

Building: \_\_\_\_\_ Room: \_\_\_\_\_

Post on **outside side** of lab entrance doors\*

**A. Staff Member  
in charge of room:**

Name \_\_\_\_\_  
Work phone \_\_\_\_\_ Emergency phone \_\_\_\_\_

**B. Faculty member(s)  
associated with work  
in room (if different  
from A)**

Name \_\_\_\_\_  
Work phone \_\_\_\_\_ Emergency phone \_\_\_\_\_  
Name \_\_\_\_\_  
Work phone \_\_\_\_\_ Emergency phone \_\_\_\_\_

**C. Other emergency  
staff contacts:**

Name \_\_\_\_\_  
Work phone \_\_\_\_\_ Emergency phone \_\_\_\_\_  
Name \_\_\_\_\_  
Work phone \_\_\_\_\_ Emergency phone \_\_\_\_\_

**D. Locations of:**

MSDSs \_\_\_\_\_  
Acronym key: \_\_\_\_\_  
Hazard Assessment Certification \_\_\_\_\_  
Chemical Hygiene Plan \_\_\_\_\_

**E. Other special  
instructions:**

\*The minimum requirement for areas using or storing any of the 900+ “chemicals requiring designated areas” is that the main entrances to the area must be posted, on the OUTSIDE of the door or doorway, with 24 hr emergency contact telephone number(s) of responsible person(s) who should be contacted if/when something alarming is happening while no one is around. If your building deputy is the emergency phone contact for this room, enter CALL BUILDING DEPUTY.

**This particular template is NOT required.** You may fashion your own notice poster to fit the requirements above.