

## 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



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.

PI Editing Lab Emergency Contact Information

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:**

## b) Right side

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

PI Editing Lab Emergency Contact Information

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:**

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”.

PI6450

Editing Lab Emergency Contact Information

Help

Building

Lab

**PI Information**

PI Name

Office Phone  514.398.

Emergency Phone Number  (514)514-5145

**Safety Contact One**

Last Name, First Name  John Smith

Office Phone Number  (514)398-0000

Emergency Phone Number  (514)514-5141

**Safety Contact Two**

Last Name, First Name  Jane Doe

Office Phone Number  (514)398-0001

Emergency Phone Number  (514)444-4444








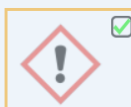

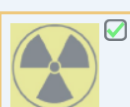

Last Updated  07/21/2020

SDS Location  myLab

Other Dangers/Hazards  Laser

**Personal Protective Equipment (PPE):**

**Hazards and Warnings:**

### 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.

PI
Editing Lab Emergency Contact Information

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:**

### 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.

PI
Editing Lab Emergency Contact Information

Help

Building

Lab

PI Information

PI Name

Office Phone

Emergency Phone Number

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

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.

PI  Editing Lab Emergency Contact Information

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



**Personal Protective Equipment (PPE):**

**Hazards and Warnings:**

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.

PI  Editing Lab Emergency Contact Information

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




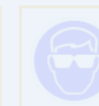
Emergency Phone Number

Last Updated

SDS Location  myLab

Other Dangers/Hazards

**Personal Protective Equipment (PPE):**

**Hazards and Warnings:**

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”.

PI Editing Lab Emergency Contact Information

Help Building Lab

**PI Information**

PI Name  
Office Phone 514.398.  
Emergency Phone Number (514)514-5145

**Safety Contact One**

Last Name, First Name John Smith  
Office Phone Number (514)398-0000  
Emergency Phone Number (514)514-5141

**Safety Contact Two**

Last Name, First Name Jane Doe  
Office Phone Number (514)398-0001  
Emergency Phone Number (514)444-4444  
Last Updated 07/30/2020  
SDS Location myLab

Other Dangers/Hazards Electromagnetic field  
John Doe (PI # 3) Office phone number: 514-398-0002  
Emergency Phone number: 5145145144

Save Cancel

**Personal Protective Equipment (PPE):**

**Hazards and Warnings:**

Flammable, Corrosive, Oxidizing, Health Hazard, Irritant, Acute Toxicity, Chronic Toxicity, Environment, Radioactive, Explosive, GHS07, GHS09, GHS05, GHS06, GHS08, GHS09, GHS10, GHS11, GHS12, GHS13, GHS14, GHS15, GHS16, GHS17, GHS18, GHS19, GHS20, GHS21, GHS22, GHS23, GHS24, GHS25, GHS26, GHS27, GHS28, GHS29, GHS30, GHS31, GHS32, GHS33, GHS34, GHS35, GHS36, GHS37, GHS38, GHS39, GHS40, GHS41, GHS42, GHS43, GHS44, GHS45, GHS46, GHS47, GHS48, GHS49, GHS50, GHS51, GHS52, GHS53, GHS54, GHS55, GHS56, GHS57, GHS58, GHS59, GHS60, GHS61, GHS62, GHS63, GHS64, GHS65, GHS66, GHS67, GHS68, GHS69, GHS70, GHS71, GHS72, GHS73, GHS74, GHS75, GHS76, GHS77, GHS78, GHS79, GHS80, GHS81, GHS82, GHS83, GHS84, GHS85, GHS86, GHS87, GHS88, GHS89, GHS90, GHS91, GHS92, GHS93, GHS94, GHS95, GHS96, GHS97, GHS98, GHS99, GHS100

#### 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”.

**EH&S Assistant** Log Off

PI:

**CHEM**

Requisitions  
Inventory  
Waste Pickup

**INSPECTIONS**

Uncorrected Inspection Violations  
Inspection History

**ADMINISTRATION**

Labs

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

Labs Attached to PI			
---	Building Name	Lab	---
Print Placard			Edit Placard
Print Placard			Edit Placard

A screenshot of a web interface titled "Labs Attached to PI". It features a table with four columns: a dropdown menu (currently showing "---"), "Building Name", "Lab", and another dropdown menu (currently showing "---"). Below the table, there are two rows, each containing a "Print Placard" button on the left and an "Edit Placard" button on the right. Two red arrows point to the "Print Placard" buttons in the first two rows.

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.

