

# LabPoint

Harvard University's **Lab Door Placarding**  
and **Inventory System**

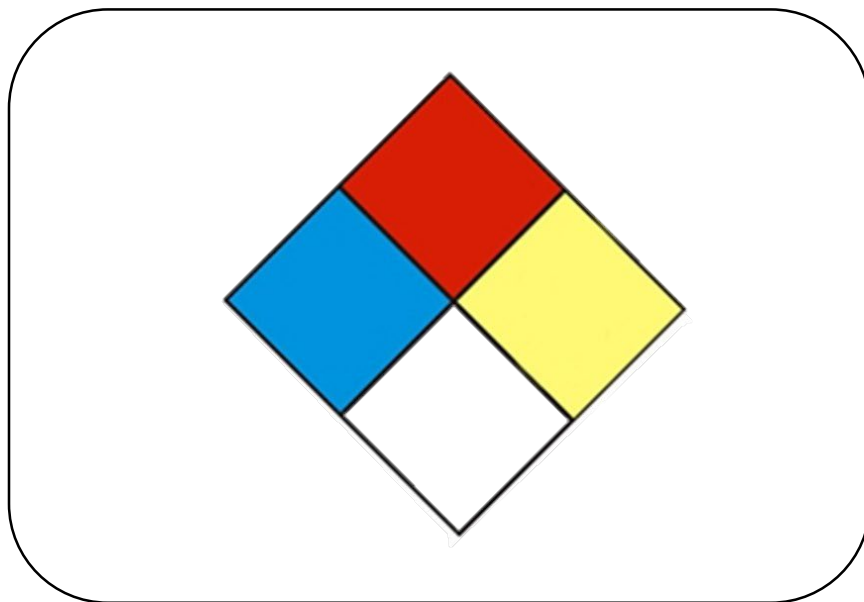
## User Guide

For support, contact [lab\\_safety@harvard.edu](mailto:lab_safety@harvard.edu)

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# What is LabPoint?



Door Placarding  
Tool



Chemical  
Inventory System

**Door Placards** and updated **chemical inventories** facilitate emergency responders and are required by local and federal laws.

# System and Login Requirements

## Harvard Key

- **Harvard Key** is the login credential for **LabPoint**
  - To claim or troubleshoot your Harvard Key, go to <https://key.harvard.edu>

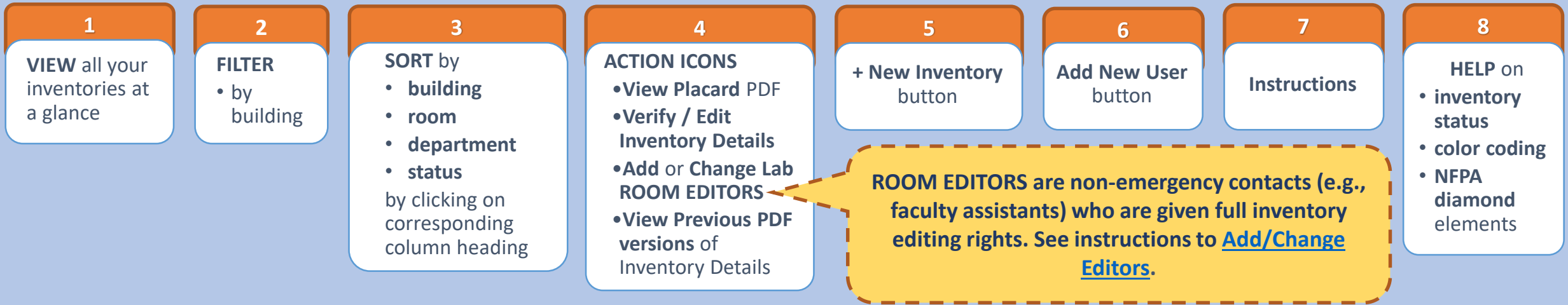
## Internet Browsers

- Compatible with Chrome, Firefox, Safari and Internet Explorer version 11.

