|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please fill out this form if you need *new contact information on existing sign* or a *new caution placard* and email it to** [**Heather.Blair@colostate.edu; Nicole.Marlenee@colostate or Sara.Cope@colostate.**](mailto:Heather.Blair@colostate.edu;%20Nicole.Marlenee@colostate%20or%20Sara.Cope@colostate.) **Directly below are 3 forms for 3 separate placards. You can add up to 3 contacts on each placard and this will fit on the sign. Directly below this information is a space to indicate how many signs you need and other information.** | | | | |
| **Sign 1 below:** |  |  |  |  |
| **Admittance to Authorized Personnel Only:** | | |  |  |
| **Lab Coat-Gloves-Safety Glasses are REQUIRED when work is in progress.** | | | | |
| **Name** | **Office Location** | **Office Phone** | **Alternate Phone** | **Primary contact?** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **Biosafety Emergency:** | **491-0270** |  |  |  |
| **Emergencies: Dial 911** |  | **Posted** | | **Room:** |
| **Sign 2 below:** |  |  |  |  |
| **Admittance to Authorized Personnel Only:** | | |  |  |
| **Lab Coat-Gloves-Safety Glasses are REQUIRED when work is in progress.** | | | | |
| **Name** | **Office Location** | **Office Phone** | **Alternate Phone** | **Primary contact?** |
|  |  |  |  |  |
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| **Biosafety Emergency:** | **491-0270** |  |  |  |
| **Emergencies: Dial 911** |  | **Posted** | | **Room:** |
| **Sign 3 below:** |  |  |  |  |
| **Admittance to Authorized Personnel Only:** | | |  |  |
| **Lab Coat-Gloves-Safety Glasses are REQUIRED when work is in progress.** | | | | |
| **Name** | **Office Location** | **Office Phone** | **Alternate Phone** | **Primary contact?** |
|  |  |  |  |  |
|  |  |  |  |  |
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| **Biosafety Emergency:** | **491-0270** |  |  |  |
| **Emergencies: Dial 911** |  | **Posted** | | **Room:** |
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| **Do you need Caution Placards (Entire Plastic Physical Sign/Board) or Updated Contact Information Stickers?** | **Room No.** | **Room No.** | **Room No.** | **Room No.** |
| **Provide the room numbers in the columns to the right** |  |  |  |  |
| **Indicate 'P' if you need a placard, a 'C' if you need only contact information, and 'PC' if you need both under the room number:** |  |  |  |  |
| **Number of caution placards needed for this room (this is the number of external entry doors on that room; Note that you need a sign on each exterior door only)** |  |  |  |  |
|  |  |  |  |  |
| **All caution signs must have a chemical caution sticker - the NFPA sticker - this is the DIAMOND shaped sticker that has the 3 different colored blocks in it. Please indicate below the NFPA designation (EXAMPLE: 3-2-3).**  **If you need assistance determining the NFPA designation, put "need assistance" for your response and the chemical safety personnel will be notified to assist you.** | | | | |
| **Please answer these questions:** | **Room No.** | **Room No.** | **Room No.** | **Room No.** |
| NFPA designation for your lab. An example is 3-2-2: |  |  |  |  |
| Do you have any tanks of gas? If so what? |  |  |  |  |
| Do you have any oxidizers in your lab? |  |  |  |  |
| Do you have any chemicals that cannot be mixed with water? |  |  |  |  |

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| Do you work with biological materials? |  |  |  |  |
| Is your lab BSL1 or BSL2? |  |  |  |  |
|  |  |  |  |  |
| **Choose up to 4 extra stickers below that you need on your sign/placard. Place an X in the box next to the sticker if you need it.** | **Room No.** | **Room No.** | **Room No.** | **Room No.** |
| \*Biological Agents |  |  |  |  |
| Cancer Hazard |  |  |  |  |
| Corrosive Materials |  |  |  |  |
| Chemical Storage Area |  |  |  |  |
| Toxic Chemicals |  |  |  |  |
| Flammable Solvents |  |  |  |  |
| Danger-No Flames or Sparks |  |  |  |  |
| Microwave Radiation |  |  |  |  |
| Explosive |  |  |  |  |
| High Voltage |  |  |  |  |
|  |  |  |  |  |
| \*If you work with *E. coli* K- 12 lab strains or agents NOT KNOWN to cause disease in humans, you need a Biological Agents sticker that says BSL1. If you work with agents that ARE KNOWN to cause disease in humans you need a Biological Agents sticker that says BSL2. |  |  |  |  |
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