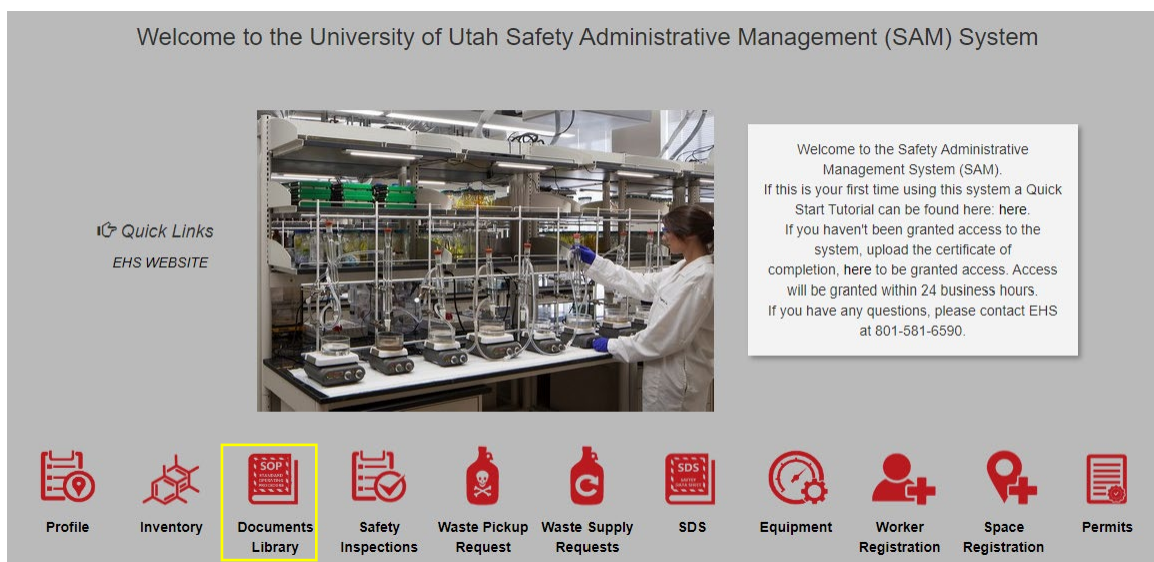
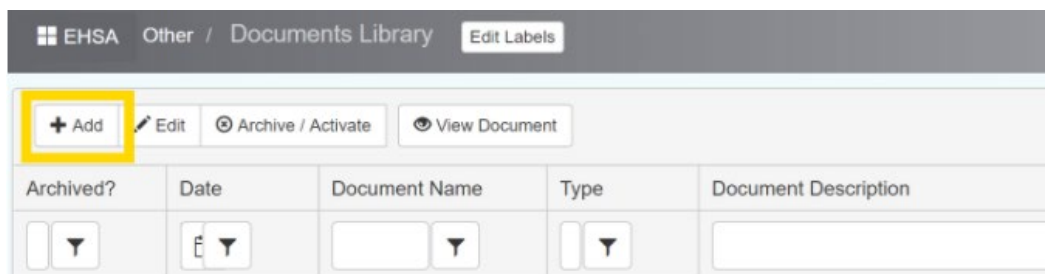


# How to Upload Documents/Download SOP Templates in the Safety Administrative Management System (SAM)

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



From the Documents Library Screen click **Add**



Environmental Health and Safety  
125 S Fort Douglas Blvd  
Salt Lake City, UT 84113  
(801) 581-6590



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.)

Environmental Health and Safety  
125 S Fort Douglas Blvd  
Salt Lake City, UT 84113  
(801) 581-6590

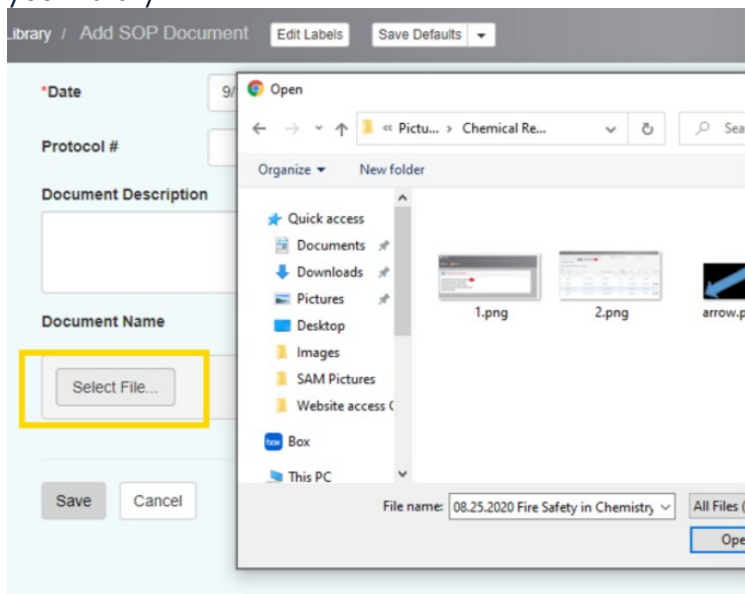
Revised 7/18/22

- Reviewed Date – this date is an indicator that the information in your documents 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.



Environmental Health and Safety  
125 S Fort Douglas Blvd  
Salt Lake City, UT 84113  
(801) 581-6590



Document Description

Document Name

Select File...

