

# Door Panels Management

## How to fill the door panels

V1.2 – January 2025

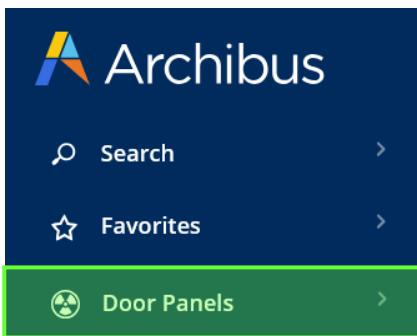
### 1. Login

"Cristal - Fiche de porte" is the platform that allows the management of the door safety data sheets <https://cristal.epfl.ch>

Only COSECs can edit the door safety data sheets.

On the home page, on the left side, there is a tab named "Door Panels" (Fig. 1)

Fig. 1



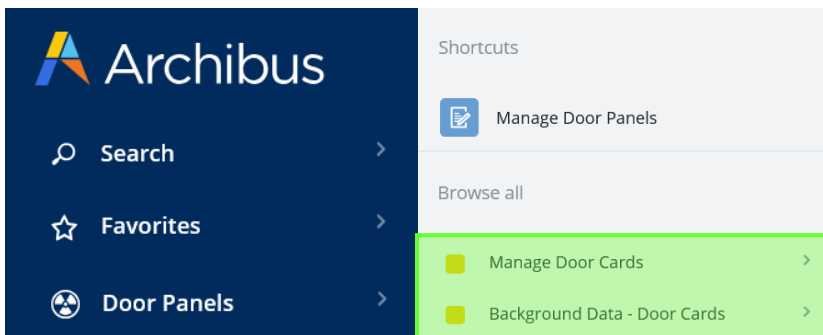
- It is highly recommended to clear the browser cache.
- The platform is not working properly on Safari.

### 2. "Door panels" tab

Two tabs are visible after clicking "Door panels" (Fig. 2):

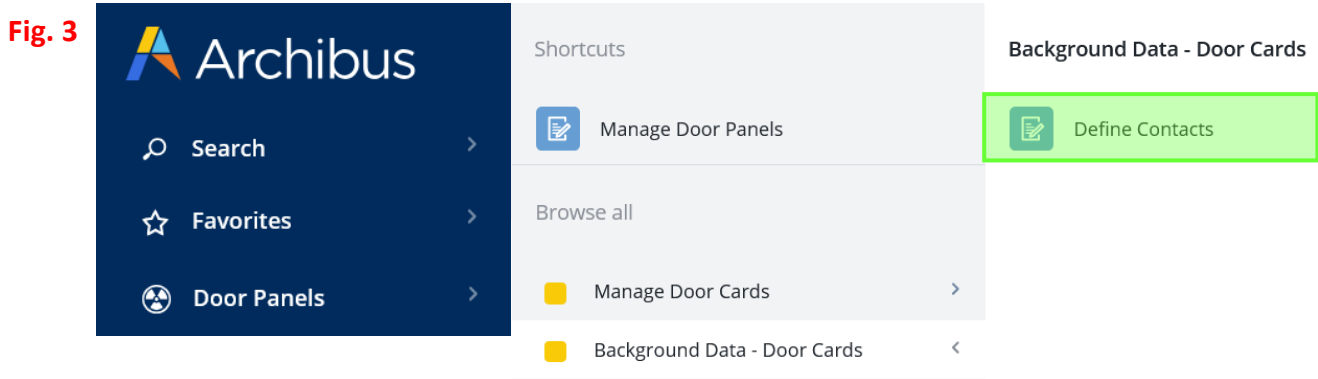
- **Manage Door Cards.** This tab will be used to create/modify the door panels.
- **Background Data- Door cards.** This tab will be used to fill in information for contact people on Main pages.

Fig. 2

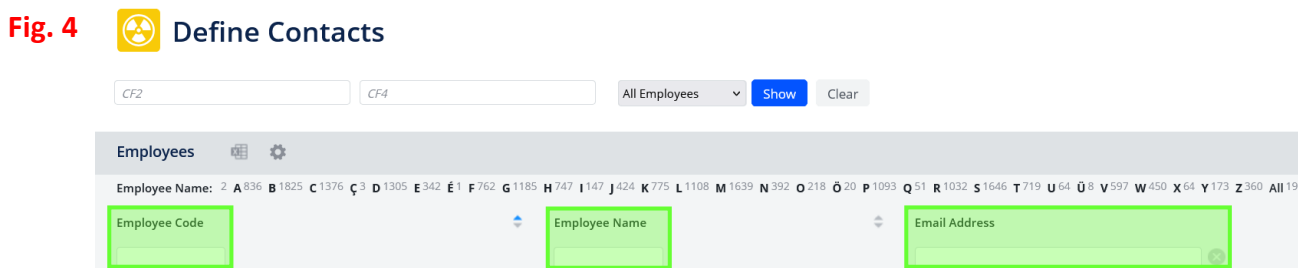


### 3. Contact information

To fill contact information, click on tab "Background Data - Door Cards" and after on "Define Contacts" (Fig. 3)



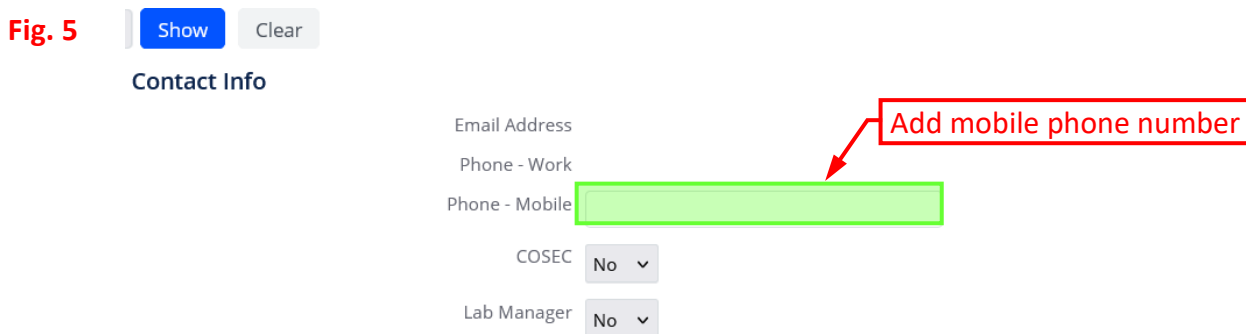
On the "Define Contacts" page, EPFL employees can be searched using various criteria, including their SCIPER number, surname or email address (Fig. 4)



After searching, click on the name of the person whose information should be updated.

