



## Safety Administrative Management (SAM) System:

### Entering a Lab Profile

1. To get started, click on the Profile icon on the home page. To access SAM click on the following link [Safety Administrative Management System](#)



2. Go to the User/PI drop-down menu and select the assigned PI's name.


Form	Assessment Status	Next review date	Assessment ID ↑	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. Once selected, you will be able to access the assessment.



➕ Browse New Forms   Assessment Reports   User/PI: TEST, PI, TEST PI   Open   Reviewed   Options

Drag a column header and drop it here to group by that column

Form		Assessment Status	Next review date	Assessment ID ↑	Location
Lab Hazard Profile	 <a href="#">Edit Assessment</a>	Assigned		210520004	0605 - Environmental Health & Safety:00010E 0605 - Environmental Health & Safety:00225 0605 - Environmental Health & Safety:00001

- Click on the button that says **Edit Assessment**.
- Add your workers covered under this profile by clicking on the **Find Worker** button.
- Include anyone that is employed by the lab and performs research within its spaces, regardless of whether or not they are currently performing it. It is important to have an accurate list of people within the lab space so they will be able to see all the lab specific safety related information that will now be stored through this system.

Instructions   Assessment Questions

**Laboratory Profile Information**

Instructions – Verify that the listed lab member(s) and room location(s) are correct. **Add or subtract as needed such that all lab workers and locations (including shared spaces) associated with your research group are listed.** Complete all assessment questions, marking "yes" if the identified item is present in the lab - mark the appropriate room number(s) where the item is present - you may save your progress at any time and come back to the profile assessment. When you have completed all fields click the "Save as Complete" button. After you submit your profile assessment, it will be reviewed and you will be notified if there are any questions. The profile assessment must be completed/updated annually.

Profile ID: 210520004

\*Group: TEST, PI, TEST PI

[Find Worker](#)   Attached Workers

	Name ↑	UNID #
✕	Aamodt, Sam	u1185293
✕	Duprey-Gatrell, Alicia	u0806234

- Type in the worker's last name in the **Find Worker** field and click on the **Search** button. Then click on the **Select** button next to the name of the worker you'd like to add.



8. The Find Worker search bar is for workers already registered within the SAM system. Workers not registered in the SAM system will not be searchable with this function. If a searched worker does not appear proceed to the instructions in the next section [Adding Workers to the SAM system](#).

The screenshot shows a web interface for finding workers. At the top, there is a header bar with 'Select Worker' on the left and a red box containing the text 'Type in the worker's last name and click Search'. Below this is a search bar with the text 'Find Worker' and a yellow input field containing 'Stubbs'. To the right of the input field is a 'Search' button, which is highlighted with a red box. Below the search bar is a table with the following columns: Name, ID#, and Department. The table contains one row with the data: Stubbs, James, U0216355, and ENVIRONMENTAL HEALTH AND SAFETY - EHS. A 'Select' button is located to the left of the first row, highlighted with a red box. Above the table, there is a text prompt: 'Drag a column header and drop it here to group by that column'.

	Name	ID#	Department
Select	Stubbs, James	U0216355	ENVIRONMENTAL HEALTH AND SAFETY - EHS

9. The worker has now been added. Repeat until all of your workers have been added.

The screenshot shows a table titled 'Attached Workers'. The table has two columns: Name and ID#. The first row contains the data: Stubbs, James and u0216355. There is a small 'x' icon to the left of the first row, and a small upward arrow icon to the right of the first row.

	Name ↑	ID#
x	Stubbs, James	u0216355

### **Adding Workers to the SAM system**

Workers that are not registered in the SAM system will not show up in the search function on the Lab Profile. If a worker is not registered in the system you can manually add them to the system.

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



Welcome to the University of Utah Safety Administrative Management (SAM) System

[Quick Links](#)  
EHS WEBSITE



Welcome to the Safety Administrative Management System (SAM) formerly known as the lab management system (LMS). The name change is intended to prevent confusion with other systems on campus abbreviated LMS. If this is your first time using this system a Quick Start Tutorial can be found [here](#). If you haven't been granted access to the system, upload the certificate of completion, [here](#) to be granted access. Access will be granted within 24 business hours. If you have any questions, please contact EHS at 801-581-6590.

**Profile** **Inventory** **Documents Library** **Safety Inspections** **Waste Pickup Request** **Waste Supply Requests** **SDS** **Equipment** **Worker Registration** **Space Registration** **Permits**

2. On the Worker Registration screen click on **Add New Worker**

EHSA Employees / Worker Registration

**+ Add New Worker**   Pending Registrations

Last Name  First Name  UNID (Type in UNID beginning with "U" and click on "Find Worker Info" button)  Worker Type

Workers Attached to TEST.PI, TEST.P.I

	Name	Permit #	Function
<input type="button" value="Remove from Permit"/>	Aamodt, Sam	B-00335	
<input type="button" value="Remove from Permit"/>	Aamodt, Sam	F-00000	
<input type="button" value="Remove from Permit"/>	Duprey-Gatrell, Alicia	B-00335	
<input type="button" value="Remove from Permit"/>	Duprey-Gatrell, Alicia	F-00000	
<input type="button" value="Remove from Permit"/>	Frei, Jill	C-01515	
<input type="button" value="Remove from Permit"/>	Frei, Jill	F-00000	

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3. Enter all of the required information for that worker.