---Cancel---

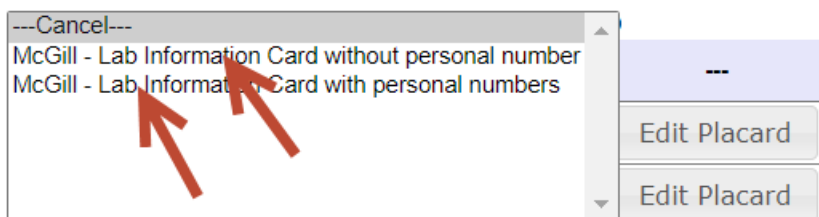
McGill - Lab Information Card without personal number

McGill - Lab Information Card with personal numbers

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Edit Placard

Edit Placard

A screenshot showing a dropdown menu on the left and a table on the right. The dropdown menu is open, showing three options: "---Cancel---", "McGill - Lab Information Card without personal number", and "McGill - Lab Information Card with personal numbers". Two red arrows point to the second and third options. The table on the right has a header row with a dropdown menu (showing "---") and two rows below it, each with an "Edit Placard" button.

**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:**

<b>BUILDING / ÉDIFICE:</b> <b>ROOM / SALLE:</b> <b>DATE: 7/30/2020</b>	
<b>EMERGENCY TELEPHONE NUMBERS</b> <b>NUMÉROS DE TÉLÉPHONE EN CAS D'URGENCE</b>	
Principal Investigator: Chercheur Principal: Tel. 1: <b>514.398.1</b> Tel. 2: <b>(514)514-5145</b>	
Laboratory Safety Contact 1: <b>John Smith</b> Contact de sécurité du laboratoire 1: Tel. 1: <b>(514)398-0000</b> Tel. 2: <b>(514)514-5141</b>	
Laboratory Safety Contact 2: <b>Jane Doe</b> Contact de sécurité du laboratoire 2: Tel. 1: <b>(514)398-0001</b> Tel. 2: <b>(514)444-4444</b>	
<b>SAFETY DATA SHEETS (SDS) LOCATION</b> <b>EMPLACEMENT DES FICHES DE DONNÉES DE SÉCURITÉ (FDS)</b> <b>myLab</b>	
<b>Other Lab Safety Contacts and/or Other Dangers</b> <b>Autres contacts de sécurité du laboratoire et/ou autres dangers</b> Electromagnetic field John Doe (PI # 3) Office phone number: 514-398-0002 Emergency Phone number: 5145145142	
<b>Campus Security Services Emergency Numbers</b> <b>Numéros universitaires en cas d'urgence</b> <b>DOWNTOWN / CENTRE-VILLE : 3000</b> <b>MACDONALD : 7777</b> <b>MONTREAL NEUROLOGICAL INSTITUTE : 55-555</b>	

<b>HAZARDOUS MATERIALS / MATIÈRES DANGEREUSES</b>	
For more information / Pour plus de détails: <a href="https://www.mcgill.ca/ehs/files/ehs/whmis_2015-pictograms.pdf">https://www.mcgill.ca/ehs/files/ehs/whmis_2015-pictograms.pdf</a>	
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b> <b>ÉQUIPEMENT DE PROTECTION INDIVIDUELLE (EPI)</b>	

**Laboratory information card without personal numbers:**

<b>BUILDING / ÉDIFICE:</b> <b>ROOM / SALLE:</b> <b>DATE:</b> 7/30/2020
<b>EMERGENCY TELEPHONE NUMBERS</b> <b>NUMÉROS DE TÉLÉPHONE EN CAS D'URGENCE</b>
Principal Investigator: Chercheur Principal: Tel. 1: <b>514.398.</b>
Laboratory Safety Contact 1: <b>John Smith</b> Contact de sécurité du laboratoire 1: Tel. 1: <b>(514)398-0000</b>
Laboratory Safety Contact 2: <b>Jane Doe</b> Contact de sécurité du laboratoire 2: Tel. 1: <b>(514)398-0001</b>
<b>SAFETY DATA SHEETS (SDS) LOCATION</b> <b>EMPLACEMENT DES FICHES DE DONNÉES DE SÉCURITÉ (FDS)</b> <b>myLab</b>
<b>Other Lab Safety Contacts and/or Other Dangers</b> <b>Autres contacts de sécurité du laboratoire et/ou autres dangers</b> Electromagnetic field John Doe (PI # 3) Office phone number: 514-398-0002 Emergency Phone number: 5145145142
<b>Campus Security Services Emergency Numbers</b> <b>Numéros universitaires en cas d'urgence</b> <b>DOWNTOWN / CENTRE-VILLE : 3000</b> <b>MACDONALD : 7777</b> <b>MONTREAL NEUROLOGICAL INSTITUTE : 55-555</b>

<b>HAZARDOUS MATERIALS / MATIÈRES DANGEREUSES</b>

For more information / Pour plus de détails: <a href="https://www.mcgill.ca/ehs/files/ehs/whmis_2015-pictograms.pdf">https://www.mcgill.ca/ehs/files/ehs/whmis_2015-pictograms.pdf</a> 
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b> <b>ÉQUIPEMENT DE PROTECTION INDIVIDUELLE (EPI)</b>


If you have any additional questions or require further clarification, please contact [mylab.ehs@mcgill.ca](mailto:mylab.ehs@mcgill.ca).