

Building: _____ Room: _____

Post on **outside side** of lab entrance doors*

**A. Staff Member
in charge of room:**

Name _____
Work phone _____ Emergency phone _____

**B. Faculty member(s)
associated with work
in room (if different
from A)**

Name _____
Work phone _____ Emergency phone _____
Name _____
Work phone _____ Emergency phone _____

**C. Other emergency
staff contacts:**

Name _____
Work phone _____ Emergency phone _____
Name _____
Work phone _____ Emergency phone _____

D. Locations of:

MSDSs _____
Acronym key: _____
Hazard Assessment Certification _____
Chemical Hygiene Plan _____

**E. Other special
instructions:**

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*The minimum requirement for areas using or storing any of the 900+ “chemicals requiring designated areas” is that the main entrances to the area must be posted, on the OUTSIDE of the door or doorway, with 24 hr emergency contact telephone number(s) of responsible person(s) who should be contacted if/when something alarming is happening while no one is around. If your building deputy is the emergency phone contact for this room, enter CALL BUILDING DEPUTY.

This particular template is NOT required. You may fashion your own notice poster to fit the requirements above.