myLab Laboratory Information Card Generator User Guide

As of today, the laboratory information card (LIC) generator will be available through myLab system.

Only **full (editing rights) access users** will be able to edit and print the laboratory information card.

The laboratory information card must be updated (edited, printed and posted on all laboratory doors) every THREE years or anytime there is a new information available.

Please note that the laboratory information card in myLab is now created by room. See below for more details when generating laboratory information cards for shared rooms. Note if the room is shared among several PIs, it is essential to communicate with all parties so that the information presented on the LIC is accurate and up-to-date.

1. **How to OPEN the Laboratory Information Card form**

Once you log-in to myLab (https://mylab.mcgill.ca), a new section titled "Administration" will now appear.

Select "Labs".

The new screen displays the list of all rooms attached to the myLab account of the PI.

Click on "Edit Placard" for the room you want to edit the LIC

Labs Attached to PI

---	Building Name	Lab	---
Print Placard			Edit Placard
Print Placard			Edit Placard

The new screen displays the editing form of the LIC. Please provide all required information.

2. How to CREATE A NEW Laboratory Information Card
a) Left side of the form

The fields for Building Code, Building Name, Lab number, PI Name and the PI Office Phone Number are filled automatically (**red arrows**).

The field for "Last Updated" date (**green arrow**) will be filled automatically with the present date (the date the LIC is created).

The field for SDS location is also filled with "myLab" (**blue arrow**), however, additional information can be added in this field, if needed.

This information is mandatory.

Please fill all relevant fields (see below):

- PI Emergency (personal) phone number.
- Safety person contact information (name, office and emergency phone numbers). At least ONE safety contact information is required. For each safety contact person, both office and

emergency (personal) phone numbers are required. When printing the LIC, choose whether to show the personal numbers or not. The personal phone numbers are available to the McGill Security Services department for emergencies.

- Other SDS location (i.e. paper copies), if applicable.
- Other hazards or additional pertinent information (i.e. other safety contact, contact information) can be added in the filed "Other Dangers/Hazards"

Red arrows show mandatory information. **Yellow arrows** show required information, if applicable.

b) Right side

On the right side, select "Hazards and Warnings" to view the hazard pictograms.

Click on the appropriate pictogram(s) for the hazards present in the lab. The four Personal Protective

Equipment (PPE) pictograms will be shown automatically on the printed LIC if at least one hazard pictogram is selected.

Click "Save".

3. How to CREATE A NEW Laboratory Information Card for SHARED laboratories

Only ONE laboratory information card is available in myLab for each room. The Principal Investigators that share laboratories will access the SAME LIC in myLab for the room(s) they share. Consequently, before printing, each PI must add the contact information and hazard pictograms. The LIC must show the contact information and the hazards from all the PIs. Please note that each PI must print his/her own laboratory information card for the shared room because the "PI information" component (see below highlighted in yellow) will show only the information for the PI that edits/prints the LIC. The other information on the LIC is common for all the PIs sharing the room.

a) Left side of the form

The fields for Building Code, Building Name, Lab number, PI Name and the PI Office Phone Number are filled automatically (**red arrows**).

The field for "Last Updated" date (**green arrow**) will be field automatically with the present date (the date the LIC is created or edited).

The field for SDS location is filled with "myLab" (**blue arrow**). If additional information needs to be added for SDS location (i.e. location of paper copies, if available), please use "Other Dangers/Hazards" field (**blue arrow**). This field provides more space for all the PIs sharing the room.

This information is mandatory.

Help	
Building	
Lab	
PI Information	
PI Name	
Office Phone	514.398.
Emergency Phone Number	(514)
Safety Contact One	
Last Name, First Name	
Office Phone Number	
Emergency Phone Number	
Safety Contact Two	
Last Name, First Name	
Office Phone Number	
Emergency Phone Number	
Last Updated	
SDS Location	myLab
Other Dangers/Hazards	
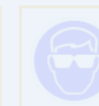
Save   Cancel

Personal Protective Equipment (PPE):

▸ **Hazards and Warnings:**

Please fill all relevant fields (see below):

- Each PI must add his/her own emergency (personal) phone number.
- Each PI must add the safety person contact information (name, office and emergency phone numbers). At least ONE safety contact information is required for each PI. For each safety contact person, both office and emergency (personal) phone numbers are required. When printing the LIC, choose whether to show the personal numbers or not. The personal phone numbers are available to the McGill Security Services department for emergencies.
- Other SDS location (i.e. paper copies), if applicable must be added in the "Other Dangers/Hazards" field.
- The field "Other Dangers/Hazards" can be used for additional safety person contact information (for additional PIs sharing the room), other hazards or other SDS location (i.e. paper copies). Other pertinent safety information can be added in the field.

After all PIs added their information, the LIC must be printed by each PI sharing the room and posted on all laboratory doors.

a) Right side of the form

On the right side, select "Hazards and Warnings" to view the hazard pictograms.