## Popups

- **enable popups** in your internet browser for **ehs.labpoint.sph.harvard.edu**

# My Inventories - Homepage Overview



LabPoint My Inventories + New Inventory + Add New User Instructions Help My Profile Logout

My Lab Inventories Building: Select..

Building	Room	Department	Status
160 Concord Ave.	M-107	Harvard College Observatory	Up-to-Date
160 Concord Ave.	M-109	Radio and Geoastronomy	Up-to-Date

# Add (create) New User

- 1) Select **Add New User** button from top menu
- 2) **Search Directory**
  - a) by **Harvard Official Email**
  - b) by **NAME**
- 3) Select the correct user
- 4) **Fill in other contact information**
  - Phone (Day)
  - Phone (Night and Weekend, aka after-hours)
  - School
  - Academic Department or Division
  - Check/Uncheck Hide Night Phone Number box
- 5) Select **Save Changes** button

**NOTE!**  
Harvard official emails are also identified at [connections.harvard.edu](https://connections.harvard.edu)

If hidden from the placard, first responders will have to ask the University Operations Center or EH&S to look up the number within LabPoint

**NOTE: A USER profile must first exist or be created before attempting to add/update a contact in a room inventory/placard.** To update inventory contacts, see instructions how to [update/edit room inventories](#).

**LabPoint** My Inventories + New Inventory + Add New User

Search directory | official email OR name

First Name	Last Name	Affiliation	Email
Joana	de Sousa	CADM CS EHSEM Lab Safety Admin	joana_desousa@harvard.edu

**IMPORTANT!**  
DO NOT change the EMAIL address (which is cross-linked to the user's Harvard Key/login credentials).

First Name: Joana  
Last Name: de Sousa  
Email: joana\_desousa@harvard.edu  
Phone (Day): Day Phone  
Phone (Night and Weekend): Night Phone  
School: Select.  
Academic Department or Division: Please select a school before selecting a department.  
Hide Night Phone Number:

Save Changes

# Edit Phone Numbers in Your Existing Profile

1

Select **My Profile** button from top right menu

2

Type in **text fields** to edit your own phone numbers

3

**Check/Uncheck box to hide/unhide night time phone number** from appearing on door placard

4

Select **Save Changes** button

If hidden, first responders will be delayed and will ask the University Operations Center or EH&S to look up the number.

LabPoint My Inventories New Inventory Add New User Instructions Help My Profile Logout

Edit My Profile

Phone Number (Day): 617 432 1720

Phone Number (Nights/Weekends): 617 495 5560

Hide Night Phone Number

Save Changes

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## NAME / EMAIL CHANGES

- Please contact [lab\\_safety@harvard.edu](mailto:lab_safety@harvard.edu) to request a name or email change.

# Add (create) New Inventory

1) Select **NEW INVENTORY** from top menu

2) Fill out **SECTIONS**

- Inventories have **8 sections** (for **Boston** spaces)
  - 1 - Administrative Information
  - 2 - Ionizing Radiation
  - 3 - Non-Ionizing Radiation
  - 4 - Compressed Gases
  - 5 - Biological Agents
  - 6 - Equipment and Waste
  - 7 - Chemicals (Solids and Liquids)
  - 8 - Placarding
- **Outside Boston**, a limited, **2-section questionnaire** is available (based on the selection you make at the bottom of Section 1)
  - 1 - Administrative Information
  - 2 - Placarding

3) **Navigate freely to any section** (after saving Section 1) by clicking on section number on navigation bars located at top and bottom of page. Hover over any number to see section name.