On the "Contact Info" (Fig. 5):

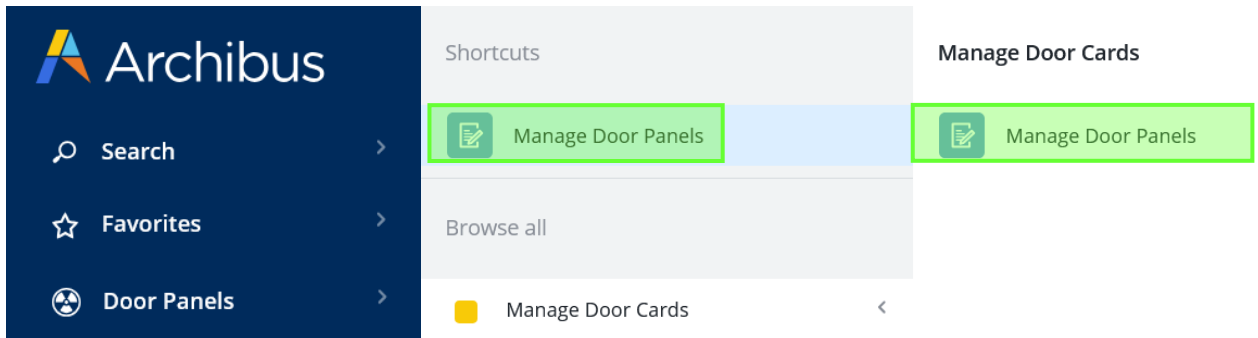
- Add mobile phone number. If the EPFL internal number is forwarded on the mobile phone of the person, simply add the EPFL internal number.
- Indicate if the person is COSEC and/or unit responsible. Indicate in both fields "No", if the person is neither COSEC nor unit responsible.
- Click on "Save"



#### 4. Hazards information on door panel

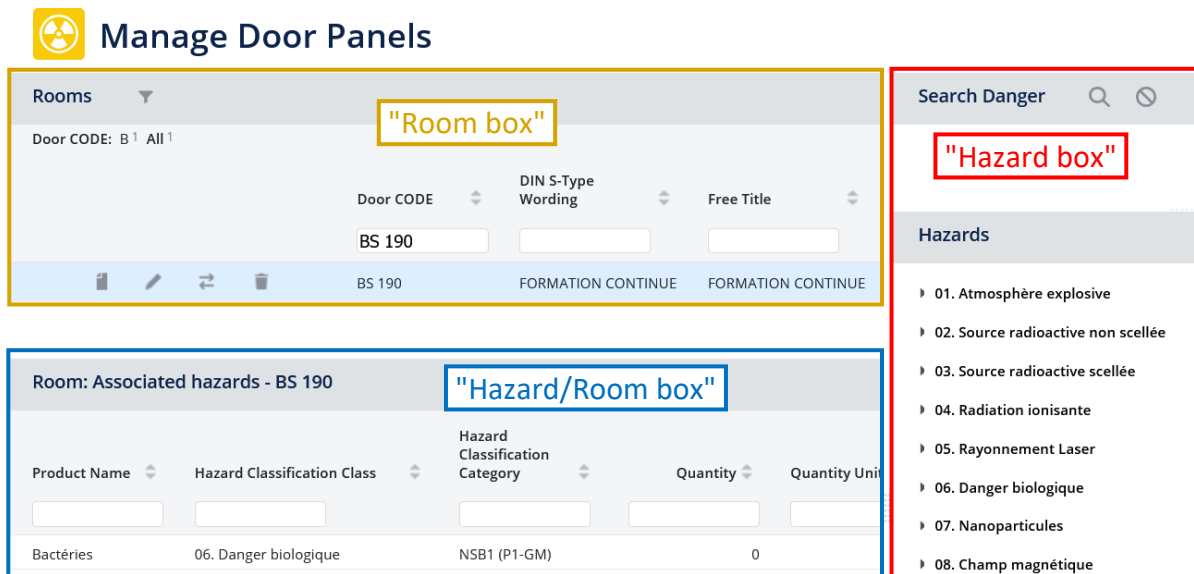
To add/modify information on a door panel click on the shortcut "Manage Door panels". It is also possible to click on the tab "Manage Door Cards" and after on "Manage Door panels" (Fig. 6)

Fig. 6



The "Manage Door panels" page is divided in three boxes (Fig. 7): "Room box", "Hazard box" and "Hazard/Room box".

