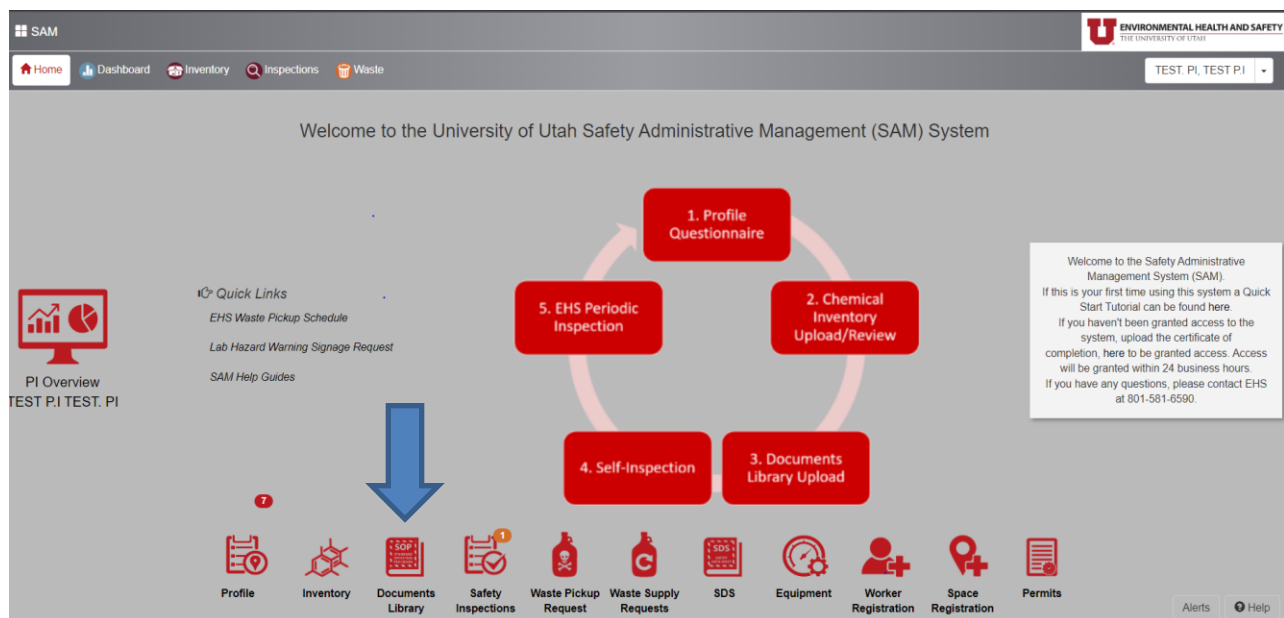


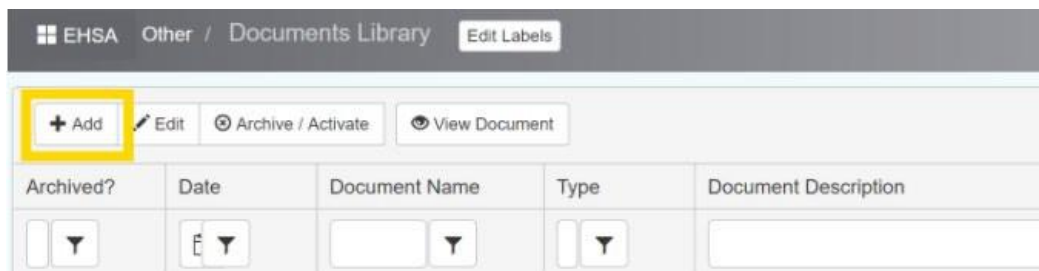


How to Upload Documents/Download SOP Templates in the Safety Administrative Management System (SAM)

- Log into the [SAM System](#)
- On the Home Page click **Documents Library**



From the Documents Library Screen click **Add**



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The page that displays is **Add SOP Document** form

The following information needs to be filled out on this page:

- Date – automatically generated when you add a document
- Researcher/Group - this section will automatically be populated or you can choose from multiple Researchers/Groups if you are listed on their work roster
- Permits –
 - Please choose the C-permit to attach your documents in relation to chemicals (chemical hygiene plan, chemical SOP's)
 - Choose the B-Permit to add any Biosafety documentation to (Exposure control plan, biosafety manual, BBP manual, biosafety training logs)
 - Choose the F-Permit to add any Facilities related documentation (Fall Protection plan, MEWP Program etc.)