4) **Save and Continue/Quit** at end of each section

5) **Submit Completed Inventory**

- The PDF placard will only appear after inventory has been completed and submitted

The screenshot shows the LabPoint interface for adding a new inventory. At the top, a navigation bar contains the LabPoint logo, a menu icon, 'My Inventories', '+ New Inventory' (highlighted with a red arrow labeled '1'), and '+ Add New User'. Below this is a section titled '1. Administrative Information' with a navigation bar at the top containing numbers 1 through 8, where '1' is highlighted with a red arrow labeled '2'. The form fields include: School (Harvard School of Public Health), Academic Department or Division (Molecular Metabolism), Building (Test Building), and Room Number (1234). A note states: 'Estimate overall size of room. Note: Floor tiles are 1' x 1'. Ceiling tiles are 2' x 2' or 2' x 4'. Size the room by number of floor or ceiling tiles. - Please round to the nearest whole number: Ex. 10-1/3 tiles ~ 10 tiles.' Below this are fields for Room Width (ft) (19) and Room Length (ft) (18). There are two checkboxes: 'This room is equipped with an overhead sprinkler system' (checked) and 'This room is shared with other Principal Investigators' (unchecked). At the bottom, there is a 'Room Use' dropdown menu. A red arrow labeled '3' points to the navigation bar at the top. A red arrow labeled '4' points to the 'Save And Continue' and 'Save And Quit' buttons. A red arrow labeled '5' points to the 'Submit Completed Inventory' button at the bottom.



# Add/Change Editors

## Who and What is an EDITOR?

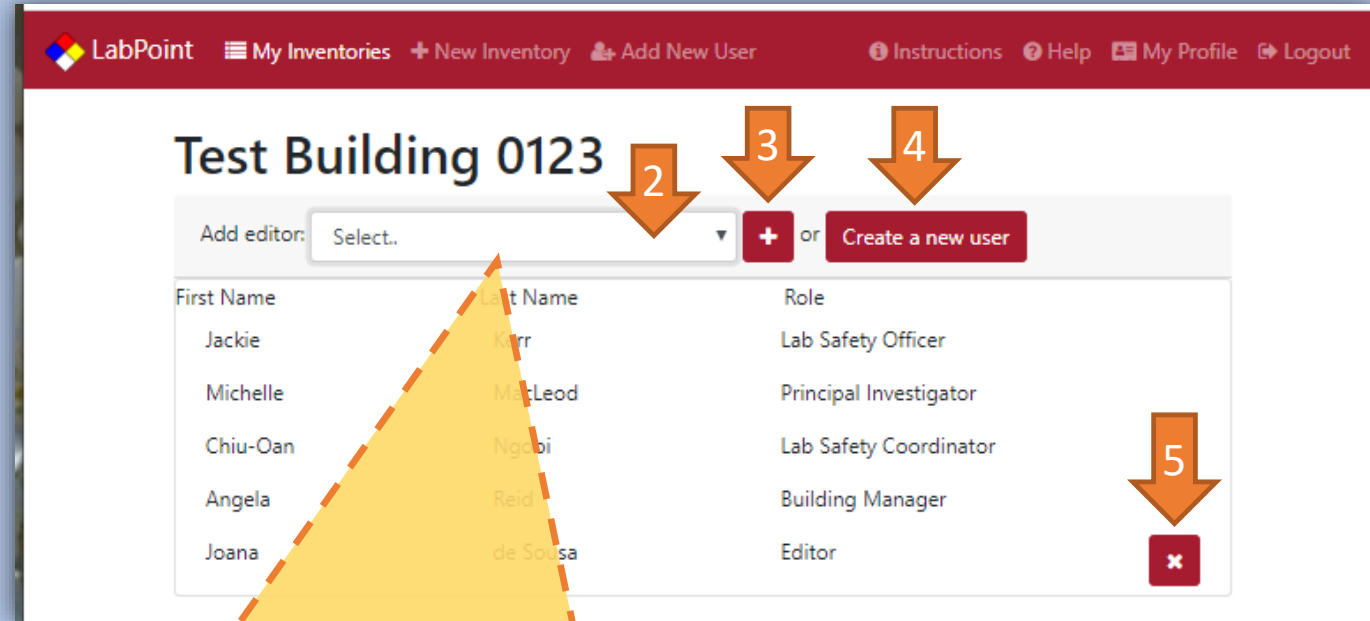
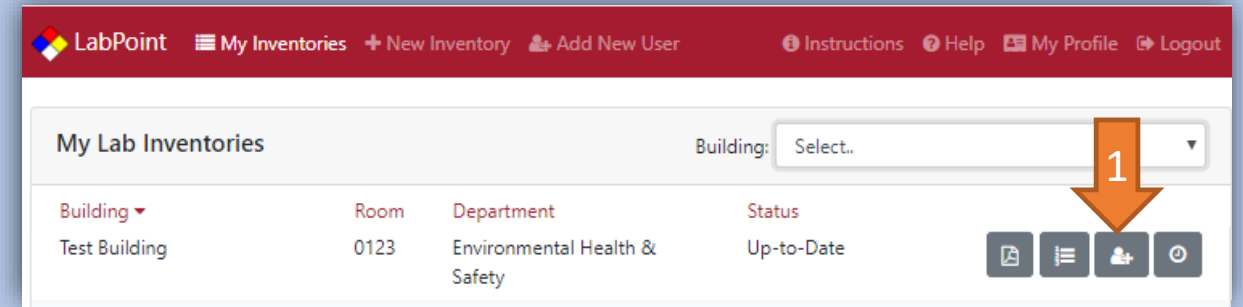
- a **non-emergency contact** who has been **fully authorized to update** inventories
- **Faculty assistants** or **administrators** typically serve as editors