*Note: If you have the worker UNID you can enter it in and click the **Find Worker** button (①) to autofill some of the information.*

Another required section is the Security Group section (②).

4. From the drop-down menu you will need to pick a permission set for the worker that you are adding into the system.
  - a. The default permission for your lab members should be **Worker Read-Only**.
  - b. **Full access** is generally for those individuals that you would like to manage/input your safety information into the system.
  - c. The **Waste Limited** permission allows complete access to the chemical inventory and waste pickup requests, but maintains read only permissions for all other items.



**\*UNID (Type in UNID beginning with "U" and click on "Find Worker Info" button)**

**\*UNID# (same as above)**

**\*First Name**

**\*Last Name**

**Office Phone #**  **Lab Phone #**

**Cell Phone #**  **Fax Phone #**

**Address**

**\*Email**

**\*College**

**\*Department**

**\*Worker Type**

**Position**

**\*Security Group**

**Worker Link**

**\*PI**

**Permit Number**

**1**

**2**

*Note: For a detailed description of the permissions available to assign a new worker please click on the Security Group drop-down menu.*



Position

\*Security Group

**Worker Link**

Code	Name	Description
5	Waste Limited	This permission allows full access to Waste Supply Requests, Waste Pickup Requests, SDS Search Function and the Chemical Inventory. The Documents library and Inspections/corrective actions are read-only.
6	Full Access	This permission allows and individual full access to a PI's Chemical Inventory, Waste Pickup requests, Waste Supply Requests, Lab Profile, Documents Library, Inspections, Worker Registration, Lab Registration and SDS Search Function.

\*PI

Permit Number

Worker Function

5. On the bottom of the screen make sure that the PI you will be adding the worker to is listed correctly and the C-Permit is selected in the **Permit Number** drop-down menu.

*Note: Please assign your workers to the C-Permit. They will then be auto-imported into the system and attached to any other permits you may have. The permit types are CHEM, BIO and RAD.*

Worker Link


\*PI

Permit Number

Worker Function

☒ Create/Update User Record  
Creates worker's user record, which enables access to the web program, if needed & adds this PI association to user record.

Save Cancel

6. Click on the **Save** Button when you are finished. These workers will now populate into the Lab Profile list when you hit the **refresh** button .



Instructions | Assessment Questions

### Laboratory Profile Information


Instructions – Verify that the listed lab member(s) and room location(s) are correct. **Add or subtract as needed such that all lab workers and locations (including shared spaces) associated with your research group are listed.** Complete all assessment questions, marking "yes" if the identified item is present in the lab - mark the appropriate room number(s) where the item is present - you may save your progress at any time and come back to the profile assessment. When you have completed all fields click the "Save as Complete" button. After you submit your profile assessment, it will be reviewed and you will be notified if there are any questions. The profile assessment must be completed/updated annually.

Profile ID: 210520004


\*Researcher: TEST. PI, TEST P.I

**Attached Workers**

	Name ↑	UNID #
x	Aamodt, Sam	u1185293
x	Duprey-Gatrell, Alicia	u0806234



7. After adding your workers, move down to the bottom half of the page to add the locations covered under this profile.

8. To add your locations, first select the building name in the drop-down menu. Then next to the room to be added click on the **Attach Location** button. 

Select Location(s) to Attach

Building Code: 0605 - Environmental Health & Safety

00001	>
00010B	>
00010C	>
00010D	>
00010E	>
00010F	>
00010G	>
00010H	>

**Attached Locations**

	Building Code	Room No.
x	0011 - William Browning Building	00001
x	0530 - Maxwell Wintrobe Research Building	00677
x	0605 - Environmental Health & Safety	00001
x	0605 - Environmental Health & Safety	00010E
x	0605 - Environmental Health & Safety	00010F
x	0605 - Environmental Health & Safety	00225

Comment:

**Note: Please include all locations that your group utilizes including shared spaces. Do not include any spaces that are overseen by the OCM.**

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9. If your locations automatically pre-populate in the **Attached Locations** box, review the list and remove (by clicking on the **X** next to the location) or add locations as necessary to provide an accurate representation of your work space. Click on the **Next** button to proceed.

Select Location(s) to Attach

Building Code

Comment

**Attached Locations**

	Building Code	Room No.
<input type="checkbox"/>	0605 - Environmental Health & Safety	00001
<input type="checkbox"/>	0605 - Environmental Health & Safety	00010E
<input type="checkbox"/>	0605 - Environmental Health & Safety	00010F
<input type="checkbox"/>	0605 - Environmental Health & Safety	00225

Previous Save Progress **Next** Save as Complete Cancel

*Note: If your lab locations cannot be found by searching the building and lab list please contact EHS at [SAM@ehs.utah.edu](mailto:SAM@ehs.utah.edu) to add this location to the SAM System.*

10. On the **Assessment Questions** tab, you are required to answer each question asked. You may work your way through each section by clicking on the section name on the left or by clicking on the **Next** button at the bottom of the page.
11. On some **Yes** answers, the list of your attached locations and workers from the previous page will appear. Check which location(s) the **Yes** answer applies to and which worker(s) use the indicated item.



