

LabPoint

Harvard University's **Lab Door Placarding**
and **Inventory System**

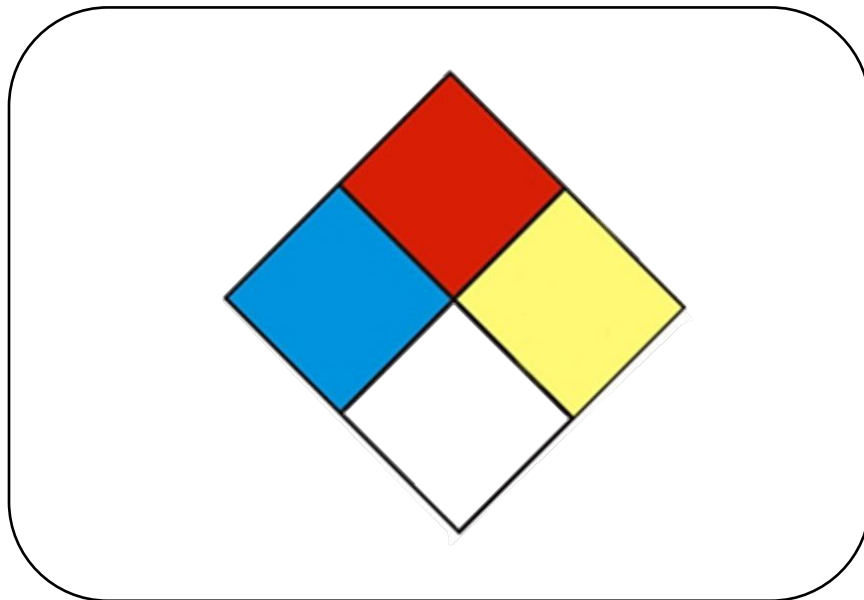
User Guide

For support, contact lab_safety@harvard.edu

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What is LabPoint?



Door Placarding
Tool



Chemical
Inventory System

Door Placards and updated **chemical inventories** facilitate emergency responders and are required by local and federal laws.

System and Login Requirements

Harvard Key

- **Harvard Key** is the login credential for **LabPoint**
 - To claim or troubleshoot your Harvard Key, go to <https://key.harvard.edu>

Internet Browsers

- Compatible with Chrome, Firefox, Safari and Edge

Popups

- **Enable popups** in your internet browser for **ehs.labpoint.sph.harvard.edu**

My Inventories - Homepage Overview



LabPoint My Inventories + New Inventory + Add New User

Instructions Help My Profile Logout

My Lab Inventories

Building: Select..

Building	Room	Department	Status
160 Concord Ave.	M-107	Harvard College Observatory	Up-to-Date
160 Concord Ave.	M-109	Radio and Geoastronomy	Up-to-Date

Add (create) New User

1) Select Add New User button from top menu

2) Search Directory

a) by **Harvard Official Email**

b) by **NAME**

3) Select the correct user

4) Fill in other contact information

- Phone (Day, can be same as Night phone below)
- Phone (Night and Weekend, aka after-hours)
- School
- Academic Department or Division
- Check/Uncheck Hide Night Phone Number box

5) Select **Save Changes** button

NOTE!

Harvard official emails can also be identified at connections.harvard.edu

If hidden from the placard, first responders will have to ask the University Operations Center or EH&S to look up the number within LabPoint

NOTE: A USER profile must first exist or be created before attempting to add/update a contact in a room inventory/placard. To update inventory contacts, see instructions how to [update/edit room inventories](#).