Fig. 7

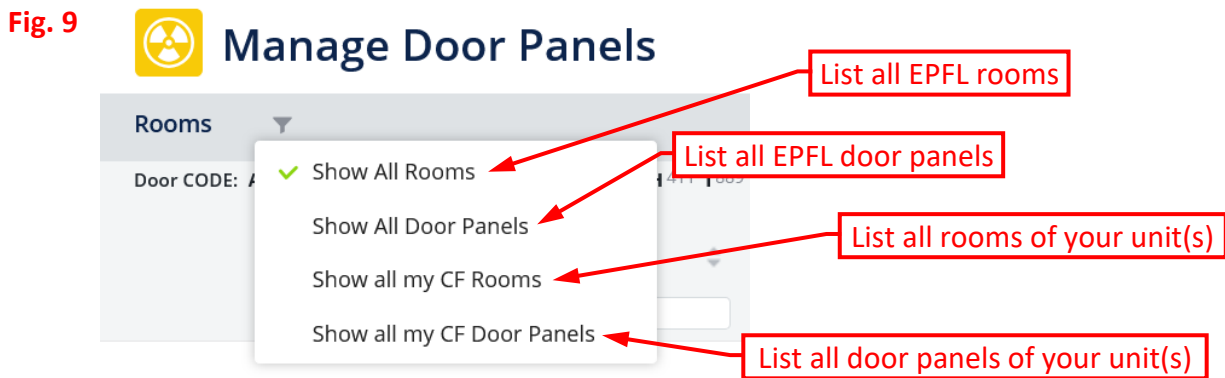


### 4.1 The "Room box"

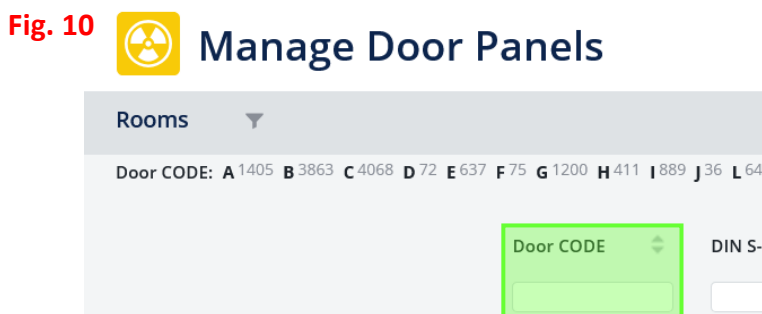
This box is used to search for the room(s) for which a panel needs to be created or modified. Each COSEC can change the list of rooms displayed automatically by using the funnel symbol (Fig. 8)




You will have the possibility to choose between: the list of all EPFL rooms, the list of all EPFL door panels, the list of all rooms affiliated to your unit(s) and the list of all door panels affiliated to your unit. (Fig. 9)



Room can be searched using the door code (Fig. 10)



 It is important to use the official designation of the rooms, respecting the space between the letters and numbers.

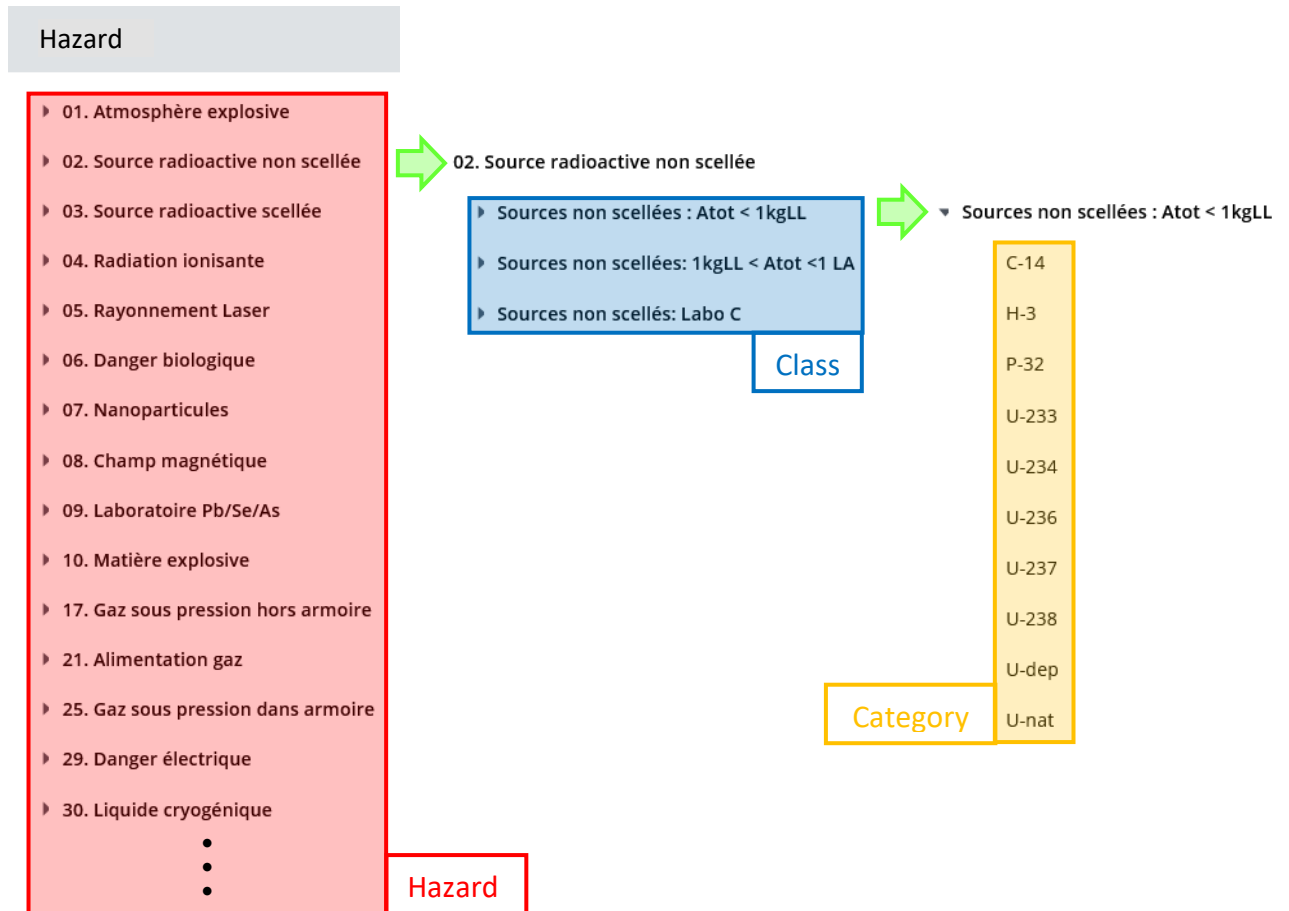
## 4.2 The "Hazard box"

In this section, there is the list of hazards to be chosen to create/modify a door panel.

