LabPoint

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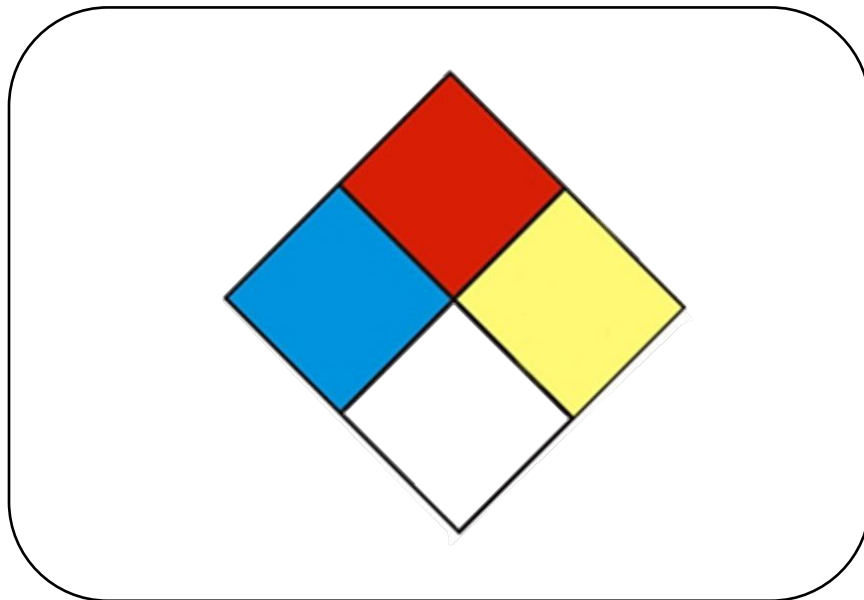
User Guide

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

1

VIEW all your inventories at a glance

2

FILTER
• by building

3

SORT by
• **building**
• **room**
• **department**
• **status**

by clicking on corresponding column heading

4

ACTION ICONS
• **View Placard** PDF
• **Verify / Edit Inventory Details**
• **Add** or **Change Lab ROOM EDITORS**
• **View Previous PDF versions** of Inventory Details

5

+ New Inventory button

6

Add New User button

7

Instructions

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HELP on
• **inventory status**
• **color coding**
• **NFPA diamond** elements

9

My Profile
• View / edit your phone numbers

ROOM EDITORS are non-emergency contacts (e.g., faculty assistants) who are given full inventory editing rights. See instructions to Add/Change Editors.

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LabPoint ☰ My Inventories ✚ New Inventory 👤 Add New User   ℹ Instructions ❓ Help 🖼 My Profile ↪ Logout

My Lab Inventories

2 Building: Select..

3 Building ▾   Room   Department   Status   **4**

1 160 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** <u>exist</u> or <u>be created</u> **before attempting to add/update a contact** in a **room inventory/placard**. To update inventory contacts, see instructions how to update/edit room inventories.

IMPORTANT!
DO NOT change the EMAIL address (which is cross-linked to the user's **Harvard Key/login credentials**).

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

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

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) Select

My Inventories

2) Select edit inventory Details Button

2) Select

Edit - Begin New Version

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**	☰	👤

3 inventories

2

3

Lab Details - Test Building, Rm: 0123

📄 View Placard   ✏ Edit - Begin New Version

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 <u>NOT APPEAR</u> 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 <u>**required**</u> 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**

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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

O P T I O N 1 **SEARCH** and **SELECT** from **DROPDOWN** menu	**O P T I O N 2** **IMPORT** via Excel Spreadsheet
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.	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**

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.