The screenshot shows the LabPoint interface for adding a new user. At the top, a red navigation bar contains the LabPoint logo, 'My Inventories', '+ New Inventory', and a highlighted 'Add New User' button (callout 1). Below this is a search directory form with two input fields: 'official email' and 'name', separated by 'OR', and a search icon (callout 2). A table below the search form lists search results for 'Joana de Sousa' with affiliation 'CADM CS EHSEM Lab Safety Admin' and email 'joana_desousa@harvard.edu' (callout 3). The main form fields include: First Name (Joana), Last Name (de Sousa), Email (joana_desousa@harvard.edu), Phone (Day) (Day Phone), Phone (Night and Weekend) (Night Phone), School (Select..), Academic Department or Division (Please select a school before selecting a department.), and Hide Night Phone Number (checked). A 'Save Changes' button is at the bottom (callout 5). A yellow callout box (callout 4) contains the text: 'IMPORTANT! DO NOT change the EMAIL address (which is cross-linked to the user's Harvard Key/login credentials)'. Another yellow callout box (callout 4) contains the text: 'If hidden from the placard, first responders will have to ask the University Operations Center or EH&S to look up the number within LabPoint'.

Edit Phone Numbers in Your Existing Profile

1

Select **My Profile** button from top right menu

2

Type in **text fields** to edit your own phone numbers

3

Check/Uncheck box to hide/unhide nighttime phone number from appearing on door placard

4

Select **Save Changes** button

IF HIDDEN, first responders will be delayed and will ask the University Operations Center or EH&S to look up the number.

LabPoint My Inventories New Inventory Add New User Instructions Help My Profile Logout

Edit My Profile

Phone Number (Day): 617 432 1720

Phone Number (Nights/Weekends): 617 495 5560

Hide Night Phone Number

Save Changes

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NAME / EMAIL CHANGES

➤ Please contact lab_safety@harvard.edu to request a name or email change.

Add (create) New Inventory

1) Select **NEW INVENTORY** from top menu

2) Fill out **SECTIONS**

- Inventories have **8 sections** (for **Boston** spaces)
 - 1 - Administrative Information
 - 2 - Ionizing Radiation
 - 3 - Non-Ionizing Radiation
 - 4 - Compressed Gases
 - 5 - Biological Agents
 - 6 - Equipment and Waste
 - 7 - Chemicals (Solids and Liquids)
 - 8 - Placarding
- **Outside Boston**, a limited, **2-section questionnaire** is available (based on the selection you make at the bottom of Section 1)
 - 1 - Administrative Information
 - 2 - Placarding

3) **Navigate freely to any section** (after saving Section 1) by clicking on section number on navigation bars located at top and bottom of page. Hover over any number to see section name.

4) **Save and Continue/Quit** at end of each section

5) **Submit Completed Inventory**

- The PDF placard will only appear after inventory has been completed and submitted

The screenshot shows the LabPoint interface for adding a new inventory. At the top, a red navigation bar contains the LabPoint logo, a menu icon, 'My Inventories', '+ New Inventory', and '+ Add New User'. A blue arrow labeled '1' points to the '+ New Inventory' button. Below the navigation bar is a section titled '1. Administrative Information'. At the top of this section is a navigation bar with numbers 1 through 8, where '1' is highlighted in red. A blue arrow labeled '2' points to this navigation bar. Below the navigation bar is a light blue banner with contact information for the EH&S Office. The form fields include: School (Harvard School of Public Health), Academic Department or Division (Molecular Metabolism), Building (Test Building), and Room Number (1234). Below these fields is a section titled 'Estimate overall size of room' with a note: 'Note: Floor tiles are 1' x 1'. Ceiling tiles are 2' x 2' or 2' x 4'. Size the room by number of floor or ceiling tiles. - Please round to the nearest whole number: Ex. 10-1/3 tiles ~ 10 tiles.' The fields for Room Width (ft) and Room Length (ft) are 19 and 18, respectively. There are two checkboxes: 'This room is equipped with an overhead sprinkler system' (checked) and 'This room is shared with other Principal Investigators' (unchecked). At the bottom of the form is a 'Room Use' dropdown menu set to 'Other'. A blue arrow labeled '3' points to the '1' in the top navigation bar. At the bottom of the form, there are two buttons: 'Save And Continue' (red) and 'Save And Quit' (grey). A blue arrow labeled '4' points to the 'Save And Continue' button. Below the 'Save And Continue' button is a red bar with a white checkmark and the text 'Submit Completed Inventory'. A blue arrow labeled '5' points to this bar. At the bottom right, there is another navigation bar with numbers 1 through 8, where '1' is highlighted in red. A blue arrow labeled '3' points to this navigation bar.

