



Adding or Removing Workers from SAM

Adding Workers to the SAM system

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



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

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

Name ↑	Permit #
Aamodt, Sam	B-00335
Aamodt, Sam	F-00000
Gill, Scott	C-01515

Revised 8/4/22

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



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 to autofill some of the information.

The Security Group section is required. From the drop down you will need to pick a permission set for the worker that you are adding into the system. The default permission is Worker Read-Only. Full access is generally for those individuals that you would like to manage/input your safety information and documents into the system. The Waste Limited permission allows 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)		<input type="text" value="u"/>	<input type="button" value="Find Worker Information"/>
*UNID# (same as above)		<input type="text" value="u"/>	
*First Name		<input type="text"/>	
*Last Name		<input type="text" value="Type to Search"/>	
Office Phone #	<input type="text"/>	Lab Phone #	<input type="text"/>
Cell Phone #	<input type="text"/>	Fax Phone #	<input type="text"/>
Address		<input type="text"/>	
*Email		<input type="text"/>	
*College		<input type="text"/>	
*Department		<input type="text"/>	
*Worker Type		<input type="text"/>	
Position		<input type="text"/>	
*Security Group		<input type="text"/>	
Worker Link			
*PI		<input type="text"/>	
Permit Number		<input type="text"/>	

Revised 8/4/22

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



For a detailed description of the permissions available to assign a new worker please click on the Security Group dropdown.

A screenshot of a web form for assigning a new worker. The form includes fields for Position, *Security Group, Worker Link, *PI, Permit Number, and Worker Function. The *Security Group dropdown is open, showing a table of security groups. A yellow arrow points to the Worker Link field.

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.

4) On the bottom of the screen make sure that the PI (or Manager/Supervisor for Facilities) is correct on the PI drop-down box. The permit drop-down will indicate the permits associated with the PI or Manager/Supervisor. Permits are as follows: C-for Chemical, B-for Biosafety and F-for Facilities.

A screenshot of the worker assignment form. The *PI field is set to 'TEST. PI, TEST P.I.', the Permit Number is 'F-00000', and the Worker Function is empty. The Worker Link field is also visible.

Worker Link

*PI TEST. PI, TEST P.I.

Permit Number F-00000

Worker Function

Save Cancel

5) Click on the **Save** Button when you are finished.




Removing Workers from the SAM system

If a worker is no longer employed by your organization then you can remove them from the permit.

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



2) On the Worker Registration screen click on **Remove from Permit** next to the worker's name you want to remove from the permit. Note: you may have to remove a single worker from multiple permits.



Workers Attached to TEST. PI, TEST P.I		
	Name ↑	Permit #
Remove from Permit	Aamodt, Sam	B-00335
Remove from Permit	Aamodt, Sam	F-00000
Remove from Permit	Dille, Sarah	C-01515
Remove from Permit	Duprey-Gatrell, Alicia	B-00335
Remove from Permit	Duprey-Gatrell, Alicia	F-00000
Remove from Permit	Frei, Jill	C-01515



3) A window will pop up. Click on **Remove Worker** to confirm that you want to remove them permanently from the permit.

A screenshot of a web application window titled 'Remove Worker from Permit'. Inside the window is a box labeled 'Worker Information' containing the following text: 'Name: Duprey-Gatrell, Alicia', 'PI Name: TEST. PI, TEST P.I', 'Permit #: C-01515', and 'Function: N/A'. Below this box is a large blue arrow pointing downwards. At the bottom of the dialog are two buttons: a green 'Remove Worker' button and a white 'Cancel' button. The background of the window shows a table with several rows of data, including names and IDs.

4) Another window will pop up confirming the worker's removal. Click on **OK** to exit the window.

A screenshot of a confirmation dialog box titled 'Removal Successful!'. The dialog has a light gray border and a close button (an 'x' icon) in the top right corner. At the bottom right of the dialog is a red button with the text 'OK' in white. A large blue arrow points towards the 'OK' button.

5) Repeat steps 1 through 4 for any additional workers that need to be removed from the permit.