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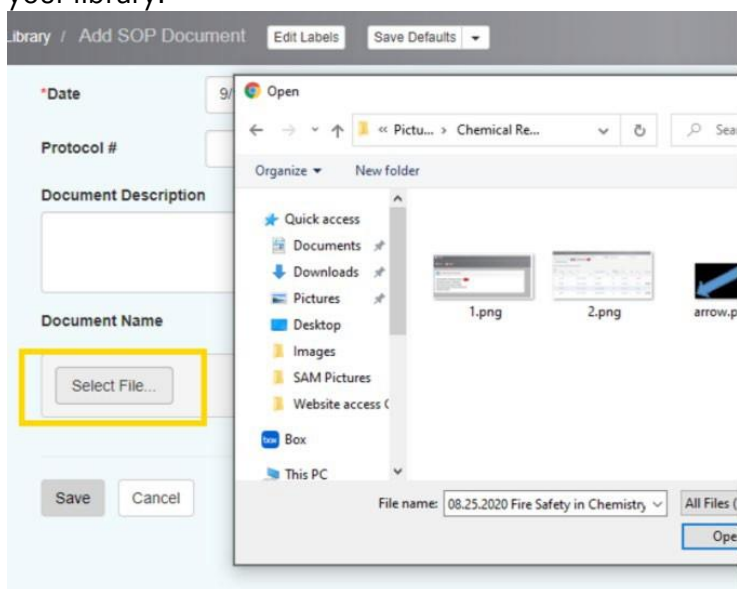


- Type – Choose the appropriate type to allow documents to be reviewed electronically.
- Reviewed Date – this date is an indicator that the information in your document's library has been reviewed and is up-to-date.
 - *For a first-time upload of a document select the date of upload as the reviewed date.*
 - *When editing documents select the date changes were made as the review date.*
- Document Description – This makes documents searchable by your custom name
- Select File... – this section is where you upload your documents from your files.

Optional:

Type – These **pre-populated fields** can be chosen to make your document more easily searchable between the different document types.

Click on the **Select file** button and choose the document(s) to upload from your computer. To upload multiple files please hold down the Ctrl button and select multiple documents from your library.





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When you are finished uploading the desired document(s) click **Save** and your document(s) will appear in your document's library.

A form for uploading a document. It has a light blue header with the text 'Document Description'. Below this is a text input field. Another light blue header section contains the text 'Document Name'. Below this is a 'Select File...' button and a text input field containing 'Chemical-Hygiene Plan'. At the bottom, there are two buttons: 'Save' (highlighted with a yellow box) and 'Cancel'.

Your documents are now viewable from the **View Document** Button or Document icon.

+ Add ✎ Edit 🗙 Archive 🔴 Remove Filters View Archived 👁 View Document					
Drag a column header and drop it here to group by that column					
	Document Review	Date ↓	Document Name	Type	Document Description
		📅 ⚙	🔍	🔍	🔍
▶		03-30-2023	230313001_03_30_202...	WAGS	 test
▶		06-07-2022	Chem-Hyg-Training-Log-Blank.pdf	Training Record	 CHP Training Log 2022

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Uploaded documents can be edited by highlighting the document row and clicking the **Edit button**. From this screen you can update documents, change descriptions and permit type etc. This feature is not applicable to new documentation as the date will reflect the original uploaded date. If documents are no longer relevant, please use the **Archive** option below.

+ Add	✎ Edit	📁 Archive	🗑 Remove Filters	View Archived	👁 View Document
Drag a column header and drop it here to group by that column					
Document Review	Date ↓	Document Name	Type	Document Description	
	03-30-2023	230313001_03_30_202...	WAGS	test	
	06-07-2022	Chem-Hyg-Training-Log-Blank.pdf	Training Record	CHP Training Log 2022	

Option to “**Archive**” documents if newer editions exist

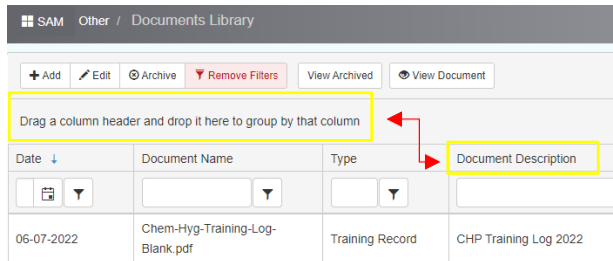
- Click on the document that you wish to archive and then click **Archive**
- To view an archived document, click on **View Archive**. You can toggle between **Archived** and **Active** documents by clicking the **View Archive/View Active** button.
- If you need to permanently **Delete** a document from your library, please contact EHS at sam@ehs.utah.edu