Each PI must click on the appropriate pictogram(s) for the hazards related to the products handled / stored in the laboratory. If a hazard pictogram was already selected by another PI sharing the room, please DO NOT unselect it. Select additional hazard pictograms pertinent to you products if not selected by other PIs. **The LIC for shared rooms must show the hazard pictograms for all PIs.**

The four Personal Protective Equipment (PPE) pictograms will be shown automatically on the printed LIC if at least one hazard pictogram is selected.

Click "Save".

4. How to EDIT (make changes on) a previously created Laboratory Information Card

When editing (making changes on) a previously created LIC, please apply the same steps used when creating a new LIC (see sections 2 and 3). Please note that the previous information will be shown in the editing form. Check all information and update by adding new information or removing/changing existing information that are no longer valid.

For shared rooms, make sure you update ONLY the information pertinent to your laboratory team or hazardous products used / stored. DO NOT update information from other PIs.

5. How to PRINT the Laboratory Information Card

Once you log-in to myLab (https://mylab.mcgill.ca), select "Labs" in the section titled "Administration".

The new screen displays the list of all rooms attached to the myLab account of the PI.

Click on "Print Placard" for the room you want to print the LIC

Select whether to print the LIC without personal numbers or with personal numbers. The LIC in pdf format will be open. You can choose to save or open the pdf document. Print and post the LIC on all laboratory doors.

Note: Handwritten up-dates are not permitted on LIC. Please edit and re-print the LIC for your laboratory anytime new information or updates are available.

For shared rooms, each PI must print his/her LIC. Excepting the "PI Information" component, all information available on the LIC is common for all the PIs sharing the room. See section 3 above for detailed information.
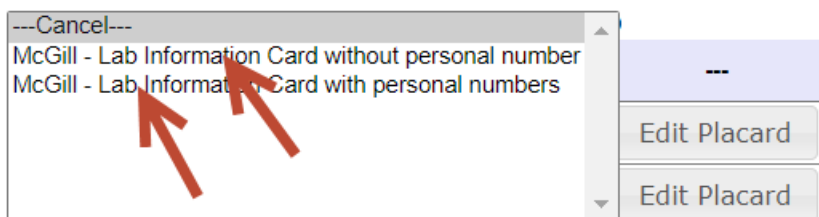
Laboratory information card with personal numbers:

BUILDING / ÉDIFICE:

ROOM / SALLE:

DATE: 7/30/2020

EMERGENCY TELEPHONE NUMBERS
NUMÉROS DE TÉLÉPHONE EN CAS D'URGENCE

Principal Investigator:
Chercheur Principal:

Tel. 1: **514.398.·**

Tel. 2: **(514)514-5145**

Laboratory Safety Contact 1: **John Smith**
Contact de sécurité du laboratoire 1:

Tel. 1: **(514)398-0000**

Tel. 2: **(514)514-5141**

Laboratory Safety Contact 2: **Jane Doe**
Contact de sécurité du laboratoire 2:

Tel. 1: **(514)398-0001**

Tel. 2: **(514)444-4444**

SAFETY DATA SHEETS (SDS) LOCATION
EMPLACEMENT DES FICHES DE DONNÉES DE SÉCURITÉ (FDS)
myLab

Other Lab Safety Contacts and/or Other Dangers
Autres contacts de sécurité du laboratoire et/ou autres dangers
Electromagnetic field
John Doe (PI # 3) Office phone number: 514-398-0002
Emergency Phone number: 5145145142

Campus Security Services Emergency Numbers
Numéros universitaires en cas d'urgence
DOWNTOWN / CENTRE-VILLE : 3000
MACDONALD : 7777
MONTREAL NEUROLOGICAL INSTITUTE : 55-555

HAZARDOUS MATERIALS / MATIÈRES DANGEREUSES

For more information / Pour plus de détails:
https://www.mcgill.ca/ehs/files/ehs/whmis_2015-pictograms.pdf

PERSONAL PROTECTIVE EQUIPMENT (PPE)
ÉQUIPEMENT DE PROTECTION INDIVIDUELLE (EPI)

Laboratory information card without personal numbers:

BUILDING / ÉDIFICE:

ROOM / SALLE:

DATE: 7/30/2020

EMERGENCY TELEPHONE NUMBERS
NUMÉROS DE TÉLÉPHONE EN CAS D'URGENCE

Principal Investigator:
Chercheur Principal:

Tel. 1: **514.398.**

Laboratory Safety Contact 1: **John Smith**
Contact de sécurité du laboratoire 1:

Tel. 1: **(514)398-0000**

Laboratory Safety Contact 2: **Jane Doe**
Contact de sécurité du laboratoire 2:

Tel. 1: **(514)398-0001**

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EMPLACEMENT DES FICHES DE DONNÉES DE SÉCURITÉ (FDS)
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PERSONAL PROTECTIVE EQUIPMENT (PPE)
ÉQUIPEMENT DE PROTECTION INDIVIDUELLE (EPI)

If you have any additional questions or require further clarification, please contact
mylab.ehs@mcgil.ca.