## Who can add/change editors?

- **Editors** need to be assigned/added to individual inventories
- **Only existing** (section 1) **emergency contacts** or **LabPoint administrators** (at [lab\\_safety@harvard.edu](mailto:lab_safety@harvard.edu)) are able to add/change room editors

## How to add/change editors?

- 1) From **My Lab Inventories** page > select **“Edit Lab Users”** icon
- 2) Go to **“Add Editor”** field > **select** person from **drop-down menu**
- 3) **Click** (red/white plus sign) **add button**
- 4) If not in dropdown menu, select **“Create a New User”** button. After creating new user profile, **add editor** from drop-down menu.
- 5) **To remove an editor** > select the red/white **“X”** icon appearing next to existing editor’s name

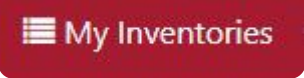




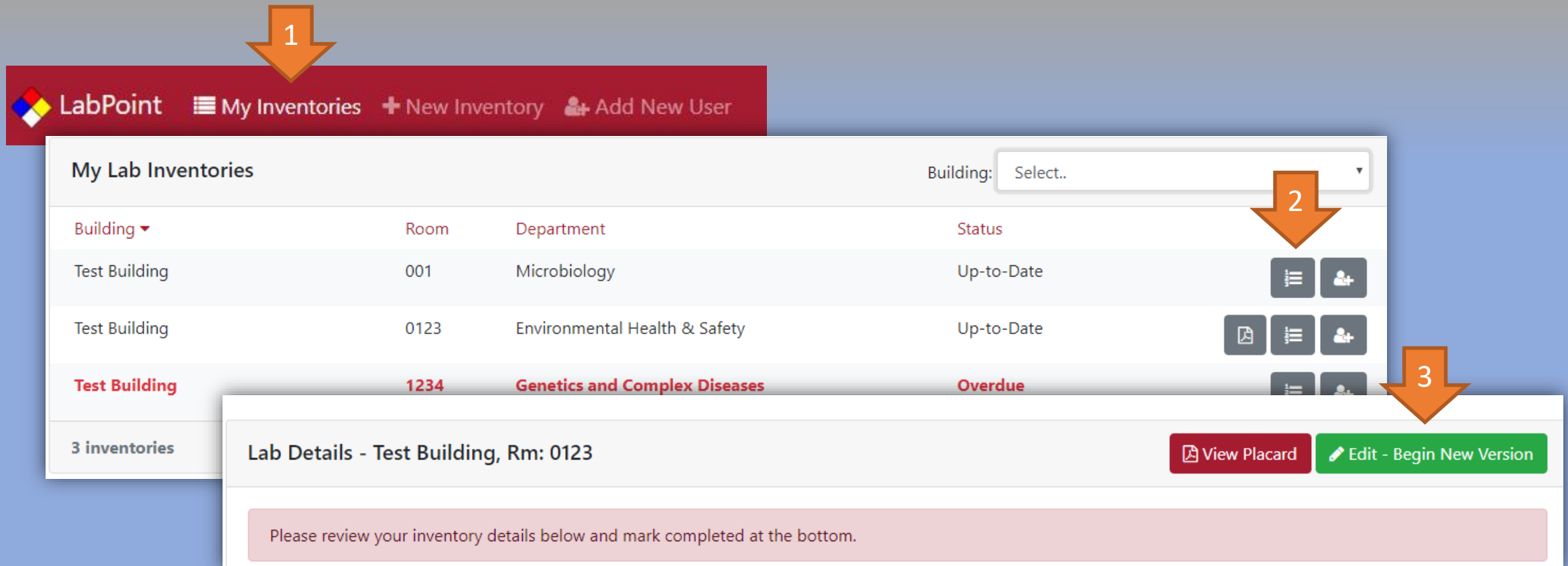
**NOTE:** There are two reasons why a person does not appear in the drop-down menu.




- 1) **Person is new to system and requires a new user profile.** In this case, create a new user profile; then add editor. (See detailed instructions in [how to add/create a new user](#) on page 6.)
- 2) **Person is already listed as an emergency contact** (section 1 of inventory). Existing emergency contacts already have full inventory editing rights.

For assistance, contact [lab\\_safety@harvard.edu](mailto:lab_safety@harvard.edu)








# Update/Edit Room Inventory

1. Select 
2. Select edit **Inventory Details** button 
3. Select 





LabPoint  My Inventories  New Inventory  Add New User

**My Lab Inventories** Building:

Building ▾	Room	Department	Status	
Test Building	001	Microbiology	Up-to-Date	 
Test Building	0123	Environmental Health & Safety	Up-to-Date	  