Each hazard is subdivided into one or more classes.

Each class is then subdivided into one or more categories (see example of the hazard "Unsealed radioactive sources" (Fig. 11))

Fig. 11

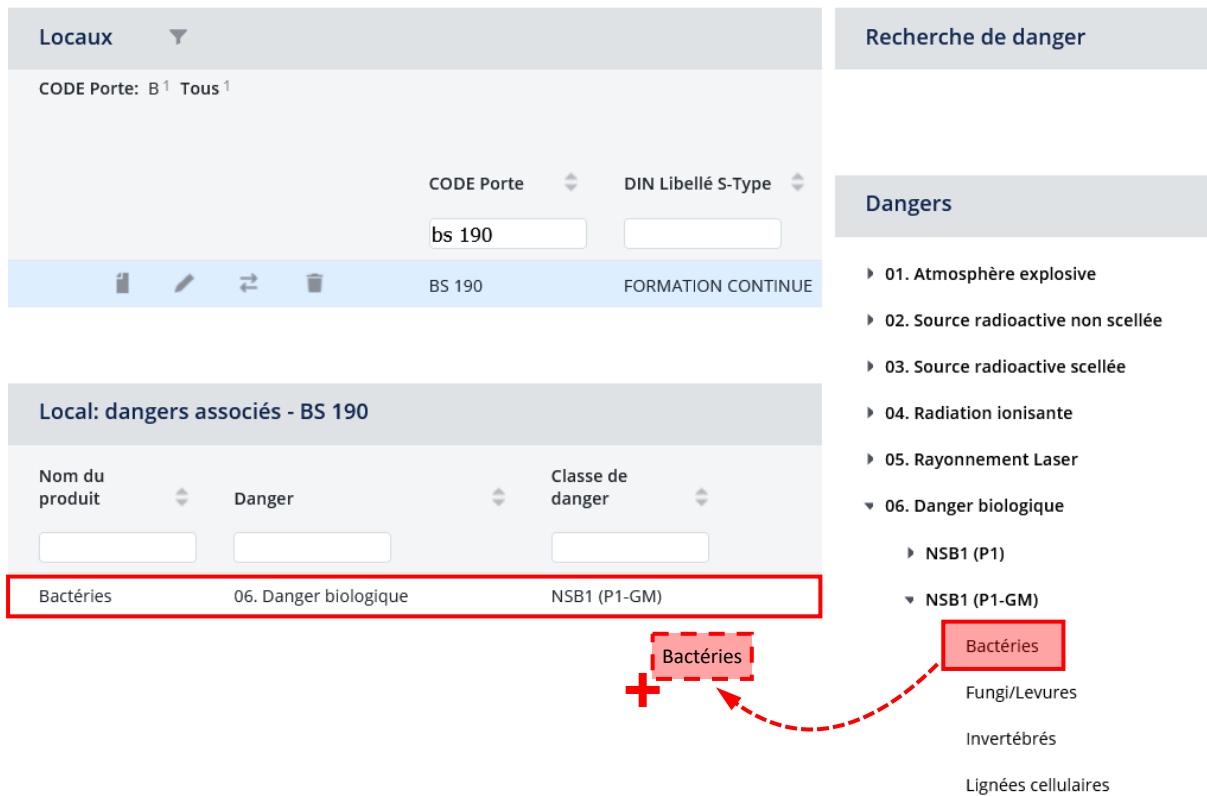


## 4.3 Procedure to add a hazard in a door panel

To indicate a danger in a door panel:

- Select the room on the "Room box"
- Select the class hazard category in the "Hazard box"
- Drag and drop the chosen category into the "Hazard/Room box" (Fig. 12).
- When requested, give the required information and save

Fig. 12  **Manage Door Panels**



### 5. List of hazard and hazard classes

**Table 1** summarizes the hazards and hazard classes available on the platform. In the platform, the names of hazards, classes and categories are written in French. To help non-French speakers, a translation of the terms relating to hazards and hazard classes is available in **Table 1**.

The column "Categories: action" indicates if a category (other than "drag and drop") requires any further information to be given.

**Table 1**

Hazard (FR-EN)	Hazard class (FR-EN)	Categories: action
1. Atmosphère explosive Explosive atmosphere	ATEX gaz/vapeur ATEX gasses/vapors	Drag and drop category
	ATEX poussières ATEX dust	
2. Source radioactive non scellée Unsealed radiocative source	Sources non scellées: Atot < 1kgLL Unsealed sources: Atot < 1kgLL	Drag and drop category
	Sources non scellées: 1kgLL < Atot < 1LA Unsealed sources: 1kgLL < Atot < 1LA	
	Sources non scellées: Labo C Unsealed sources: C Lab	