Add/Change Editors

Who and What is an EDITOR?

- a **non-emergency contact** who has been **fully authorized to update** inventories
- **Faculty assistants** or **administrators** typically serve as editors

Who can add/change editors?

- **Editors** need to be assigned/added to individual inventories
- **Only existing** (section 1) **emergency contacts** or **LabPoint administrators** (at lab_safety@harvard.edu) can add/change room editors

How to add/change editors?

- 1) From **My Lab Inventories** page > select “**Edit Lab Users**” icon
- 2) Go to “**Add Editor**” field > **select** person from **drop-down menu**
- 3) **Click** (red/white plus sign) **add button**
- 4) If not in dropdown menu, select “**Create a New User**” button. After creating new user profile, **add editor** from drop-down menu.
- 5) **To remove an editor** > select the red/white “X” icon appearing next to existing editor’s name

LabPoint My Inventories + New Inventory Add New User Instructions Help My Profile Logout

My Lab Inventories Building: Select.

Building	Room	Department	Status
Test Building	0123	Environmental Health & Safety	Up-to-Date

LabPoint My Inventories + New Inventory Add New User Instructions Help My Profile Logout

Test Building 0123

Add editor: Select. + or Create a new user

First Name	Last Name	Role
Jackie	Kerr	Lab Safety Officer
Michelle	MacLeod	Principal Investigator
Chiu-Oan	Ngooi	Lab Safety Coordinator
Angela	Reid	Building Manager
Joana	de Sousa	Editor

NOTE: There are two reasons why a person does not appear in the drop-down menu.

- 1) **Person is new to system and requires a new user profile.** In this case, create a new user profile; then add editor. (See detailed instructions in [how to add/create a new user](#) on page 6.)
- 2) **Person is already listed as an emergency contact** (section 1 of inventory). Existing emergency contacts already have full inventory editing rights.

For assistance, contact lab_safety@harvard.edu

Update/Edit Room Inventory



1

LabPoint My Inventories + New Inventory + Add New User

My Lab Inventories Building: Select..

Building	Room	Department	Status	
Test Building	001	Microbiology	Up-to-Date	
Test Building	0123	Environmental Health & Safety	Up-to-Date	
Test Building	1234	Genetics and Complex Diseases	Overdue	

2

3

3 inventories

Lab Details - Test Building, Rm: 0123

Please review your inventory details below and mark completed at the bottom.

Update/Edit Emergency Contacts (section 1)

1) From My Lab Inventories

- select **Inventories Details** icon

2) Select **Edit-Begin New Version**

3) Select edit **Begin Section** (or **Return to Section**) icon

4) Select **Name** field to reveal dropdown menu

NOTE: If the person does NOT APPEAR on dropdown menu, **SEE** instructions how to [Add \(create\) New User](#).

- Select **Title** field to reveal dropdown menu
- select new title

5) Select **Save and Continue/Quit**

- List **2-4 unique** lab, department or building emergency contacts
- Customize** the **order of contacts** to **display** on placard (select N/A to not include on placard)
- At least **2 contacts** (including the Principal Investigator or Core Facility Manager) are **required** to be displayed on placard
- During emergencies, University Operations Center** will access LabPoint to contact other (non-displayed) room contacts if **displayed contacts are not available**

My Lab Inventories

Building	Room	Department	Status
Test Building	001	Microbiology	Up-to-Date

Lab Details - Test Building, Rm: 0123

Verify Lab Details - Test Building, Rm: 0123

Please review your inventory details below and mark completed at the bottom.

Emergency Contact Information

A minimum of **two contacts** must display on the placard. They will appear in Display Order; "NA" does not display.
Contact #1 must be the PI or Core Facility Manager.

