



myLab User Guide: Placards Module (LIC – Lab Information Cards)

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myLab Basics – New Web Version

Logging into myLab

Note

If you use a shared computer to access myLab, you must login to the computer with your own credentials and then completely logout of the computer before the next user assumes control.

1. Access myLab through <https://mylab.mcgill.ca>
2. If prompted, enter your **McGill username** and **password**
 - myLab is part of Single Sign On (SSO). If you are already logged in to another application which uses SSO, you will NOT be prompted to log-in.

Note

If **off-campus**, you must be connected to McGill's VPN to access myLab

- For instructions on installing and launching the VPN, refer to this knowledge base article: https://mcgill.service-now.com/itportal?id=kb_article&sysparm_article=KB0010687
- For any problems connecting to the VPN, contact the IT Service Desk (login to start a chat): <https://mcgill.ca/itsupport>

Security protocols

ALL users logging into the myLab Web Application must do so using their Active Directory @mcgill or @mail.mcgill email credentials (the same as you currently use to login to Windows).

Individual (named user) login will:

1. Secure access to the application
2. Introduce a single-sign on (SSO) user experience
3. Facilitate provisioning access
4. Enhance auditing data (specifically who is viewing or editing what)

Basics of getting started with myLab and navigating the myLab interface

Consult the **myLab User Guide: Basics** for information on these topics:

- myLab Homepage - PI Overview explained | CHEM modules explained | RAD modules explained
- Basic Navigation – Help | Screen export (Options) vs McGill customized reports | Scrolling in a grid view | Returning to the menu screen within a module | Returning to the homepage of myLab
- Additional Help –Display options, exporting screen data, and saving customized settings

User Guides are available in the [IT Knowledge Base](#).

Logging out of myLab

To logout of myLab, on any menu screen where your name is displayed (top right corner), click the down arrow next to your name and select **Logout** from the displayed options.



Note

If you used a shared computer to access myLab, you must logout of the computer as well. It is not enough to just logout of the myLab Web Application.

Placards Module – New Web Version

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

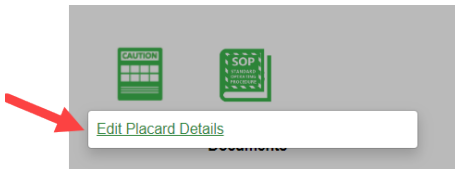
- ❖ Handwritten up-dates are not permitted on the LIC. Edit and re-print the LIC for your laboratory anytime new information or updates are available.
- ❖ Only full access users will be able to edit and print the laboratory information card.
- ❖ *Note for shared laboratories:* The laboratory information card is created by room. The Principal Investigators that share laboratories will access the **SAME LIC** in myLab for the room(s) they share. Make sure you update ONLY the information pertinent to your laboratory team or hazardous products used/stored. DO NOT update information from other PIs. ([More instructions](#))

Accessing your Placards (Lab Information Cards)

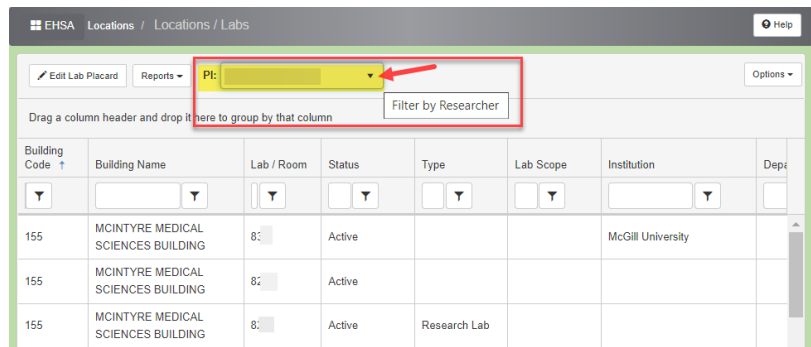
1. Click the **Placards** icon on the myLab homepage



2. Click **Edit Placard Details** – the menu item will appear on the homepage below the Placards icon



3. The Locations/Labs screen will open
4. All labs associated to the PI named at the top of the table are displayed. To view a listing associated to a different PI - click the down arrow next to the field and make a selection.



