



Safety Administrative Management (SAM) System:

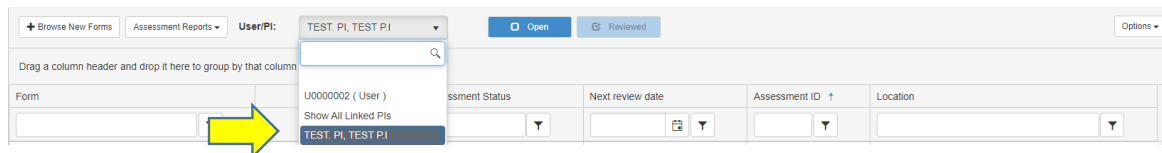
Entering a Facilities Profile

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](#)



If you received an email that you have been assigned an assessment it will show up in this screen (see the picture below).

2. Go to the **User/PI** drop-down menu and go from your UNID to the facility's profile name.



3. Once you select "(Your facility's profile name)" from the **User/PI** drop-down menu you will be able to access the assessment.
4. Click on the button that says **Edit Assessment**.

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



Form	Assessment Status	Next review date	Assessment ID	Location
Facilities Profile	Assigned		210506001	0011 - William Browning Building:00001 0530 - Maxwell Wintrobe Research Building:00677 0605 - Environmental Health & Safety:00010E 0605 - Environmental Health & Safety:00010F

5. Add your workers covered under this profile by clicking on the **Find Worker** button.
6. Include anyone that is a worker within your locations. It is important to have an accurate list of people so they will be able to see all the facility specific safety related information that will now be stored through this system.

Facilities Profile Information

Instructions – Verify that the listed workers and shop location(s) are correct. **Add or subtract as needed such that all workers and locations (including shared spaces) associated with your group are listed.** Complete all assessment questions, marking "yes" if the identified item is present in listed locations - 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 additional questions. The profile assessment must be completed/updated annually.

Profile ID: 201102002

*Researcher: TEST.PI, TEST.PI

Find Worker Attached Workers

Name	Worker ID
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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.](#)



Select Worker

Type in the worker's last name and click **Search**

Find Worker Stubbs

Search

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.

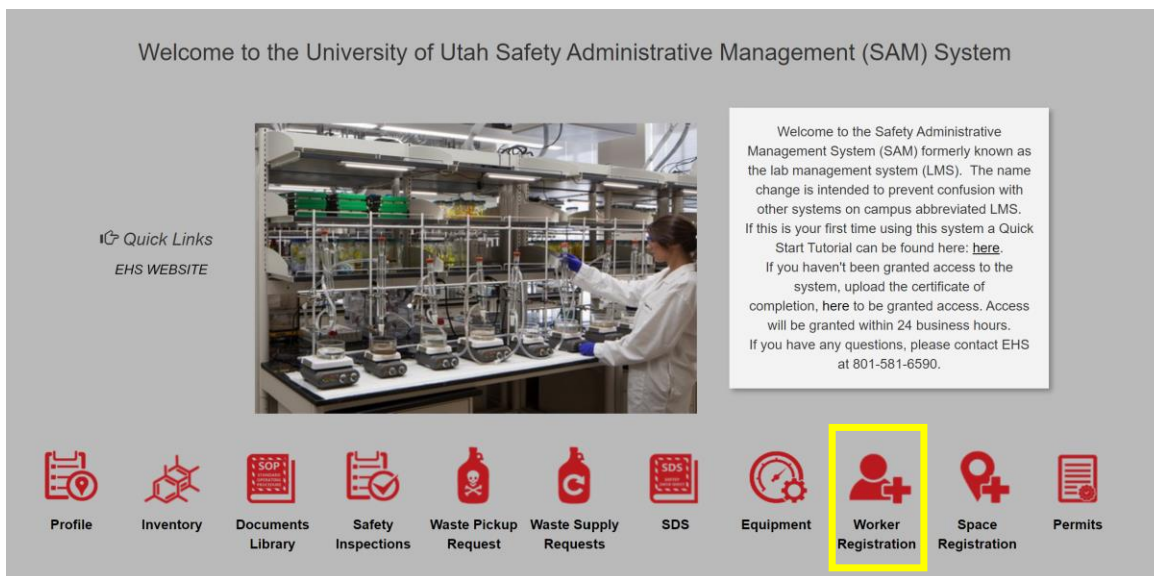
Q Add Worker Attached Workers

	Name ↑	Worker ID
Detach	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 Facilities 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**



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

EHSA Employees / Worker Registration

Search Worker + Add New Worker Edit Delete 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
Remove from Permit	Aamodt, Sam	B-00335	
Remove from Permit	Aamodt, Sam	F-00000	
Remove from Permit	Duprey-Gatrell, Alicia	B-00335	
Remove from Permit	Duprey-Gatrell, Alicia	F-00000	
Remove from Permit	Frei, Jill	C-01515	
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 (❶) to autofill some of the information.*

Another required section is the Security Group 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 facilities 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/Group/Facilities Name you will be adding the worker to is listed correctly and add permits they should be assigned to (Facilities permits start with an "F-").


Worker Link

*PI

*Permit

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.

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



Instructions Assessment Questions

Facilities Profile Information

Instructions – Verify that the listed workers and shop location(s) are correct. **Add or subtract as needed such that all workers and locations (including shared spaces) associated with your group are listed.** Complete all assessment questions, marking "yes" if the identified item is present in listed locations - 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 additional questions. The profile assessment must be completed/updated annually.

Profile ID: 210506001

*Group: TEST, PI, TEST P.I.