<b>Test Building</b>	<b>1234</b>	<b>Genetics and Complex Diseases</b>	<b>Overdue</b>	 

3 inventories

**Lab Details - Test Building, Rm: 0123**  

Please review your inventory details below and mark completed at the bottom.

# Update/Edit Emergency Contacts (section 1)

## 1) From My Lab Inventories

- select **Inventories Details** icon

## 2) Select **Edit-Begin New Version**

## 3) Select edit **Begin Section** (or **Return to Section**) icon

## 4) Select **Name** field to reveal dropdown menu

**NOTE:** If the person does NOT APPEAR on dropdown menu, **SEE** instructions how to [Add \(create\) New User](#).

- Select **Title** field to reveal dropdown menu
- select new title

## 5) Select **Save and Continue/Quit**

- List **2-4 unique** lab, department or building **emergency contacts**
- Customize** the **order of contacts** to **display** on placard (select N/A to not include on placard)
- At least **2 contacts** (including the Principal Investigator or Core Facility Manager) are **required** to be displayed on placard
- During emergencies, **University Operations Center** will access LabPoint to contact other (non-displayed) room contacts if **displayed contacts** are **not available**

**My Lab Inventories** Building: Select..

Building	Room	Department	Status
Test Building	001	Microbiology	Up-to-Date

**Lab Details - Test Building, Rm: 0123** View Placard Edit - Begin New Version

**Verify Lab Details - Test Building, Rm: 0123**

Please review your inventory details below and mark completed at the bottom.

**Emergency Contact Information**

A minimum of **two contacts** must display on the placard. They will appear in Display Order; "NA" does not display.  
Contact #1 must be the PI or Core Facility Manager.