The screenshot shows the 'ESHSA Locations / Locations / Labs' interface. At the top, there are tabs for 'Edit Lab Placard' and 'Reports'. A dropdown menu for 'PI:' is highlighted with a red box and a red arrow. Below the dropdown, there is a 'Filter by Researcher' button. The main part of the screen is a table with the following columns: Building Code, Building Name, Lab / Room, Status, Type, Lab Scope, Institution, and Dept. The table contains three rows of data.

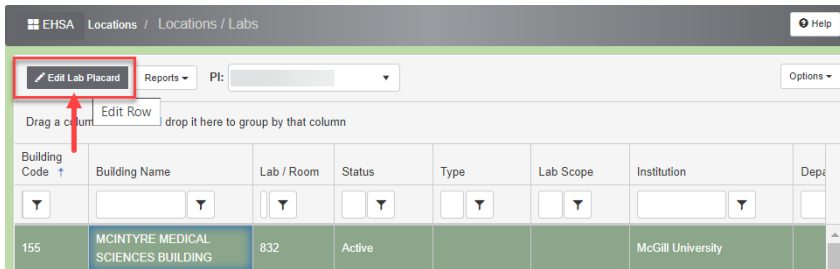
Building Code	Building Name	Lab / Room	Status	Type	Lab Scope	Institution	Dept.
155	MCINTYRE MEDICAL SCIENCES BUILDING	8:	Active			McGill University	
155	MCINTYRE MEDICAL SCIENCES BUILDING	8:	Active				
155	MCINTYRE MEDICAL SCIENCES BUILDING	8:	Active	Research Lab			

In this Guide:

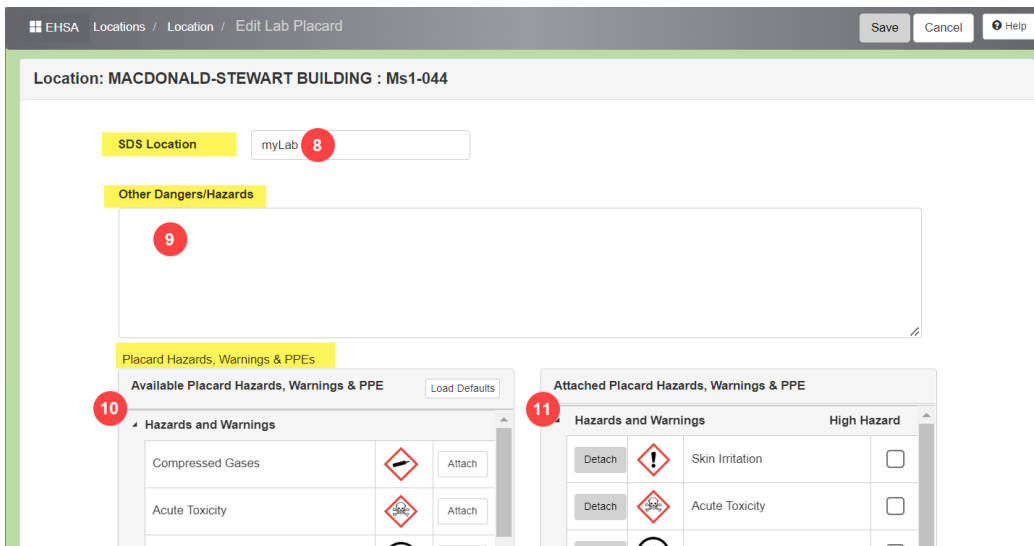
- [Editing a Placard](#)
- [Printing a Placard](#)

Editing a Placard (Lab Information Card)

1. Click the **Placards** icon on the myLab homepage
2. Click **Edit Placard Details** – the menu item will appear on the homepage below the Placards icon
3. The Locations/Labs screen will open
4. All labs associated to the **PI** named at the top of the table are displayed. To view a listing associated to a different PI - click the down arrow next to the field and make a selection.
5. In the Locations/Lab screen, select a lab in the table – **click on the row** (it will be shaded in green)
 - If your lab is not displayed, contact your Safety Officer ([EHS Contact Us](#))
6. Click the **Edit Lab Placard** button at the top of the window



