

## **APPENDIX 3**

### **CAUTION SIGN PROGRAM**

## APPENDIX 3

### CAUTION SIGN PROGRAM

#### ROOM SUPERVISOR'S GUIDE

This program is designed to partially satisfy the New Jersey Worker and Community Right-to-Know law, and to identify persons responsible for rooms and laboratories for routine and emergency purposes.

The potential hazards that may be present in the room, as well as the persons responsible for the room, will be posted on the caution sign on the hall entrance door(s) to the rooms.

#### 1. Contact Information

*For Entry or Advice* – The individual who should be contacted first for routine questions regarding the substances used and work activities conducted in the room. This may be the room supervisor, principal investigator, or other individual with knowledge of the space that can answer questions.

*In Emergency* – The individual who should be contacted first in case of an emergency. This may be the same individual listed above.

For each contact person, indicate the contact's name, their location [i.e., the campus address that includes the building name and room number], their campus phone number [the campus exchange and four digit extension], and their home telephone number [including the area code].

#### 2. Caution Sign Hazard Stickers

The stickers posted on the caution sign are intended to provide a quick summary of the potential hazardous materials used within the room. These stickers posted on the caution signs must adequately reflect the hazardous materials present in the room, and should be updated as necessary to reflect changes in work activities and hazardous. REHS provides the following stickers to categorize the potential hazards present in the room.



**NEW JERSEY REGULATED HAZARDOUS SUBSTANCE** – Room contains one or more of the Right-to-Know listed materials in any quantity. Copies of the New Jersey Regulated Hazardous Substances list are available from REHS.



**POTENTIAL CANCER HAZARD** – Room may contain one or more of the Regulated or Select Carcinogens in any quantity. Select Carcinogens are listed in section G of the chemical hygiene guide, and regulated carcinogens are listed in the most recent copy of the Health and Human Services Report on carcinogens.



**CHEMICAL STORAGE AREA** – The room is used as a primary chemical storage area for a group, department, service operation unit, department, or division.



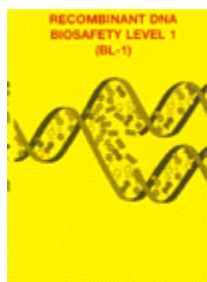
**RADIOACTIVE MATERIAL** – This room is designated for unsealed radioisotope use. The room may contain one or more radioisotopes used for research or other similar purposes.



**RADIATION SOURCE** – This room is designated for use with sealed radioactive sources and generally licensed materials.



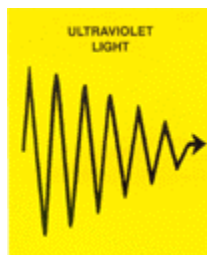
**X-RAY GENERATING MACHINE** – Room may contain an operative X-Ray generating machine or source.



**RECOMBINANT DNA** – Room contains recombinant DNA or other transgenic materials regulated at Biosafety Level 1 (BL – 1).



**BIOHAZARD** – Room may contain pathogenic organisms or recombinant DNA regulated at Biosafety Level 2 (BL – 2) or higher.



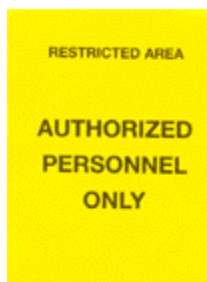
**ULTRAVIOLET LIGHT** – Room may contain an operative UV source other than ordinary room lighting, or equipment that produces UV radiation during operation.



**LASER LIGHT (VISIBLE BEAM)** – Room contains an operative laser with a visible beam. Hazard class 3b and 4 open beam laser systems capable of causing injury to the eye or skin will be audited by REHS and receive a supplemental warning sign on the room door.



**LASER LIGHT (INVISIBLE BEAM)** – Room may contain an operative laser with an invisible beam. Hazard class 3b and 4 open beam laser systems capable of causing injury to the eye or skin will be audited by REHS and receive a supplemental warning sign on the room door.



**AUTHORIZED PERSONNEL ONLY** – Room access is restricted to authorized personnel only.



**INACTIVE LAB** – REHS staff post this label on the caution sign when the laboratory discontinues research activities with unsealed radioactive materials and these materials are removed from the lab. REHS conducts a visual assessment and contamination survey of the lab, pending a change in room use or its renovation or demolition.

3. Special Procedures or Precautions

REHS will provide blank stickers that can be used to include other pertinent information useful to room visitors, maintenance staff, emergency personnel, or others. Examples of special procedures and precautions that could be indicated on the blank stickers include:

Alarmed Door

Bulk Storage Facility

Darkroom

Do Not Enter When Light Is On

Enter Only with Permission Of: [Room supervisor name]

Light Sensitive Experiments In Progress

[Click Here for Online Caution Request Form](#)