



Use the following protocol for creating and posting caution signs:

- There are two kinds of caution signs – Room Signs and Suite Signs
- For areas or rooms with multiple entrances – caution signs must be posted at each entrance and show the same information.
- Look for rooms within a room or rooms accessible only from another room. A collection of rooms like this is considered to be a suite and needs a Suite Sign posted at each main/primary entrance, with Room Signs posted at the entrances of the inner rooms.
- Within a suite, only rooms that have a door and are used as lab spaces need a Room Sign.
- Any rooms which are not used for chemical or wet lab work but are still lab spaces (procedure room, microscope room, autoclave room, etc.) should have a caution sign, even if the chemical diamond shows only zeros and no PPE is required.
- Alcove spaces, open benches, and corridors within a suite that are identified with a room number do not get their own Room Sign. Their inventories are combined into and reflected on the Suite Sign for the suite they are part of via the Caution Sign program in MyChem.
- All labs that have spaces/alcoves/corridors/inner rooms which are part of a suite must identify each space/alcove/corridor/inner room by room number on the Suite Sign for that suite.
- Suites within a suite will not be listed on the same caution signs.

Note: All chemicals, compressed gases, and compressed air tanks should be listed in MyChem under the room number that corresponds with their **exact location**, regardless if that room has its own caution sign. This applies to chemicals and compressed gas tanks located in rooms without doors, alcoves, open benches, and corridors.

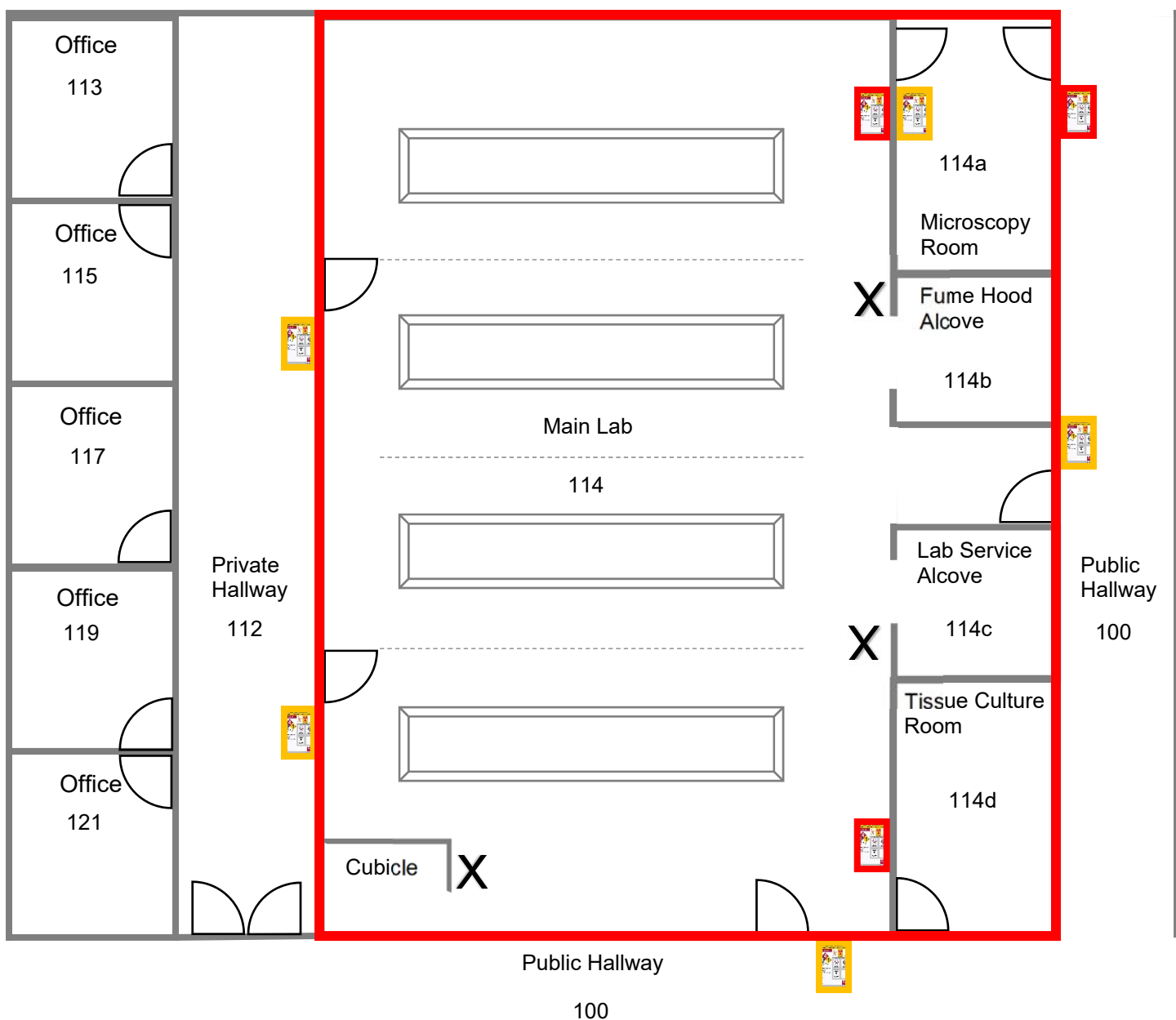
Further information on caution signs is found here:

<http://www.ehs.washington.edu/research-lab/caution-sign-hazards>

And also on the MyChem website:

<https://mychem.ehs.washington.edu/>

Suite Entry Sign Information



Definition

- A suite is a group of rooms that share a door(s) from a hallway.
- The suite entrance(s) may open into a private hallway or a laboratory with doors into other rooms common to the suite including other laboratories, lab support rooms or offices.

Sign requirements



A suite must have a sign at the entry that represents the total of all hazards presented by all rooms and spaces within the suite.



Each room within the suite that contains or uses hazardous materials must have a room sign specific to that space. The suite sign will reflect in aggregate the hazards presented by the chemical inventories listed in all spaces as well as hazardous activities selected in the suite sign tool.



Spaces with partial walls and no door are not rooms for the purpose of the lab entry caution sign.

BSL 2 room suite that is accessed only through the main suite

Large room with room numbers assigned to aisles, alcoves, and corridors

Individual lab rooms with doors to separate them from the corridor

Offices and non-lab areas



Suite sign #1 – includes all rooms/spaces shaded red



Suite sign #2 – suite within a suite; includes all rooms/spaces shaded in blue



Individual room signs – lists information only for that room within the suite



Individual room signs – lists information only for that room within the suite



Individual room signs – lists information only for that room; not part of a suite