Hazard (FR-EN)	Hazard class (FR-EN)	Categories: action
3. Source radioactive scellée Sealed radioactive source	Sources scellées: Atot < 1LA Sealed sources: Atot < 1LA	Drag and drop category
	Sources scellées: Atot > 1LA Sealed sources: Atot > 1LA	
4. Radiation ionisante Ionizing radiation	Rayons X: Blindage absent X-rays: shielding absent	Drag and drop category
	Rayons X: Blindage partiel X-rays: partial shielding	
	Rayons X: Blindage total X-rays: total shielding	
5. Rayonnement Laser Laser radiation	Laser 1 or 2	Drag and drop category
	Laser 3R	
	Laser 3B	
	Laser 4	
6. Danger biologique Biological hazard	NSB1 (P1)	Drag and drop category
	NSB1 (P1-GM)	
	NSB2 (P2)	
	NSB3 (P3)	
7. Nanoparticules Nano hazard	Nano 1	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>Indicate the type of particles</u></li> </ul>
	Nano 2	
	Nano 3	
8. Champ magnétique Magnetic field	Champ magnétique Magnetic field	Drag and drop category
9. Laboratoire Pb/Se/As Laboratory Pb/Se/As	Laboratoire Arsenic <sup>(1)</sup> Laboratory working with Arsenic <sup>(1)</sup>	Drag and drop category
	Laboratoire Plomb <sup>(1)</sup> Laboratory working with Lead <sup>(1)</sup>	
	Laboratoire Sélénium <sup>(1)</sup> Laboratory working with Selenium <sup>(1)</sup>	
10. Matière explosive Explosive compounds	Matière explosive Explosive compounds	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>Indicate the approximate total amount in the room</u></li> </ul>

Hazard (FR-EN)	Hazard class (FR-EN)	Catégories: action
<b>17. Gaz sous pression hors armoire</b> Pressurized gas not stored in EI90 cabinet	<b>Comburant</b> Oxydizer	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>Indicate the number of cylinder(s)</u></li> <li>• <u>List gas name(s)</u></li> </ul>
	<b>Corrosif</b> Corrosive	
	<b>Inerte</b> Inert	
	<b>Inflammable</b> Flammable	
	<b>Toxique</b> Toxic	
<b>21. Alimentation gaz</b> Distribution (supply) of gas	<b>Comburant</b> Oxydizer	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>List gas name(s)</u></li> </ul>
	<b>Corrosif</b> Corrosive	
	<b>Inflammable</b> Flammable	
	<b>Toxique</b> Toxic	
<b>25. Gaz sous pression dans armoire</b> Pressurized gas stored in EI90 cabinet	<b>Comburant</b> Oxydizer	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>Indicate the number of cylinder(s)</u></li> <li>• <u>List gas name(s)</u></li> </ul>
	<b>Corrosif</b> Corrosive	
	<b>Inerte</b> Inert	
	<b>Inflammable</b> Flammable	
	<b>Toxique</b> Toxic	
<b>29. Danger électrique</b> Electrical hazard <i>Drag this hazard only if terminal and connections may be touched and V&gt;51</i>	<b>Basse tension</b> Low voltage	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>Indicate voltage</u></li> </ul>
	<b>Haute tension</b> High voltage	
<b>30. Liquide cryogénique</b> Cryogenic liquid	Volume ≤ 30 l	Drag and drop category
	Volume > 30 l	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>Indicate total volume of fully filled dewar(s)</u></li> </ul>
<b>31. Matière corrosive</b> Corrosive compounds	<b>Quantité &lt; 1 [l, kg]</b> Amount < 1 [l, kg]	Drag and drop category
	<b>Quantité 1 à 5 [l, kg]</b> Amount 1 to 5 [l, kg]	
	<b>Quantité &gt; 5 [l, kg]</b> Amount > 5 [l, kg]	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>Indicate approximate total amount in the room</u></li> </ul>
<b>32. Matière inflammable</b> Flammable compounds	<b>Quantité &lt; 25 [l, kg]</b> Amount < 25 [l, kg]	Drag and drop category
	<b>Quantité 25 à 100 [l, kg]</b> Amount 25 to 100 [l, kg]	
	<b>Quantité &gt;100 [l, kg]</b> Amount > 100 [l, kg]	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>Indicate approximate total amount in the room</u></li> </ul>



Hazard (FR-EN)	Hazard class (FR-EN)	Catégories: action
33. Matière comburante Oxydizing compounds	Quantité < 1 [l, kg] Amount < 1 [l, kg]	Drag and drop category
	Quantité 1 à 5 [l, kg] Amount 1 to 5 [l, kg]	
	Quantité > 5 [l, kg] Amount > 5 [l, kg]	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>Indicate approximate total amount in the room</u></li> </ul>
34. Matière toxique / CMR Toxic and/or CMR compounds	Quantité < 5 [g, ml] Amount < 5 [g, ml]	Drag and drop category
	Quantité 5 à 50 [g, ml] Amount 5 to 50 [g, ml]	
	Quantité > 50 [g, ml] Amount > 50 [g, ml]	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>Indicate approximate total amount in the room</u></li> </ul>
35. Surface chaude Hot surface	Surface chaude Hot surface <i>(Refers to temperature of <u>not isolated</u> surface. Not to be used to indicate heating plates)</i>	Drag and drop category
51. Installation sous haute pression High pressure installation  <i>Select this hazard only if a high pressure system is present in the laboratory</i>	Liter • bar > 10  <i>(Do not use for hydraulic presses)</i>	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>Indicate gas name(s)</u></li> </ul>
52. Champ électromagnétique variable Electromagnetic fields	Champ EM variable Electromagnetic fields	Drag and drop category
53. Basse température Low temperature	Basse température Low temperature  <i>(Refers to temperate/cold room)</i>	Drag and drop category
54. Bruit Noise	Bruit                      Noise	Drag and drop category
55. Rayonnement optique incohérent Incoherent light source	Infrarouge                      Infrared	Drag and drop category
	Ultraviolet	
	Visible	
56. Danger mécanique Mechanical hazard	Éléments en mouvement Moving elements	Drag and drop category
	Usinage                      Machining	