Instructions Assessment Questions

**General Information** Set All to Yes Set All to No

**Biosafety** Questions from Reviewer

**Hazards or Special Concerns** Principal Investigator (PI)  
TEST. PI, TEST P.I.

**Highly Hazardous Chemicals** Department ⓘ  
ENVIRONMENTAL HEALTH AND SAFETY - E...

**Equipment** Research Lab  
Select All Please Select Applicable Locations  
☒ 0605 - Environmental Health & Safety: 0605:00001  
☒ 0605 - Environmental Health & Safety: 0605:00010E  
☒ 0605 - Environmental Health & Safety: 0605:00225

**Radiation Safety** ☒ Yes ☐ No Teaching Lab  
☐ Yes ☒ No

← Previous Save Progress Next → Save as Complete Cancel

12. If most of your answers are **Yes** or **No**, you can use the **Set All to Yes** or **Set All to No** shortcut buttons and then handle the outliers individually.
- a. Be sure to answer the sub-questions that appear on certain **Yes** answers.

Instructions Assessment Questions

**General Information** Set All to Yes Set All to No

**Biosafety** ☐ Yes ☒ No Biological hazards, pathogens, or potentially infectious materials.

**Hazards or Special Concerns** ☐ Yes ☒ No Human specimens (e.g., blood, organs, tissues, etc)

**Highly Hazardous Chemicals** ☐ Yes ☒ No Human or non-human primate cells (Primary or Established Cell Lines, e.g. from ATCC)

**Equipment** ☒ Yes ☐ No Microorganisms (e.g., bacteria, viruses, protozoa, algae, fungi), including genetically modified microorganisms, viral vectors, and other infectious organisms  
[List of Microorganisms](#)

**Radiation - Ionizing** ☒ Yes ☐ No **Documentation Required in SAM:** Lab-specific Biosafety Manual and Training Documentation, IBC Approval Letter

☒ Risk Group 1 ☐ Risk Group 2 ☐ Risk Group 3 or higher

Select All Please Select Applicable Locations  
☒ 0011 - William Browning Building: 0011:00001  
☒ 0605 - Environmental Health & Safety: 0605:00001  
☒ 0605 - Environmental Health & Safety: 0605:00010E  
☒ 0605 - Environmental Health & Safety: 0605:00225

Select All Please Select Applicable Workers  
☒ Duprey-Gatrell, Alicia  
☒ Frei, Jill  
☒ Stubbs, James  
☐ TEST. PI, TEST P.I.  
☒ Whiteley, Sharon

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13. If you cannot complete the entire assessment all at once, you can click on the **Save Progress** button and come back to it at a later time.

← Previous **Save Progress** Next → Save as Complete Cancel

14. Once you've completed the assessment questions, click on the **Save as Complete** button and a notification email of your submission will be sent to the EH&S staff for review.

Instructions Assessment Questions

General Information

Biosafety

Hazards or Special Concerns

Highly Hazardous Chemicals

Equipment

Radiation - Ionizing

**Radiation - Laser and Non-ionizing**

Set All to Yes Set All to No

☒ Yes ☐ No Non-ionizing Radiation (e.g. LASERs)?

☒ Class 3B or 4 Laser(s) - Regardless of enclosure class ☐ Magnetic Field Generator(s) ☐ Radar(s)

☐ UV Devices(s) ☐ Transmitting Antenna(s) ☐ Other

Select All Please Select Applicable Locations

☐ 0011 - William Browning Building: 0011:00001

☐ 0605 - Environmental Health & Safety: 0605:00001

☒ 0605 - Environmental Health & Safety: 0605:00010E

☐ 0605 - Environmental Health & Safety: 0605:00225

Select All Please Select Applicable Workers

☒ Duprey-Gatrell, Alicia

☒ Frei, Jill

☐ Stubbs, James

☐ TEST, PI, TEST P.I

☐ Whiteley, Sharon

If "Other" is checked for **Non-ionizing Radiation** above, please specify.

Describe

← Previous **Save Progress** Next → **Save as Complete** Close

15. To Logout go back to the Home Screen and use the drop-down menu under your UNID in the upper right-hand corner to logout. (See the arrow in the picture below).



SAM

ENVIRONMENTAL HEALTH AND SAFETY  
THE UNIVERSITY OF UTAH

Home Waste

TEST PI TEST PI

Welcome to the University of Utah Safety Administrative Management (SAM) System

Quick Links  
EHS WEBSITE

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If you have any questions, please contact EHS at 801-581-6590.

Logout  
Save Settings  
Clear Settings  
Help Videos  
What's New  
About...

Profile Inventory Documents Library Safety Inspections Waste Pickup Request Waste Supply Requests SDS Equipment Worker Registration Space Registration Permits

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