7. The Edit Lab Placard screen will open



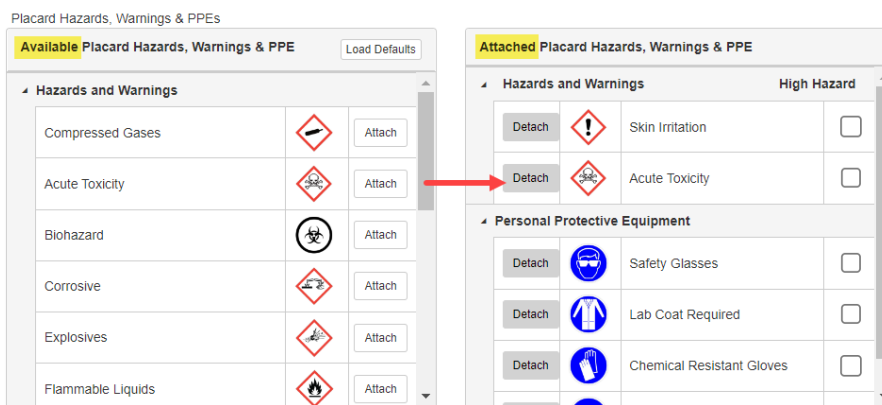
8. [optional] **SDS Location** - enter any location where the SDS may be found apart from here (within myLab)
9. [optional] **Other Dangers/Hazards** – enter additional safety person contact information (if the limit of attaching *seven* Workers has been reached (Step 13)), along with other hazards, and/or any other pertinent safety information

Placard Hazards, Warnings & PPEs section

- To add/remove pictograms, follow Steps 10 & 11 below
- To add/remove workers as safety contacts, follow [Steps 12 to 17](#)

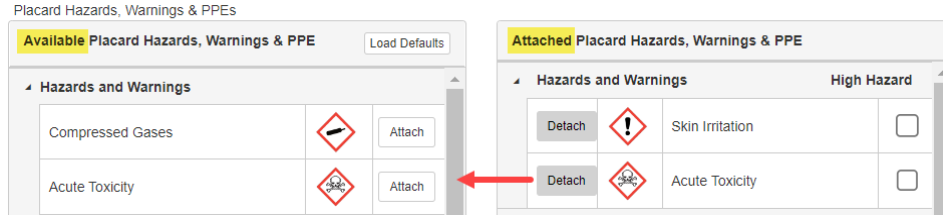
Adding pictograms

10. Click the **Attach** button next to a pictogram to add it to the lab information card (for pictograms listed in the section *Available* Placard Hazards, Warning & PPE)
 - Once an available pictogram is attached, it will appear under the section *Attached* Placard Hazards, Warning & PPE
 - If at least one hazard pictogram is attached, the four Personal Protective Equipment (PPE) pictograms will be shown automatically on the printed LIC



Removing pictograms

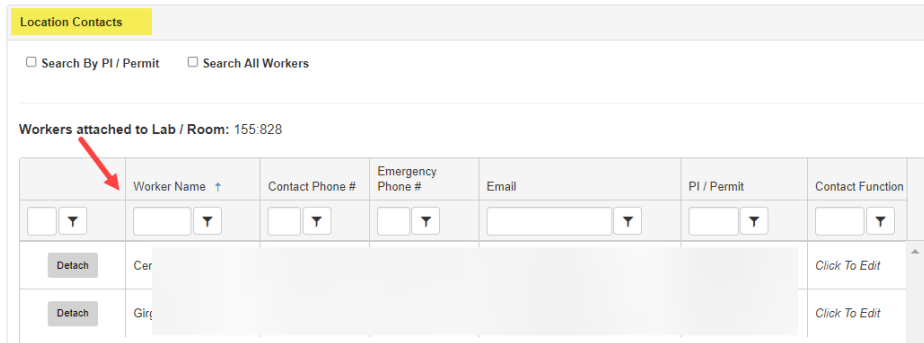
11. Click the **Detach** button in the *Attached Placard Hazards, Warning & PPE* section to remove a pictogram
 - Once an attached pictogram is detached, it will appear under the section *Available* Placard Hazards, Warning & PPE



Location Contacts section

- To add/remove workers as safety contacts, follow Steps 12 to 17 below
- If no further changes are needed, click **Save** at the top or bottom of the window ([Step 18](#))

All Workers attached to this LIC as safety contacts are displayed in the **Location Contacts** portion of the screen

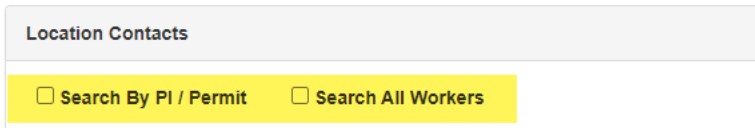


Note

At least **ONE** safety contact information is required per LIC. For each contact, both office and emergency (personal) phone numbers are required.