Hazard (FR-EN)	Hazard class (FR-EN)	Catégories: action
58. Batterie Battery	Li: Etot < 100 Wh	<ul style="list-style-type: none"> <li>• Drag and drop category</li> <li>• <u>Indicate the number of batteries per range of total energy (Etot)</u></li> </ul>
	Li: Etot ≥ 100 Wh	
	Pb: Etot < 100 Wh	
	Pb: Etot ≥ 100 Wh	

<sup>(1)</sup> Following classification of the hygienists' team

**Abbreviations used in the table**

**Radioactive sources**

**Atot:** Total activity of unsealed radioactive sources

**LL:** Release limit

**LA:** Activity above which an authorization is required to handle the sources

**Biosafety**

**BSL:** Biosafety level


**GM:** Genetically modified

**Batteries**

**Li:** Lithium

**Pb:** Lead

**Etot:** Total energy in the room






*Hazard "70. Local technique" was created for operating personnel and **must be used only for technical rooms**. It is not suitable for describing hazards in laboratories or workshops.*

Some hazard classes require a mandatory entry depending on the choice made.

The example below (**Fig. 13**) shows the hazard "**Flammable compounds – Amount > 100 [l, kg]**" where it is necessary to enter the quantity (liquid and solid). The sum of liquids and solids must be greater than 100 [l, kg].





In this example an error message appears because the total (30 + 60 =90) is below 100 [l, kg].

Fig. 13  Gestion des fiches de porte

Locaux   

CODE Porte: B<sup>1</sup> Tous<sup>1</sup>

CODE Porte  DIN Libellé S-Type  Titre libre

    BS 190      FORMATION CONTINUE      FORMATION CONTINUE

---


Local: dangers associés - BS 190

**Valeur au-dessous du seuil pour 32. Matière inflammable - Quantité >100 [L, Kg].  
Tant que le seuil n'est pas atteint, vous ne pourrez pas générer la fiche de porte !**

Nom du produit	Danger	Classe de danger	Quantité	Unités de quantité
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Liquide	32. Matière inflammable	Quantité >100 [L, Kg]	30	L
Solide	32. Matière inflammable	Quantité >100 [L, Kg]	60	L

Error message

Amount

 *Until the mandatory data is correctly entered, it is not possible to generate the door safety data sheet.*






















































## 6. Signs and access instructions automatically assigned



























































Based on hazard classes reported in the "Room hazard box", the platform will automatically assign:































- Hazard pictograms. A maximum of four hazard signs will be displayed on the door panel. If more than 4 hazard classes are present in the "Hazard room box", the system will choose those with higher priority.
- Obligation/Interdiction signs and access authorization.



















































Table 2 show the list of hazard classes with corresponding signs and instructions.












Table 2

Hazard classes	Automatically assign pictograms	Access authorization
ATEX: gasses/vapors	     	
ATEX: dust	    	
Unsealed sources: Atot < 1kgLL	  	
Unsealed sources: 1kgLL < Atot < 1LA	  	
Unsealed sources: Labo C	    	
Sealed sources: Atot < 1LA	 No mandatory and/or obligation pictograms automatically indicated	
Sealed sources: Atot > 1LA	 	
X rays: Shielding absent	 	
X rays: Partial shielding	 	
X rays: Total shielding	 No mandatory and/or obligation pictograms automatically indicated	
Laser 1 ou 2	Hazard pictogram not required. No mandatory and/or obligation pictograms automatically indicated	
Laser 3R	Hazard pictogram not required. No mandatory and/or obligation pictograms automatically indicated	
Laser 3B	  	
Laser 4	  	
NSB1 (P1)	Hazard pictogram not required  	

Hazard classes	Automatically assign pictograms	Access authorization
NSB1 (P1-GM)	Hazard pictogram not required  	
NSB2 (P2)	   	
NSB3 (P3)	     	
Nano 1	Hazard pictogram not required  	
Nano 2	    	
Nano 3	     	
Magnetic field	 	
Laboratory working with: Arsenic	  	
Laboratory working with: Lead	  	
Laboratory working with: Selenium	  	
Explosive compounds	  	
Oxydizer gas Not stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
Corrosive gas Not stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
Inert gas Not stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
Flammable gas Not stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	

Hazard classes	Automatically assign pictograms	Access authorization
<b>Toxic gas</b> Not stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
<b>Oxydizer gas</b> Distribution	 No mandatory and/or obligation pictograms automatically indicated	
<b>Corrosive gas</b> Distribution	 No mandatory and/or obligation pictograms automatically indicated	
<b>Flammable gas</b> Distribution	 No mandatory and/or obligation pictograms automatically indicated	
<b>Toxic gas</b> Distribution	 No mandatory and/or obligation pictograms automatically indicated	
<b>Oxydizer gas</b> Stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
<b>Corrosive gas</b> Stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
<b>Inert gas</b> Stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
<b>Flammable gas</b> Stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
<b>Toxic gas</b> Stored in EI90 cabinet	 No mandatory and/or obligation pictograms automatically indicated	
<b>Low voltage</b>	 No mandatory and/or obligation pictograms automatically indicated	
<b>High voltage</b>	 No mandatory and/or obligation pictograms automatically indicated	
<b>Cryogenic liquid</b> Volume ≤ 30 l	Hazard pictogram not required. No mandatory and/or obligation pictograms automatically indicated	
<b>Cryogenic liquid</b> Volume >30 l	 No mandatory and/or obligation pictograms automatically indicated	
<b>Corrosive Compounds</b> Amount < 1 [l, kg]	Hazard pictogram not required  	