SAM Other / Documents Library					
+ Add	✎ Edit	📁 Archive	🗑 Remove Filters	View Archived	👁 View Document
Drag a column header and drop it here to group by that column					
Date ↓	Document Name	Type	Document Description	PI/Group	
06-07-2022	Chem-Hyg-Training-Log-Blank.pdf	Training Record	CHP Training Log 2022	TEST. PI, TEST P.I	
05-05-2022	hazardous-waste-label_interactive.pdf	SOP		TEST. PI, TEST P.I	
05-04-2022	220421001_05_04_2...	Other	test	TEST. PI, TEST P.I	
05-04-2022	210520006_05_04_2...	Other	test	TEST. PI, TEST P.I	

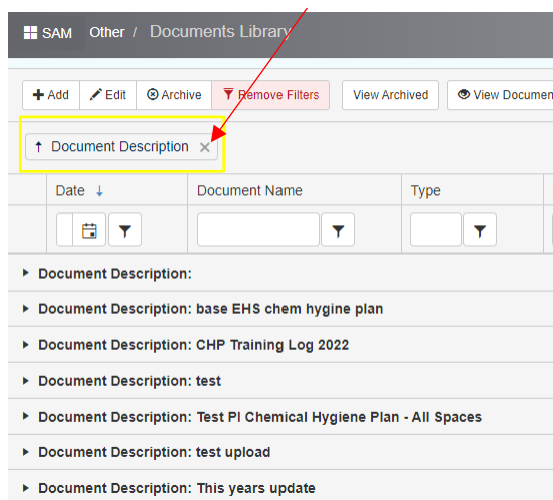
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Your Documents library has the function to sort the column headers as needed. From your document's library with your cursor, grab the header and drag it to the upper left corner. This will sort then sort documents by the document description. You can also use this to sort documents by type if that field is populated.



This will sort those chosen documents under that particular header. To exit the field, click on the X next to the chosen header. This will return you to your main documents page.



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SOP Template Download

To download an SOP template, click on the View Template button in the upper right-hand corner of the documents screen.

<div>Options </div> <div>View Template</div>					
PI/Group	Permit Number	Protocol	Amendment #	Permit Type	Reviewed?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TEST. PI, TEST P.I	C-01515		0	CHEM	<input type="checkbox"/>
TEST. PI, TEST P.I	C-01515		0	CHEM	<input type="checkbox"/>

Once you click on the **Templates** button all SOP templates from EHS are available under the various templates categories.

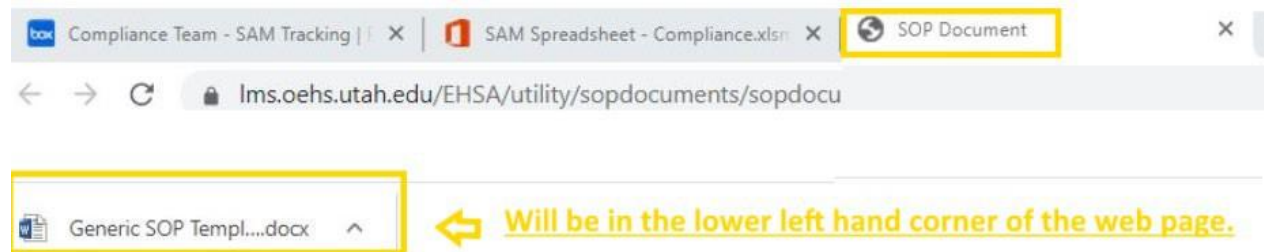
You can download these templates in word documents by clicking on the template that you would like to use and highlighting it in blue. Once the template you would like is highlighted then you click the **View Document** button or Document icon.

<div>Remove Filters View Archived View Document</div>					
↑ Category ×					
	Document Review	Date ↓	Document Name	Type	Document Description
			<input type="text"/>	<input type="text"/>	<input type="text"/>
		02-03-2022	Chemical Hygiene Plan Template - 01.25.22.docx	SOP	Chemical Hygiene Plan Template Labs 2022
		07-19-2021	PPE Hazard assessment form.doc	SOP	PPE Assessment

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Once you click **View Documents** a separate window will open up and the word document will be downloaded at the bottom of your screen. You can then open the word document, save it to your computer and edit it to make it your own.



To get back to your documents list, click on the **View Documents List** button in the upper right-hand corner of the screen.

Remove Filters

View Archived

View Document

Options

View Document List

Category

	Document Review	Date	Document Name	Type	Document Description	PI/Group	Permit Number	Protocol	Amendment #	Permit Type	Reviewed?
		<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>	<div><div></div><div></div></div>
		02-03-2022	Chemical Hygiene Plan Template - 01.25.22.docx	SOP	Chemical Hygiene Plan Template Labs 2022				0		
		07-19-2021	PPE Hazard assessment form.doc	SOP	PPE Assessment				0		

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