



CEMS

Chemical Environmental Management System

NFPA Door Sign Management

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For support contact UNHCEMS at cems-info@sr.unh.edu. For more information about UNHCEMS please visit <http://www.cems-info.sr.unh.edu/>.



NFPA Door Sign Management

□ The NFPA Door Sign Manager is responsible for creating and approving all signs for the all of the rooms

Signs Dashboard Layout

The dashboard, titled "Signs", contains the following links and callouts:

- active sign NFPA / current room NFPA report**: Callout: "Must have database administrator role to view this report. Other will not have access beyond this link"
- (2) pending sign requests**: Callout: "Signs that have been managed by room owners, waiting to be approved by the NFPA Door Sign Manager. Click this link to review pending signs."
- (8) rooms with containers but no sign**: Callout: "Rooms waiting for a sign to be created by either the Room Owner or Door Sign Manager. Click this link to create a missing sign."
- (41) signs with inactive contacts**: Callout: "Signs with incorrect contacts. Click this link to review signs and edit the contact list."
- view all signs**: Callout: "View pending and approved signs"

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Pending Requests

How to Review Pending Requests

Step 1: Click on the [\(2\) pending sign requests](#) link. If there are no signs pending for request this link will be hidden.

Pending Sign Requests Recordset

Pending Sign Requests		Result(s) (1 - 2) of 2	
Sort:	[Last Verified] (reverse)		
	Location	Last Update	
	Martin 461	2015-05-26	view
	Miller 216	2015-05-21	view

Step 2: Click on the [view](#) button to review the pending signs in a print format

Step 3: To make changes and/or mark sign for processing click on the  button to open the record

Step 4: Make the Appropriate changes within the Request Details record

- In the case of an incorrect pictogram, click on the *dropdown menu* above the pictogram



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Pending Requests

- In the case of incorrect table information, correct the table by filling in the form below the pictograms.

Note: To view all containers in the room, click on the *view containers* link.

Location: Martin 384

or provide custom:

Additional Information:

Special Instructions: (precautions or equipment needed for entrance)

SDS Location:

Spill Kit Location:

Emergency Contact	Department	Office	Office Phone	Home Phone	
<input type="text" value="Frank Pearl"/>	<input type="text" value="MCBS"/>	<input type="text" value="Long Hall 122"/>	<input type="text" value="565-5656"/>	<input type="text" value="343-6443"/>	<input type="button" value=".."/>
<input type="text" value="Sam Cook"/>	<input type="text" value="MCBS"/>	<input type="text" value="Long Hall 622"/>	<input type="text" value="565-5657"/>	<input type="text" value="393-6440"/>	<input type="button" value=".."/>
<input type="text" value="Allison Smith"/>	<input type="text"/>	<input type="text" value="Long Hall 127"/>	<input type="text" value="565-5650"/>	<input type="text" value="343-6440"/>	<input type="button" value=".."/>

Step 5: On the bottom of the Request Details Record will be an actions bar.

<input type="button" value="cancel"/>	<input type="button" value="delete sign"/>	<input type="button" value="save & mark processing"/>	<input type="button" value="save & post"/>
---------------------------------------	--	---	--

Click to cancel any revisions.

Click to delete the sign entirely.

Click to save the sign and mark it for further review

Click to save the sign and post it for use.



Creating Signs

How to Open a Blank Sign Document

Step 1: Click on the [rooms with containers but no sign](#) link on the **Signs** dashboard.

Note: If there are no signs that need to be created this link will be hidden.

Missing Sign Report

Missing Sign Report		Result(s) (1 - 8) of 8	
Sort:	[Location]		
	Location	Container Count	
	Brown 135	3	create
	Brown 173	28	create
	Miller 119	1	create
	Miller 164	27	create
	Miller 201	57	create
	Rodriguez 113	10	create
	Thompson 139	4	create
	Wright 116	6	create

Step 2: Click on the [create](#) create button to open a blank sign for the associated room.

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Creating Signs

Blank Sign Layout

CAUTION		
ADMITTANCE TO AUTHORIZED PERSONNEL ONLY		
FOR FIRE OR FIRST AID DIAL 911		

Location: Baker 121

or provide custom:

[view \(14\) containers](#)

Additional Information:

Special Instructions: (precautions or equipment needed for entrance)

SDS Location:

Spill Kit Location:

Emergency Contact	Department	Office	Office Phone	Alternate Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	..
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	..
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	..

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Creating Signs

Creating a New Door Sign

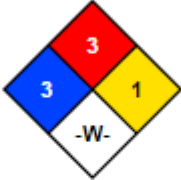
Step 1: If you have an NFPA pictogram, then insert it into the top left box using the drop-down menu. When selected, the NFPA pictogram will come with a suggested calculation for the diamond values.

Step 2: To get more information on the chemicals stored in this room, click on the [view \(14\) containers](#) link.










- To view the container's information, click on the  button.

- To view the SDS for any of the listed chemicals, click the  button.