Hazard classes	Automatically assign pictogramms	Access authorization
<b>Corrosive Compounds</b> Amount > 1 [l, kg]	  	
<b>Flammable Compounds</b> Amount < 25 [l, kg]	Hazard pictogram not required  	
<b>Flammable Compounds</b> Amount >25 [L, kg]	  	
<b>Oxydizer compounds</b> Amount < 1 [l, kg]	Hazard pictogram not required  	
<b>Oxydizer compounds</b> Amount >1 [l, kg]	  	
<b>Toxic/CMR Compounds</b> Amount < 5 [g, ml]	Hazard pictogram not required  	
<b>Toxic/CMR Compounds</b> Amount > 5 [g, ml]	  	
<b>Hot Surface</b>	 No mandatory and/or obligation pictograms automatically indicated	
<b>High Pressure installation</b> Litre • bar >10*	 No mandatory and/or obligation pictograms automatically indicated	
<b>Electromagnetic fields</b>	  	
<b>Low temperature</b>	 No mandatory and/or obligation pictograms automatically indicated	
<b>Noise</b>	 	
<b>Infrared light source</b>	  	
<b>Ultraviolet light source</b>	  	
<b>Visible light source</b>	  	

Hazard classes	Automatically assign pictograms	Access authorization
<b>Moving elements</b>	 No mandatory and/or obligation pictograms automatically indicated	
<b>Machining</b>	 	
<b>Battery</b> Li: E_tot <100 Wh	Hazard pictogram not required. No mandatory and/or obligation pictograms automatically indicated	
<b>Battery</b> Li: E_tot ≥ 100 Wh	 No mandatory and/or obligation pictograms automatically indicated	
<b>Battery</b> Pb: E_tot <100 Wh	Hazard pictogram not required. No mandatory and/or obligation pictograms automatically indicated	
<b>Battery</b> Pb: E_tot ≥ 100 Wh	 No mandatory and/or obligation pictograms automatically indicated	

## 7. Obligation and prohibition pictograms

In addition to the automatically assigned signs, other pictograms can be displayed:

- A maximum of six obligation pictograms (blue circle with a white marking)
- A maximum of six prohibition pictograms (red circle with a backslash)

To add more signs, click on "XX - Pictogrammes" in the "Hazard box" (Fig. 14), choose the pictogram and drag and drop it on the "Room hazard box".














**Fig. 14**

**Hazards**


















- ▼ XX - Pictogrammes
  - ▶ Accès interdit aux personnes non autorisées
  - ▶ Accès interdit aux porteurs d'un stimulateur cardiaque
  - ▶ Accès interdit aux porteurs de prothèses métalliques
  - ▶ Bijoux interdits
  - ▶ Blouse de travail obligatoire
  - ▶ Casque de protection obligatoire
  - ▶ Charlotte obligatoire
  - ▶ Chaussure antistatique
  - ▶ Chaussures de sécurité obligatoires
  - ▶ Cheveux longs non attachés interdit
  - ▶ Combinaison de travail obligatoire

A list of available prohibition and obligation pictograms are described in **Table 3** and **4** respectively.

**Table 3**

Prohibition pictogram	Description (FR-EN)	Prohibition pictogram	Description (FR-EN)
	Accès interdit aux personnes non autorisées No access to unauthorized person		Accès interdit aux porteurs d'un stimulateur cardiaque No access for people with active implanted cardiac device
	Flamme nue interdite No open flame		Accès interdit aux porteurs de prothèses métalliques No access for people with metallic implants
	Substances inflammables interdites No flammable compounds		Objets métalliques interdits No metallic objects or watches
	Défense d'éteindre avec de l'eau Do not extinguish with water		Utilisation de téléphones portables interdite No activated mobile phones
	Bijoux interdits No jewellery allowed		Cheveux longs non attachés interdit Long untied hair forbidden
	Interdiction de manger ou de boire Food or drink forbidden		

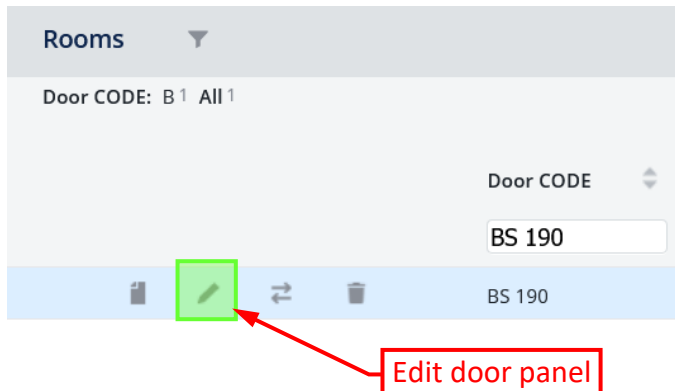
**Table 4**

Obligation pictogram	Description (FR-EN)	Obligation pictogram	Description (FR-EN)
	<b>Blouse de travail obligatoire</b> Mandatory lab coat		<b>Protège-face obligatoire</b> Mandatory face shield
	<b>Combinaison de travail obligatoire</b> Mandatory protective suit		<b>Protège-face et protection oculaire obligatoire</b> Mandatory face shield and eye protection
	<b>Protection oculaire obligatoire</b> Mandatory eye protection		<b>Gants de protection obligatoire</b> Mandatory protective gloves
	<b>Protection de l'ouïe obligatoire</b> Mandatory ear protection		<b>Casque de protection obligatoire</b> Mandatory protective helmet
	<b>Charlotte obligatoire</b> Mandatory hair cap		<b>Sur-chaussures obligatoires</b> Mandatory over-shoes
	<b>Chaussures de sécurité obligatoires.</b> Mandatory safety shoes		<b>Protection respiratoire obligatoire</b> Mandatory respiratory protection
	<b>Protection des voies respiratoires obligatoire</b> Mandatory airways protection (with a filter cartridge respiratory mask)		<b>Protection contre les chutes obligatoire</b> Mandatory protection against falling
	<b>Port de dosimeter</b> Mandatory dosimeter		<b>Chaussure antistatique obligatoire</b> Antistatic footwear mandatory
	<b>Protection oculaire opaque obligatoire</b> Mandatory opaque eye protection		