Adding a Worker as a safety contact

12. Select a check box to search for contacts – *Search by PI/Permit* or *Search All Workers*



Search by PI/Permit:

- A. Select a **PI** - click the down arrow next to the field and make a selection
- B. Select a **Permit #** - click the down arrow next to the field and make a selection
- C. All Workers associated to the selected permit/PI will appear in the Worker Name table

The screenshot shows the 'Location Contacts' interface. At the top, there are two radio buttons: 'Search By PI / Permit' (checked) and 'Search All Workers'. Below this, there are two dropdown menus. The first is labeled 'PI' and has a red circle 'A' next to its down arrow. The second is labeled 'Permit #' and has a red circle 'B' next to its down arrow. Below these, there is a table with columns 'Worker Name' and 'Attach'. The table is highlighted with a red box and has a red circle 'C' next to its header. To the right, there is a table titled 'Workers attached to Lab / Room:' with columns 'Worker Name' and 'Contact Phone #'. It shows two rows of data with 'Detach' buttons.

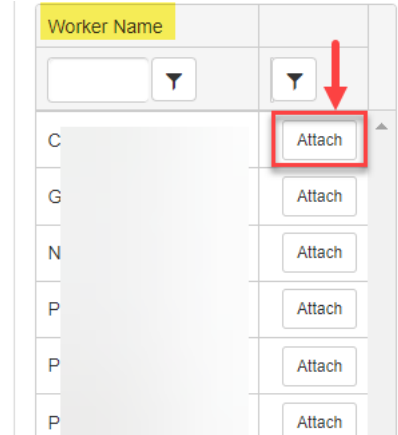
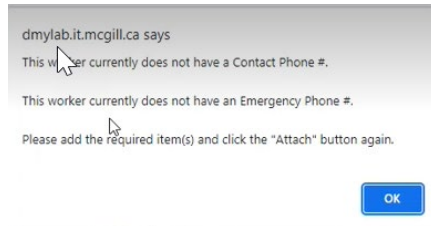
Search All Workers

The screenshot shows the 'Location Contacts' interface. At the top, there are two radio buttons: 'Search By PI / Permit' (unchecked) and 'Search All Workers' (checked). Below this, there are three radio buttons: 'Begins With' (unchecked), 'Contains' (checked), and 'Equals' (unchecked). Below these, there is a text input field labeled 'Worker Name' containing the text 'rob'. To the right of the input field are 'Search' and 'Clear' buttons. Below the input field, there is a table with columns 'Worker Name' and 'Attach'. The table is highlighted with a red box and has a red circle 'D' next to its header. To the right, there is a table titled 'Workers attached to Lab / Room:' with columns 'Worker Name' and 'Contact'. It shows one row of data with a 'Detach' button. Red circles 'A', 'B', 'C', and 'E' are placed over the 'Search All Workers' radio button, the 'Worker Name' input field, the 'Search' button, and the 'Clear' button respectively.

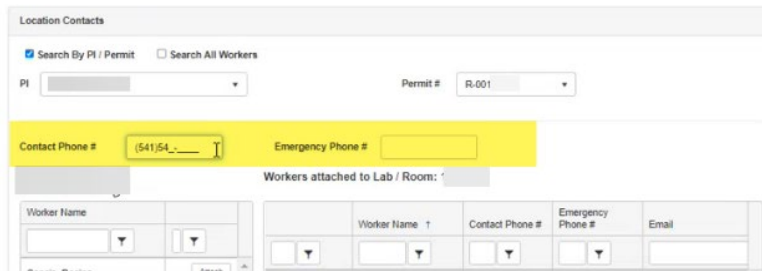
- A. Select a search parameter by checking off a box (Begins With, Contains, Equals)
- B. Enter a search term in the Worker Name field (this field is NOT case sensitive)
- C. Click Search
- D. All Workers containing the search terms will appear in the Worker Name table
- E. To perform a new search, click Clear and repeat the steps above

13. To select a Worker, click the **Attach** button next to their name in the Worker Name table

- If the Worker is missing required information (Contact Phone # (work), Emergency Phone # (personal)), a message will pop-up listing the missing information. Click OK to close the window.