NFPA



Calculated NFPA:
3/3/1/-W-

	Barcode	Chemical Name	CAS %	Building	Room	NFPA	Owner	Manufacturer	Quantity	SDS
	201604685	Ethanol, 200 Proof	64-17-5.99%, 7732-18-5.1%	Baker	121		Turmelle, Amos	Pharmco Products Inc	1 pt	
	201701276	Ethan(ol-d)	925-93-9.99%	Baker	121		Turmelle, Amos	Aldrich	25 g	
	201204518	Sulfuric Acid Baker Anal Acs Rgnt	7664-93-9.96.4%	Baker	121		Turmelle, Amos	JT Baker	2.5 l	

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Creating Signs

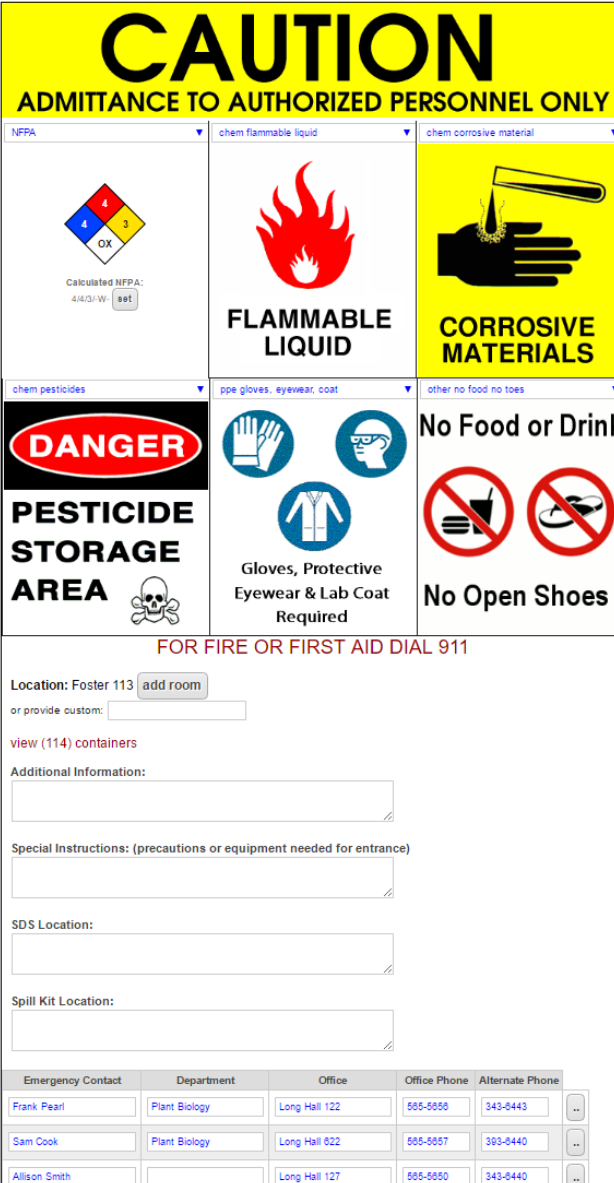
Step 3: Go through each of the blank sections and insert a pictogram appropriate for the chemical hazards and safety precautions noted in the SDS.

Step 4: Write up any additional information needed that can be found viewing the SDS's of the chemicals stored in the room.

Step 5: Provide emergency contacts that have an active account within the CEMS system and are associated with the sign with their contact name, department, office, office phone and home phone

Step 6: If the sign is ready to be printed and posted, select the  button. If the sign still needs some

work, select the  button.



Emergency Contact	Department	Office	Office Phone	Alternate Phone	
Frank Pearl	Plant Biology	Long Hall 122	565-5656	343-8443	...
Sam Cook	Plant Biology	Long Hall 622	565-5657	393-8440	...
Allison Smith		Long Hall 127	565-5650	343-8440	...

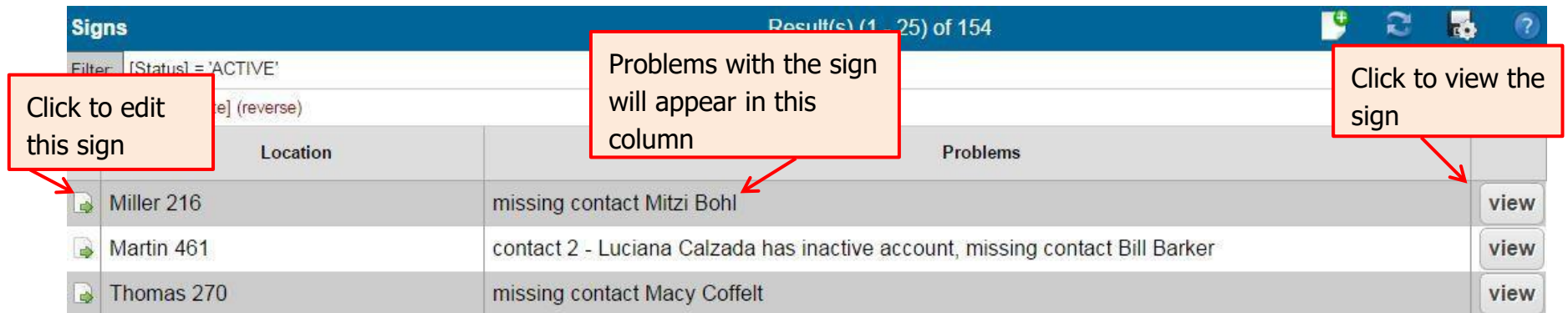


Fixing Problematic Signs


Signs with Inactive Contacts

- The Signs dashboard will show an option with signs that may have problems with them such as 'Missing contact' or 'Contact account inactive' follow these steps to fix the problems

Step 1: Click the (40) signs with inactive contacts to review the signs with information problems



Signs	Location	Problems	
Miller 216		missing contact Mitzi Bohl	view
Martin 461		contact 2 - Luciana Calzada has inactive account, missing contact Bill Barker	view
Thomas 270		missing contact Macy Coffelt	view

Step 2: Contacts provided by the sign should be based on the owner of the container in the room. Click the  button to correct the contact on the sign.

Step 3: Save changes and post or process the sign.