## 8. Create the door panel: contact part and PDF creation

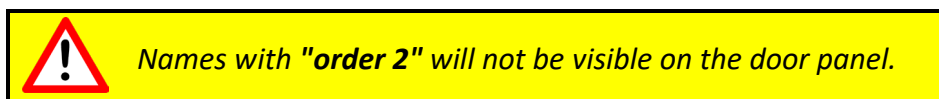
Once hazards have been assigned to a room by drag and drop of the categories, it will be necessary to add information like contact names and create the PDF. To do that, click on the pencil icon as indicated in (Fig. 15)

Fig. 15

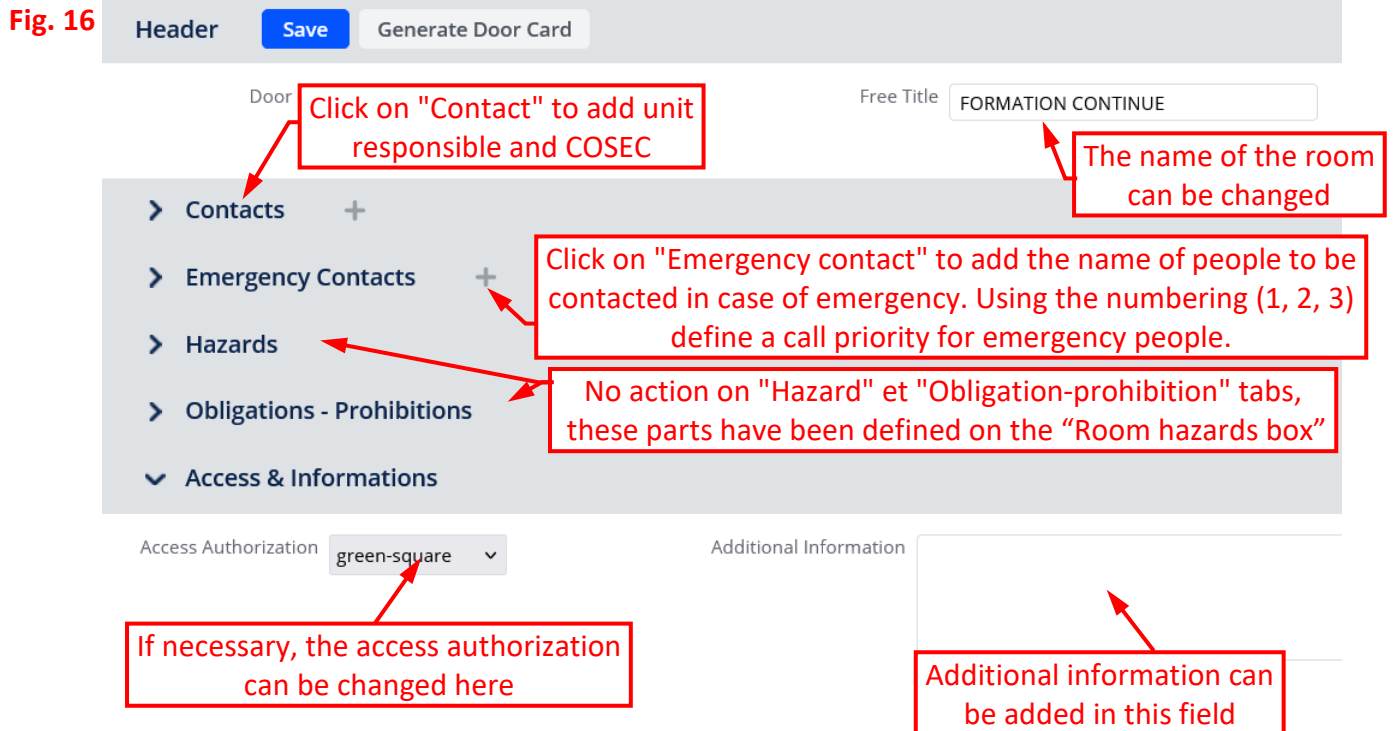


A pop-up window will open, and the following information can be added (see Fig. 16):

- Unit responsible and COSEC names. It is important to enter "1" in the "order" field, as this will allow to display both names on the form (they will appear in alphabetical order). For premises shared by two units, it is possible to add the name of a second COSEC and/or responsible: in this case, enter "2" in the "order" field.



- Emergency contacts. At least one contact person must be indicated. If more than one person is indicated in the emergency contacts, it is important to define a call priority using the numbering (1, 2, 3) in the "order" field.
- Name of the room (it is possible to define the type of work done in the room (ex: Cell culture, Microscopy room, ...))
- If necessary, the type of access for external members of the group (for example cleaning personnel) can be changed.
- Additional information can be added in the specific field.



After adding the requested information, click on "Save".  
 The PDF file can be created by clicking on "Generate door card".  
 In case the panel needs to be created for the first time and there are no hazards in the room, the pencil icon is not visible. In this case, click on the icon "+" to add contacts information and to create the PDF file of the door panel (**Fig. 17**)






## 9. Access authorisation

As indicated in chapter 6 and **Table 2**, the Cristal platform will automatically assign the access authorization (**Fig. 18**) based on the hazards indicated on the door panel.

Fig. 18

### Autorisation d'accès



-  Is automatically assigned when there is no specific authorization to access the room.
-  Indicates that external personnel to the unit must be trained before accessing this room. In this case cleaning personnel need to be trained before getting access.
-  Indicates forbidden access for external personnel to the unit. This means that no cleaning will be carried out by housekeeping personnel.

The authorization access automatically assigned can be changed in the "**Contact**" panel (see **Fig. 15**).



*It is only possible to increase the level of access restriction (i.e. if the system automatically assigns the orange access, it is not possible to change it to the green one)*