

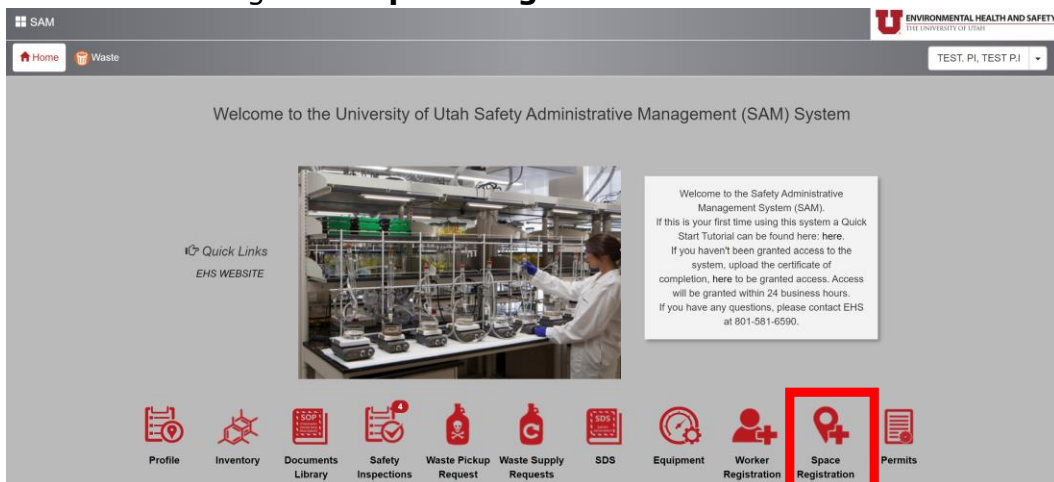


## Safety Administrative Management (SAM) System:

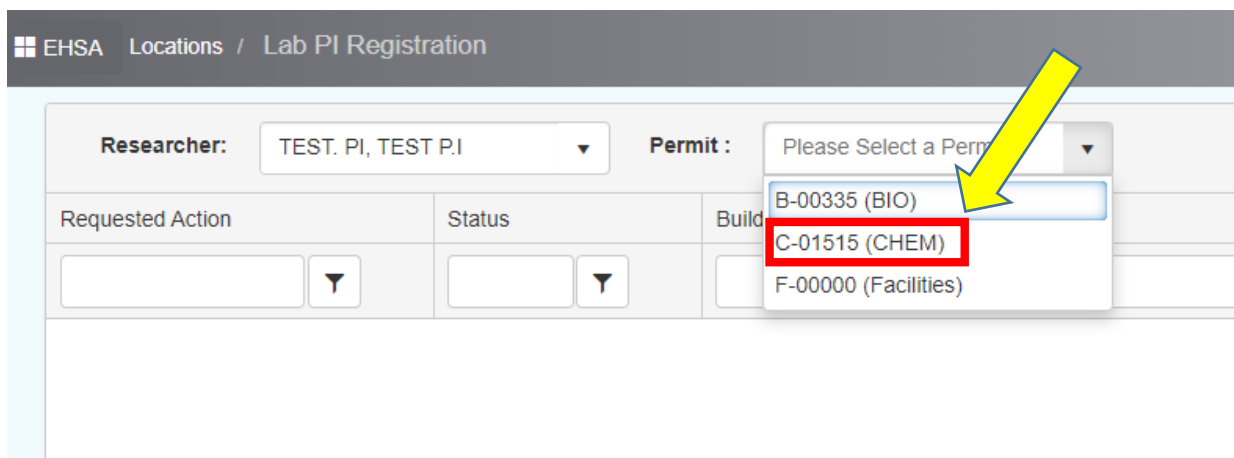
### Space Registration and Removal

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

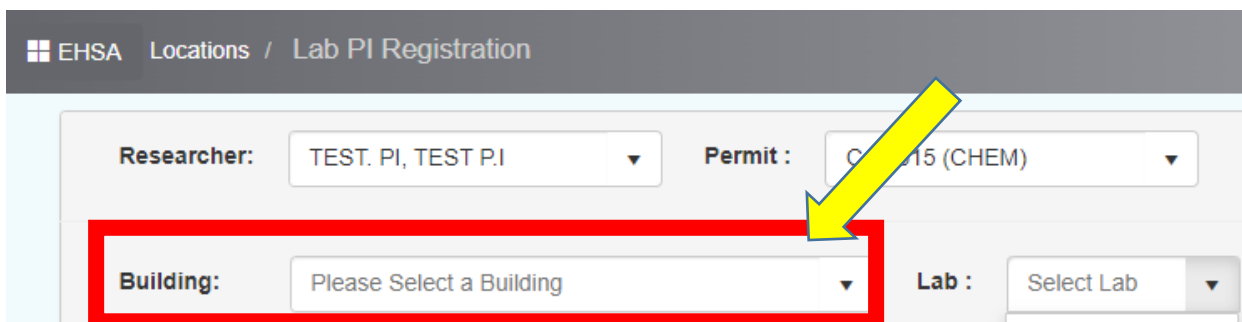
1. On the Home Page click **Space Registration**



