards: -- Select --

View NFPA Report

NFPA category	Number	Amount (lbs)
FIRE	2	12.895
FIRE	3	13.380
HEALTH	1	4.077
HEALTH	2	13.380
HEALTH	3	0.007



7. Once you have completed filling out the door sign and selecting what applies to your space, click "Submit" on the bottom left.
8. You will then be directed to a page that shows an overview of the information you added to your door sign. On the bottom left click "Print Door Sign." This will download your door sign as a PDF for you to print.

Entrance Procedures/Facilities Instructions:

Designated area personnel only

Return to space Edit Door Sign View Revisions Print Door Sign