Chemical-Hygiene Plan

Save Cancel

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

EHSA Other / Documents Library Edit Labels				
+ Add Edit Archive / Activate View Document				
Archived? ↑	Date ↓	Document Name	Type	Docu
No	08-31-2020	Chemical-Hygiene-Plan-Template-07.2019.docx	Chemical Hygiene Plan	Test f

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

EHSA Other / Documents Library				
+ Add Edit Archive / Activate View Document				
Archived? ↑	Date ↓	Document Name	Type	Docu

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.

Environmental Health and Safety  
125 S Fort Douglas Blvd  
Salt Lake City, UT 84113  
(801) 581-6590

Revised 7/18/22



SAM Other / Documents Library					
<div> <div>+</div> Add           <div></div> Edit           <div></div> Archive           <div></div> Remove Filters           <div>View Archived</div> <div></div> View Document         </div>					
Drag a column header and drop it here to group by that column					
Date	Document Name	Type	Document Description	PI	Permit Number
06-07-2022	Chem-Hyg-Training-Log-Blank.pdf	Training Record	CHP Training Log 2022	TEST. PI, TEST PI	C-01515
05-05-2022	hazardous-waste-label_interactive.pdf	SOP		TEST. PI, TEST PI	B-00335

Option to “Archive” documents if newer editions exist

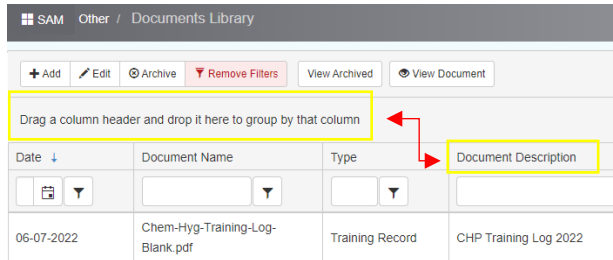
- Click on the document that you wish to archive and then click **Archive**
- To view an archived document click on **View Archive**. You can toggle between **Archived** and **Active** documents by clicking the **View Archive/View Active** button.
- If you need to permanently **Delete** a document from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

SAM Other / Documents Library					
<div> <div>+</div> Add           <div></div> Edit           <div></div> Archive           <div></div> Remove Filters           <div>View Archived</div> <div></div> View Document         </div>					
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	

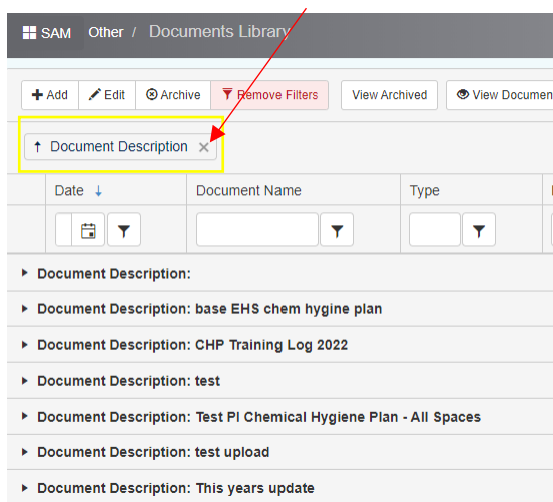
Your Documents library has the function to sort the column headers as needed. From your documents library with your cursor, grab the header and drag it to the upper left corner. This will sort then sort documents by the document description. You can also use this to sort documents by type if that field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

Environmental Health and Safety  
125 S Fort Douglas Blvd  
Salt Lake City, UT 84113  
(801) 581-6590

Revised 7/18/22



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.



## SOP Template Download

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

Environmental Health and Safety  
125 S Fort Douglas Blvd  
Salt Lake City, UT 84113  
(801) 581-6590



Options ▾ View Template

PI	Permit #	Review Date	Protocol #	Amendment #	Permit Type
TEST. PI, TEST P.I	C-01515	02-24-2021		0	CHEM
TEST. PI, TEST P.I	C-01515	06-09-2020		0	CHEM

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

EHSA Other / Documents Library

View Document

Archived? ↑	Date ↓	Document Name	Type	Document Description
No	11-19-2020	Generic SOP Template 11.2020.docx	SOP	Generic SOP Template

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

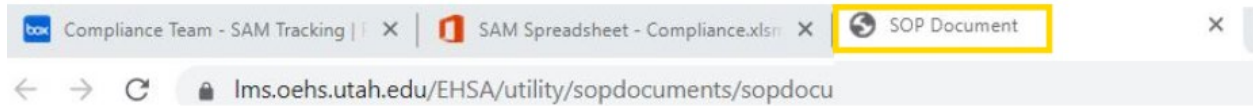
EHSA Other / Documents Library

View Document

Archived? ↑	Date ↓	Document Name	Type	Document Description
No	11-19-2020	Generic SOP Template 11.2020.docx	SOP	Generic SOP Template

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.

Environmental Health and Safety  
125 S Fort Douglas Blvd  
Salt Lake City, UT 84113  
(801) 581-6590



**Will be in the lower left hand corner of the web page.**

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

Permit #	Review Date	Protocol #	Amendment #	Permit Type
			0	

Environmental Health and Safety  
125 S Fort Douglas Blvd  
Salt Lake City, UT 84113  
(801) 581-6590

Revised 7/18/22