**Contact #1**

Title: Principal Investigator  
Name: Bennett, Mark  
Display Order: 1st

**Contact #2**

Title: Lab Safety Officer  
Name: De Sousa, Joana  
Display Order: 2nd

**Contact #3 (Optional)**

Title: Alternate Contact  
Name: Tonery, Will  
Display Order: NA

**Contact #4 (Optional)**

Title: Other/Departmental Contact  
Name: Select..  
Display Order: NA

Save And Continue Save And Quit

# Add/Update Chemicals (Section 7 on Full Boston Version)

1) From My Lab Inventories, select Inventories Details icon

2) Select Edit-Begin New Version

3) Scroll down to Section 7 Chemicals (Solids & Liquids)  
> Select edit Begin Section (or Return to Section) icon

4) ADD chemicals

## OPTION 1

SEARCH and SELECT from  
DROPDOWN menu

- 1) **Type** chemical name in **Search** field
- 2) Optionally use **Category** filter to **narrow** down search **results**
- 3) **Click** on chemical by name **from** the search **results** on the left column to move that chemical to the list of your chemicals in the right column.
- 4) Input the amount and choose Liters and Grams.

## OPTION 2

IMPORT  
via Excel Spreadsheet

Spreadsheet **must be formatted** with the first **four columns** listed in the **following order**:

- 1) **Name of Chemical**
- 2) **CAS #** [Chemical Abstract Service]
- 3) **Amount** (in digits)
- 4) **Unit of Measure**

**NOTE:** Enter the CAS# with or without dashes. **If you include dashes**, make sure the spreadsheet program does not convert the numbers into dates, which the database will not recognize.

5) Select Save and Continue/Quit

**4) OPTION 1**

**4) OPTION 2**

**NOTE:** Units of measure in the import spreadsheet are restricted to *mg, g, kg, lb, mL, L, kL, G*, where *g=gram, L=Liter and G=Gallon*, are case-sensitive, and will be converted to grams and Liters.

**TIP:**

- **Export** existing list into Excel
- **Edit** chemical list
- **Import** edited list

**5**

→ Save And Continue

☰ Save And Quit

# Complete / Finalize Inventory and Placard

1. **Save and Continue** the **Placarding** (last section - *section 8 for Boston or section 2 for other inventories*)
2. **Review** content for all sections
3. **Edit (if needed)** any section(s) by selecting the corresponding **Begin Section** button(s) [or **Return to Section** button(s) for previously edited sections]
4. Select **Submit Completed Inventory** button
5. **Print FINAL PLACARD**
  - Select **View Placard** button to view / download / print PDF
6. **Post** placard at all entrances to the room

**NOTE:** Placard PDFs are also accessible from **My Inventories** Homepage. See [My Inventories - Homepage – Overview](#) page.

The screenshot displays the '8. Placarding' section of the inventory management system. At the top, a navigation bar shows sections 1 through 8, with '8' highlighted. Below this, a message states 'Each entry to a room must be placarded.' Two buttons are visible: 'Save And Continue' (highlighted with an orange arrow labeled '1') and 'Save And Quit'. The main content area is divided into sections: '6. Equipment and Waste' (with 'No data saved.' and a 'Begin section' button), '7. Chemicals (Solids and Liquids)' (with a 'Begin section' button), and '8. Placarding' (with a 'Return to section' button). A table under section 7 lists chemicals, with 'Bleach' as an example. An 'Export' button is also present. A 'Submit Completed Inventory' button (highlighted with an orange arrow labeled '4') is located at the bottom of the main content area. A green notification bar at the bottom of the screen says 'Lab inventory updated successfully.' Below this, the lab details 'Lab Details - Landmark, Rm: L3-081' are shown, along with 'View Placard' and 'Edit - Begin New Version' buttons (highlighted with an orange arrow labeled '5').