THE UNIVERSITY OF UTAH

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.

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

4. Click on the button that says **Edit Assessment**.

5. Add your workers covered under this profile by clicking on the **Find Worker** button.

6. 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.

7. 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.

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

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**

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

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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 (❶) to autofill some of the information.*

Another required section is the <u>Security Group</u> section (❷).

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)

u   Find Worker Information

1

*UNID# (same as above)

u

*First Name

*Last Name

Type to Search

Office Phone #   Lab Phone #

Cell Phone #   Fax Phone #

Address

*Email

*College   ▼

*Department   ▼

*Worker Type   ▼

Position   ▼

*Security Group   ▼

2

Worker Link

*PI   ▼

Permit Number   ▼

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

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.

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 .

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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

Q Find Worker	**Attached Workers**	
	Name ↑	UNID #
✖	Aamodt, Sam	u1185293
✖	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.
✖	0011 - William Browning Building	00001
✖	0530 - Maxwell Wintrobe Research Building	00677
✖	0605 - Environmental Health & Safety	00001
✖	0605 - Environmental Health & Safety	00010E
✖	0605 - Environmental Health & Safety	00010F
✖	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.

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.

Note: If your lab locations cannot be found by searching the building and lab list please contact EHS at 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.

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.

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.

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.

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).

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