Safety Administrative Management (SAM) System:

**Space Registration and Removal**

The following instructions are for adding or removing a room location in the SAM system.

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

2. On the Space Registration screen click on the *(CHEM)* permit from the drop-down Permit menu
3. Once on the Lab Registration page you can click on the **Building** drop-down to select the Building

![Building dropdown](image1)

4. Repeat the above steps with the **Lab** drop-down

![Lab dropdown](image2)

5. Click on the **Request Link** button

![Request Link button](image3)

6. You will see the Status as **Approval Pending**. Please allow up to 24 hours for approval to process

![Approval Pending](image4)

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7. On this same screen you can **Request Removal** of an existing lab

8. Click **OK** to confirm **Removal Request**. Please allow up to 24 hours for removal to process