Attached Workers

	Name ↑	UNID #
✕	Duprey-Gatrell, Alicia	u0806234
✕	Frel, Jill	u0556767
✕	LASKA, MATTHEW	u6036438

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

Comment

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

Note: Please include all spaces where you store chemical stocks or other hazardous materials and where machinery or shop spaces are located.



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 shop locations cannot be found by searching the building and room 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 from the previous page will appear. Check which location(s) the **Yes** answer applies to.



Gen Information

Biological ☒ Yes ☐ No Do you store chemicals? This includes paint and household type chemicals.

Chemicals

Equipment

Hazards

Please Select Applicable Locations

- ☐ 0530 - Maxwell Wintrobe Research Building: 0530:00677
- ☒ 0605 - Environmental Health & Safety: 0605:00001
- ☒ 0605 - Environmental Health & Safety: 0605:00010E
- ☐ 0605 - Environmental Health & Safety: 0605:00010F
- ☐ 0605 - Environmental Health & Safety: 0605:00225

☒ Yes ☐ No Work with Chemicals?

☐ Yes ☒ No Create unwanted hazardous materials or Universal waste?

- 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.
- Be sure to answer the sub-questions that appear on certain **Yes** answers.

Gen Information

Biological ☒ Yes ☐ No Electrical Hand Tools? i.e. Drills, Saws, Etc.

Chemicals ☒ Yes ☐ No

Equipment

Hazards

Please Select Applicable Locations

"Shop" type equipment such as table saws, drill presses, lathes, etc.?
Use of shop type equipment will require SOPs related to the operation of each piece of equipment.

<input checked="" type="checkbox"/> Table Saw	<input type="checkbox"/> Metal Lathe	<input checked="" type="checkbox"/> Chop/Miter Saw
<input type="checkbox"/> Rock Saw	<input checked="" type="checkbox"/> Drill Press	<input type="checkbox"/> Grinder
<input type="checkbox"/> Radial Arm Saw	<input checked="" type="checkbox"/> CNC Machines	<input type="checkbox"/> Wood Lathe
<input type="checkbox"/> Band Saw	<input type="checkbox"/> Metal Saw	

Please Select Applicable Locations

- ☐ 0530 - Maxwell Wintrobe Research Building: 0530:00677
- ☐ 0605 - Environmental Health & Safety: 0605:00001
- ☒ 0605 - Environmental Health & Safety: 0605:00010E
- ☒ 0605 - Environmental Health & Safety: 0605:00010F
- ☒ 0605 - Environmental Health & Safety: 0605:00225

☐ Yes ☒ No Welding Equipment?

☐ Yes ☒ No Hot Work Permit required for welding equipment?

☐ Yes ☒ No Lift System?

☐ Yes ☒ No Conveyance or Pully Systems?

☐ Yes ☒ No Ladder Use? Not including step ladders

☐ Yes ☒ No Other large equipment with potential hazards? Please identify equipment in the box below:



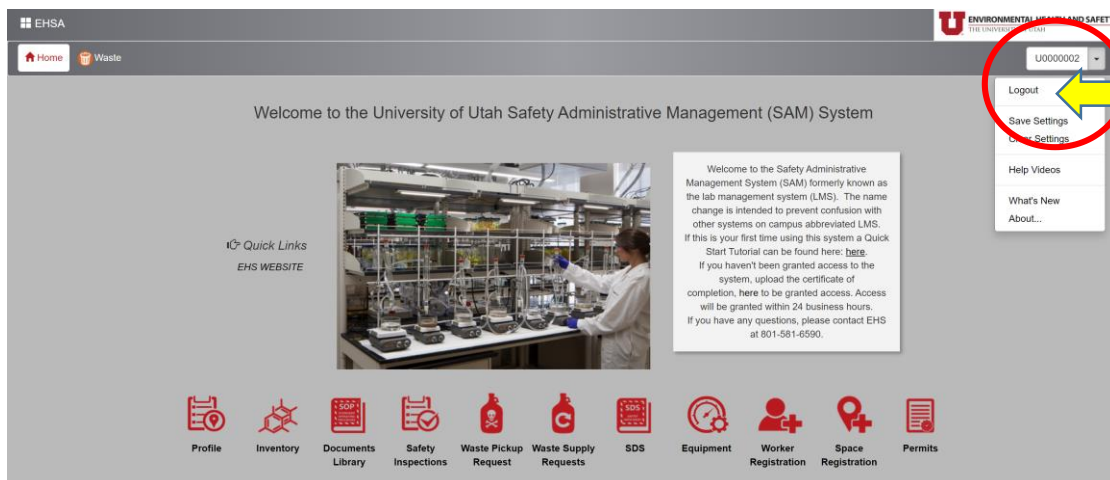
If you cannot complete the entire assessment all at once, you can click on the **Save Progress** button and come back to it at a later time.

A horizontal bar containing five buttons: 'Previous' with a left arrow, 'Save Progress' (highlighted with a red border), 'Next' with a right arrow, 'Save as Complete' (disabled), and 'Cancel' (disabled).

13. 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.

A screenshot of the 'Assessment Questions' screen. On the left is a sidebar with categories: 'Gen Information', 'Biological', 'Chemicals', 'Equipment', and 'Hazards'. The main area contains a list of questions with 'Yes' and 'No' radio button options. Most 'No' options are selected. A yellow arrow points to the 'Save as Complete' button at the bottom right, which is highlighted with a red border. Other buttons at the bottom include 'Previous', 'Save Progress', 'Next', and 'Cancel'.

14. 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.



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