

Lab Signage

Description

A hazard notification sign must be posted at all entrances to the laboratory identifying pertinent information such as emergency contacts, entry requirements, hazards present, and exit requirements.

EH&S is in the process of transitioning to a new Laboratory Hazard Notification sign that allows laboratory personnel to easily manage and update hazard information digitally, enabling real-time updates and reducing the need to contact EH&S for signage changes. If you need a new Notice Board, click the buttons below to download the appropriate hazard notification form (Excel file). The Hazard Notification for Radiation Labs applies to labs that use radioisotopes registered with the Radiation Safety Office. All other UF labs should use the Hazard Notification instead.

If you still have the older version of the Notice Board and are only in need of hazard stickers, please proceed to the Hazard Sticker section below.

[Hazard Notification \(xlsx\)](#)

[Hazard Notification For Radiation Labs \(xlsx\)](#)

Follow these steps to complete the Hazard Notification:

1. Download the appropriate Excel file above.
2. Open the **Form** tab in the spreadsheet.
3. Fill in the grey fields at the top of the page with your lab's information. Include after-hours phone numbers for at least 2 individuals who can provide information about the lab in the event of an emergency.
4. In the **Entry Requirements** section, use the dropdown menus to select any required health assessments. If none apply, select "N/A." If specific vaccinations are necessary, please list them here.
5. **Hazards Present** section: under each blank box, select one relevant hazard using the dropdown menus provided. All hazards present in LATCH must be identified in this section. To keep a space blank, choose "Select" from the dropdown.
6. If using the **Hazard Notification for Radiation Labs**, contact the [Radiation Safety Office](#) for the appropriate radiation stickers.
7. Print the completed Form in color on standard 8.5" x 11" paper (color printing is required).
8. Affix a sign at each entrance to the lab.
9. The Laboratory Hazard Notification sign must be updated on an annual basis.

If you need an acrylic sign holder, [please request one via email by clicking here](#). EH&S will provide them free of charge.

UF UNIVERSITY OF FLORIDA HAZARD NOTIFICATION

Primary Contact Name: [Grey Box] Phone Number: [Grey Box] Please Select: [Please Select] (Privacy Contact on file with EH&S?)
 Secondary Contact Name: [Grey Box] Phone Number: [Grey Box] Date Last Updated: [Grey Box]

Entry Requirements

Eye Protection: [Icon] Long Pants or Skirt: [Icon] Full Coverage Shoes: [Icon] No Food or Drink: [Icon] No Smoking: [Icon]

Health Assessments: [Please Select] Vaccinations: [Please Select]

Hazards Present

Select: [Dropdown] Select: [Dropdown] Select: [Dropdown] Select: [Dropdown] Select: [Dropdown]

Select: [Dropdown] Select: [Dropdown] Select: [Dropdown] Select: [Dropdown] Select: [Dropdown]

Select: [Dropdown] Select: [Dropdown] Select: [Dropdown] Select: [Dropdown] Select: [Dropdown]

Select: [Dropdown] Select: [Dropdown] Select: [Dropdown] Select: [Dropdown] Select: [Dropdown]

Additional Information

Exit Requirements: remove PPE and wash hands prior to exiting the lab (the use of one clean glove is acceptable when transporting samples out of the lab).

Review hazard assessments and SOPs for additional PPE requirements when working.

Emergencies: 911
 EH&S: 352-392-1591
 Worker's Comp: 1-800-455-2079
 Other: [Grey Box]

Scan for instructions and more information about notice boards: [QR Code]

Annotations:

- Fill out the grey boxes with the appropriate information. Must include 2 emergency contacts.
- Select required health assessments from the dropdown menu. Select NA if health assessments are not required.
- Select the appropriate hazards from the dropdown list under each blank picture. Hazards must align with what is selected in the annual LATCH hazard assessment. Use as many boxes as needed to identify all hazards.
- Identify whether a privacy form for contact information was submitted to EH&S.
- If additional entry requirements exist, please list them here.
- Required vaccinations, if applicable, can be listed here.

Page 1

Once done, don't forget to print in COLOR!

Emergency Call List Privacy Form

The Emergency Call List Privacy Form provides an avenue to disclose emergency contact information privately, eliminating the need to publicly post phone numbers on the Lab Hazard Notification sign. To maintain your emergency contact information private, please follow these steps:

1. Include each contact's name on the Hazard Notification sign.
2. In the grey box titled "Privacy Contact on File with EH&S?" select Yes from the provided dropdown list.
3. Submit the the [Emergency Call List Privacy Form](#) to EH&S. Please note that this form must be re-submitted to EH&S annually.

Hazard Stickers

EH&S will continue distributing hazard stickers through the first quarter of 2025 for labs that still have the older version of the Notice Board. To request stickers, please submit the [EH&S Sticker Order Form](#) . Stickers will be mailed at no cost. If you need a new notice board, please download the Hazard Notification sign above and follow the instructions for the new system.