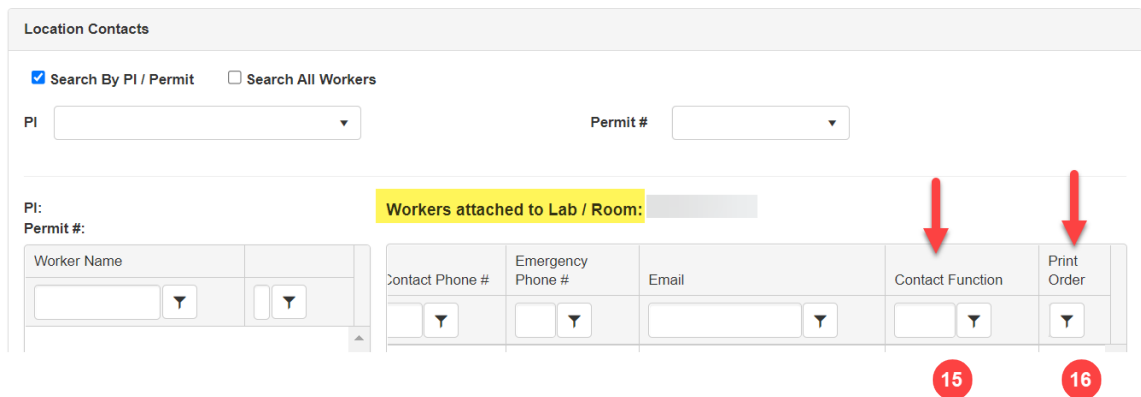


- Enter the missing information for the Worker on the screen



- In the Worker Name table, once again click the **Attach** button

14. Once a Worker is attached, they will appear under the section *Workers attached to Lab / Room - scroll to the right* (bottom of the table)



15. Click in the **Contact Function** cell for the worker just attached, and make a selection from the drop down menu

16. Click in the **Print Order** cell for the worker just attached, and make a selection using the up and down arrows

Notes for shared laboratories

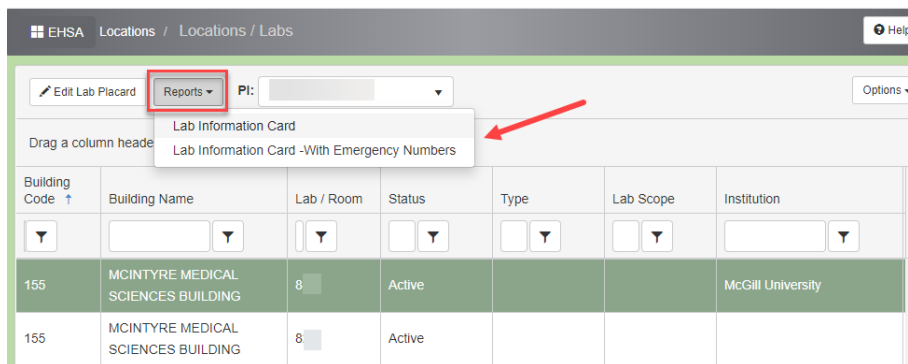
It is essential to communicate with all parties so that the information presented on the LIC is accurate and up-to-date - the LIC must show the contact information (from attached Workers) and the hazards from all PIs.

- ❖ **Other Dangers/Hazards** field: This field provides more space for all the PIs sharing the room. Use this field to enter additional safety person contact information once the maximum of 7 location contacts has been reached.
- ❖ **Adding pictograms:** Select additional hazard pictograms pertinent to your products if not selected by other PIs. The LIC for shared rooms must show the hazard pictograms for all PIs.
- ❖ **Detaching pictograms:** If a hazard pictogram was already attached by another PI sharing the room, DO NOT detach it. The LIC for shared rooms must show the hazard pictograms for all PIs.
- ❖ **Location Contacts:** 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.

Printing a Placard (Lab Information Card)

- ❖ Only full access users will be able to edit and print the laboratory information card.
- ❖ 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.
- ❖ **Note for shared laboratories:** *After* all PIs have added their information, the LIC must be printed posted on all laboratory doors.
 - Since all of the information on the LIC (Worker contact information and hazard pictograms) is common for all the PIs sharing the room, only **one PI** needs to print and post the LIC.