Contact #1

Title: Principal Investigator
Name: Bennett, Mark
Display Order: 1st

Contact #2

Title: Lab Safety Officer
Name: De Sousa, Joana
Display Order: 2nd

Contact #3 (Optional)

Title: Alternate Contact
Name: Toney, Will
Display Order: 1st

Contact #4 (Optional)

Title: Other/Departmental Contact
Name: Select..
Display Order: NA

Save And Continue Save And Quit

Add/Update Chemicals (Section 7 on Full Boston Version)

1) From **My Lab Inventories**, select **Inventories Details** icon

2) Select **Edit-Begin New Version**

3) Scroll down to **Section 7 Chemicals (Solids & Liquids)**
> Select edit **Begin Section** (or **Return to Section**) icon

4) **ADD** chemicals

OPTION 1

SEARCH and SELECT from
DROPDOWN menu

- 1) **Type** chemical name in **Search** field
- 2) Optionally use **Category** filter to **narrow** down search **results**
- 3) **Click** on chemical by name **from** the search **results** on the left column to move that chemical to the list of your chemicals in the right column.
- 4) Input the amount and choose Liters and Grams.

OPTION 2

IMPORT
via Excel Spreadsheet

Spreadsheet **must be formatted** with the first **four columns** listed in **this order**:

- 1) **Name of Chemical**
- 2) **CAS #** [Chemical Abstract Service]
- 3) **Amount** (in digits)
- 4) **Unit of Measure**

Include existing chemicals, since the spreadsheet will replace current contents of the inventory in Section 7.

NOTE: Enter the CAS# with or without dashes. **If you include dashes**, make sure the spreadsheet program does not convert the numbers into dates, which the database will not recognize.

5) Select **Save and Continue/Quit**

The screenshot illustrates the user interface for adding chemicals. It shows the 'My Lab Inventories' section with a table of lab details. A success message 'Lab inventory updated successfully.' is displayed. The 'Lab Details' page for 'Test Building, Rm: 001' is shown, with a '7. Chemicals (Solids and Liquids)' section. This section includes a search field, a category filter, and a list of chemicals. A 'Save And Continue' button is highlighted at the bottom.

NOTE: Units of measure in the import spreadsheet are restricted to *mg, g, kg, lb, mL, L, kL, G*, where *g=gram, L=Liter and G=Gallon*, are case-sensitive, and will be converted to grams and Liters.

TIP:

- **Export** existing list into Excel
- **Edit** chemical list
- **Import** edited list

Complete / Finalize Inventory and Placard

- 1 **SAVE and CONTINUE** the Placarding
(last section - *section 8 for Boston or section 2 for other inventories*)
- 2 **REVIEW** content for all sections
- 3 **EDIT** (if needed) any section(s) by
 - selecting the corresponding **BEGIN SECTION** button(s)
 - **OR RETURN TO SECTION** button(s) for previously edited sections]
- 4 Select **SUBMIT COMPLETED INVENTORY** button
- 5 **PRINT FINAL PLACARD**
Select **View Placard** button to view / download / print PDF
- 6 **POST** placard at all entrances to the room

NOTE: Placard PDFs are also accessible from **My Inventories** Homepage. See [My Inventories - Homepage – Overview](#) page.

1 2 3 4 5 6 7 8

8. Placarding

Each entry to a room is placarded.
(Internal)

Save And Continue **Save And Quit**

6. Equipment and Waste **Begin section**
No data saved.

7. Chemicals (Solids and Liquids) **Begin section**

1. Researchers work with the following chemicals in this room:

Chemical	CAS	NFPA	Category	Amount
Chemicals not listed above used in this room:				
Bleach				

Export

8. Placarding **Return to section**

1. There is 1 entrance to this lab.
*All entries have identical placard information.

Submit Completed Inventory

Lab inventory updated successfully.

Lab Details - Landmark, Rm: L3-081 **View Placard** **Edit - Begin New Version**