2. On the Space Registration screen click on the **(CHEM)** permit from the drop-down Permit menu

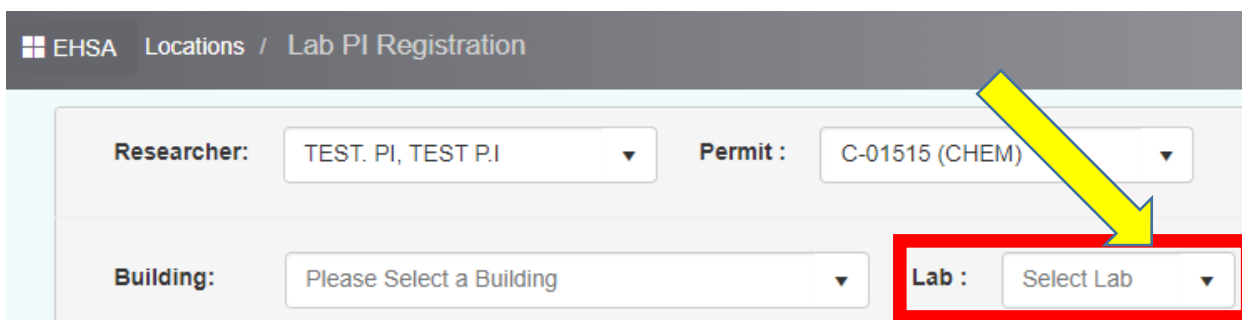


3. Once on the Lab Registration page you can click on the **Building** drop-down to select the Building



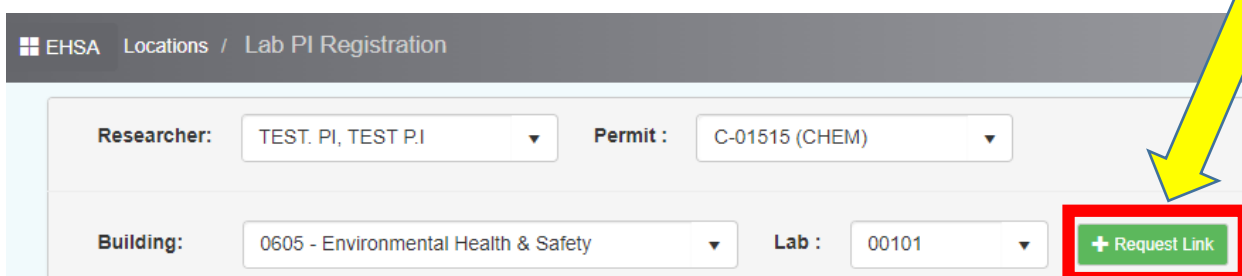
The screenshot shows the 'Lab PI Registration' form. The 'Researcher' field is set to 'TEST. PI, TEST P.I.' and the 'Permit' field is set to 'C-015 (CHEM)'. The 'Building' dropdown menu is highlighted with a red rectangle, and a yellow arrow points to it. The 'Lab' dropdown menu is also visible, set to 'Select Lab'.

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



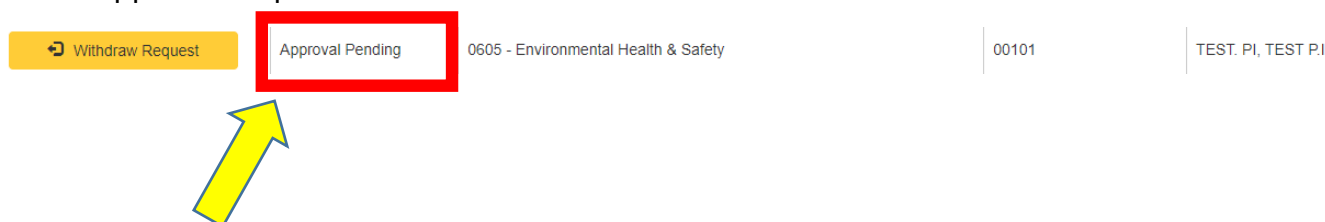
The screenshot shows the 'Lab PI Registration' form. The 'Researcher' field is set to 'TEST. PI, TEST P.I.' and the 'Permit' field is set to 'C-01515 (CHEM)'. The 'Building' dropdown menu is set to 'Please Select a Building'. The 'Lab' dropdown menu is highlighted with a red rectangle, and a yellow arrow points to it.

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



The screenshot shows the 'Lab PI Registration' form. The 'Researcher' field is set to 'TEST. PI, TEST P.I.' and the 'Permit' field is set to 'C-01515 (CHEM)'. The 'Building' dropdown menu is set to '0605 - Environmental Health & Safety' and the 'Lab' dropdown menu is set to '00101'. The '+ Request Link' button is highlighted with a red rectangle, and a yellow arrow points to it.

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



The screenshot shows the status of the request. The 'Withdraw Request' button is on the left. The status is 'Approval Pending', which is highlighted with a red rectangle. The building is '0605 - Environmental Health & Safety' and the lab is '00101'. The researcher is 'TEST. PI, TEST P.I.'.

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

<b>✕ Request Removal</b>	Active	0605 - Environmental Health & Safety	00001	TEST. PI, TEST P.I
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8. Click **OK** to confirm **Removal Request**. Please allow up to 24 hours for removal to process

Confirm

Request removal of selected lab (0605:00001) from permit: C-01515

Cancel

OK