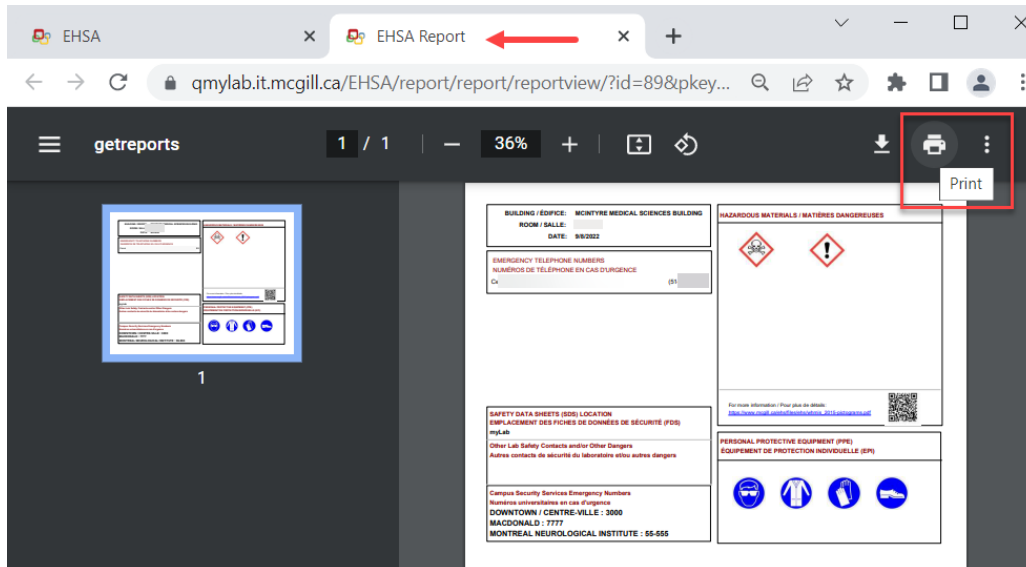
1. Click the **Placards** icon on the myLab homepage
2. Click **Edit Placard Details** – the menu item will appear on the homepage below the Placards icon
3. The Locations/Labs screen will open
4. All labs associated to the **PI** named at the top of the table are displayed. To view a listing associated to a different PI - click the down arrow next to the field and make a selection.
5. Select a lab in the table – **click on the row** (it will be shaded in green)
6. Click the **Reports** button at the top of the screen and make a selection to print a lab information card with or without emergency numbers.
 - The personal phone numbers are available to the McGill Security Services department for emergencies



The screenshot shows the 'Locations / Labs' screen in the myLab system. At the top, there is a navigation bar with 'EHS' and 'Locations / Labs'. Below this, there is a search bar and a 'Reports' dropdown menu. The 'Reports' menu is open, showing two options: 'Lab Information Card' and 'Lab Information Card -With Emergency Numbers'. A red arrow points to the 'Lab Information Card -With Emergency Numbers' option. Below the menu, there is a table with columns: Building Code, Building Name, Lab / Room, Status, Type, Lab Scope, and Institution. The first row is highlighted in green, indicating it is selected. The table contains two rows of data for 'MCINTYRE MEDICAL SCIENCES BUILDING'.

Building Code	Building Name	Lab / Room	Status	Type	Lab Scope	Institution
155	MCINTYRE MEDICAL SCIENCES BUILDING	8	Active			McGill University
155	MCINTYRE MEDICAL SCIENCES BUILDING	8	Active			

- The selected placard will open in a *new browser tab* and is ready to print using the browser print function (screenshot below is using Chrome)



- If no tab opens, look for a browser message to manage/allow pop-ups from this site and then repeat Step 6
- Once the LIC is printed, *close* the browser tab displaying the report
- The Locations/Labs screen is still open in a browser tab

Need Help?



Need Help?



Trouble logging in to myLab

Contact EHS:
mylab.ehs@mcgill.ca

EHS will assess appropriate access.



Help using myLab

See the Quick Links on the myLab homepage:
Access the MYLAB training course in the **Web Training Portal**
Consult the user guides and training videos in the **IT Knowledge Base**



Additional Assistance

Contact EHS:
mylab.ehs@mcgill.ca

