Safety Administrative Management (SAM) System:

**Space Registration and Removal**

The following instructions are for adding or removing a room location in the SAM system.

1. **On the Home Page click Space Registration**

2. **On the Space Registration screen click on the (CHEM) permit from the drop-down Permit menu**
3. Once on the Lab Registration page you can click on the **Building** drop-down to select the Building.

4. Repeat the above steps with the **Lab** drop-down.

5. Click on the **Request Link** button.
6. You will see the Status as **Approval Pending**. Please allow up to 24 hours for approval to process.

7. On this same screen you can **Request Removal** of an existing lab.

8. Click **OK** to confirm **Removal Request**. Please allow up to 24 hours for removal to process.