

EHS PI Space Registration

How to print a green card quick guide

Created: 05/31/2018 | Updated: 05/18/2021



- Go to https://atlas.mit.edu/atlas/Main.action?tab=home&sub=group_ehspispace
- Click on Room: Create/Change/Display

EHS PI Space Emergency Contacts

Manage roomsets and their potential hazards.

Room: Create/Change/Display
Print out "Greencard" or emergency contact information for each room and update a room's potential hazards.

Roomset: Create New
Create new registered spaces including sets of rooms that contain hazardous materials, equipment, substances and emergency contacts to principal investigators (PI) or supervisors.

Roomset: Change/Display
Change or display registered spaces including sets of rooms that contain hazardous materials, equipment, substances and emergency contacts to principal investigators (PI) or supervisors.

Annual Chemical Reporting
Enter annual report for chemical safety.

Additional Resources
[Office of Environmental Health and Safety](#)
[Report EHS Concern or Incident](#)
[Manage Chemical Safety](#)
[PI Space Help Documentation](#)

- Click on your Department, Lab or Center (DLC)

MIT Welcome Rosa G Liberman, 8/26/2014

**Room: Create/Change/Display
Departments, Labs and Centers
(DLC) Selection** • Help

DLC Name	# of Roomsets
Brain & Cognitive Sciences	8

MIT IST Need business help or technical support?
Review our [contact information](#) for assistance.

- Click on the lab's roomset name

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Roomset Selection: Brain & Cognitive Sciences

[Help](#)

[Return to DLC List](#)

Roomset Name	PI/Supervisor	# of Rooms
Bldg 46 autoclaves	Rosa Liberman	7

[Return to DLC List](#)

Need business help or technical support?
Review our [contact information](#) for assistance.

- Click on the room number you wish to print a green card for (review the hazards and emergency contacts)

MIT Welcome Rosa G Liberman, 8/26/2014

Bldg 46 autoclaves: Roomset Overview

[Help](#)

[Return to Your Roomsets](#) [Edit Roomset](#)

PI/Supervisor	Rosa Liberman
DLC Affiliation	Brain & Cognitive Sciences
EHS Representative	Lorena Altamirano
SARA Reporter	Lorena Altamirano
RS Secondary PI/Supervisor(s)	
Roomset Name	Bldg 46 autoclaves
Roomset Status	Active
Roomset Description	

Rooms in Roomset

To view or edit a room, click its linked name.

Add a Room	Room #	Subroom Name	Description	Room Status	Inspection Status	Core	Chem	Chem Waste	Bio	Rad	NI Rad	General	Safety
Reassign	46-2104			Active	Inspect				X				
Reassign	46-4171			Active	Inspect				X				
Reassign	46-4181			Active	Inspect				X				
Reassign	46-5011			Active	Inspect				X				
Reassign	46-5268			Active	Inspect				X				
Reassign	46-6054			Active	Inspect				X				
Reassign	46-6183			Active	Inspect				X				

[Return to Your Roomsets](#) [Edit Roomset](#)

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- Click PRINT GREEN CARD button

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Bldg 46 autoclaves: Change Room Information

[Return to Roomset](#) [Display GreenCard](#) [Help](#)

[Save Changes](#) **Icon Glossary**
* = Required field

Change Room Information

Roomset name	Bldg 46 autoclaves
Room #	46-2104
Is a Subroom?	<input type="radio"/> Yes <input checked="" type="radio"/> No
DLC Affiliation	Brain & Cognitive Sciences
Room Status	Active
Inspection Status	Inspect
Room Description	

Roomset Roles

e.g., EHS Representative, SARA Reporter

To view or edit a person's details, click their linked name.

Name	Role	MIT Office Room	MIT Office Phone	Cell or Other Phone
Rosa Liberman	RS PI/Supervisor	46-6062	617-324-0139	_555-555-5555
Lorena Altamirano	RS Default EHS Rep.	N52-496	617-253-3844	
Lorena Altamirano	RS EHS SARA Reporter	N52-496	617-253-3844	

Room Roles

e.g., Secondary PI/Supervisor, Room Rep

A PDF of the green card will appear, print on green paper (can request paper from EHS Office and/or EHS Coordinator)

ROOM: 46-2104
DEPT: Brain & Cognitive Sciences
SUPERVISOR(S): Rosa G Liberman
EHS REP(S): Lorena Altamirano

NOTICE

IN AN EMERGENCY INVOLVING THIS ROOM
Instruct the Department of Facilities
Operations Center (617-253-4948) or
FIXIT (3-4948) from a campus phone
to contact the people listed below

NAME	MIT OFFICE ROOM	MIT OFFICE PHONE	HOME PHONE	CELL or OTHER PHONE
Lorena Altamirano	N52-496	617-253-3844	(on file)	(on file)
Rosa G Liberman	46-6062	617-324-0139		

DATE PRINTED: 08/26/2014 MIT EH
The EHS Coordinator for Brain & Cognitive Sciences

ROOM: N52-411 Hazardous Materials and Safety Equipment

Core Hazard Types	
Chemical	X
Chemicals - General or Specific	
Flammable Liquids > 10 Gal.	X