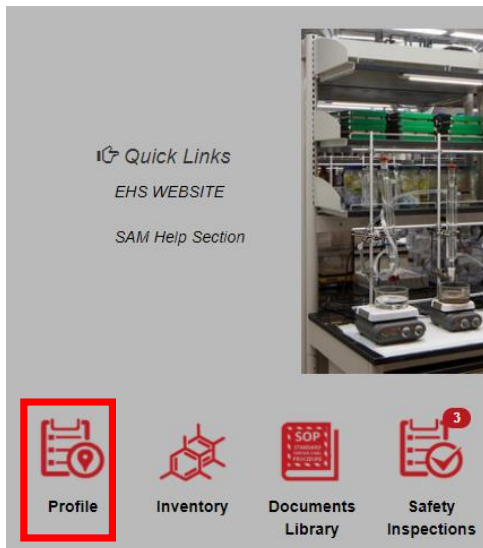


Entering a Facilities Profile

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

+ Add Assessment Reports PI: TEST.PI, TEST P.I Open Reviewed

Drag a column header and drop it here to group by that column

Form		Assessment Status	Next Review date
<input type="text"/>		<input type="text"/>	<input type="text"/>
Facilities Profile	Edit Assessment	Assigned	


First, add your workers covered under this profile by clicking on the **Find Worker** button.

Include anyone that is a worker within the shop locations. It is important to have an accurate list of people so they will be able to see all the shop specific safety related information that will now be stored through this system.

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: 201102002

*Researcher: TEST.PI, TEST.PI

Find Worker Attached Workers

Name	Worker ID

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.

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.

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

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


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**

Welcome to the University of Utah Safety Administrative Management (SAM) System



Quick Links
EHS WEBSITE
SAM Help Section

Welcome to the Safety Administrative Management System (SAM) formerly the lab management system (LMS). This change is intended to prevent confusion with other systems on campus abbreviated as SAM. If this is your first time using this system, a Start Tutorial can be found here: [Start Tutorial](#). If you haven't been granted full access to the system, upload the certificate of completion, [here](#) to be granted full access. Access will be granted within 24 business hours. If you have any questions, please contact ehs@utah.edu or call at 801-581-6590.

Inventory Documents Library Safety Inspections Waste Pickup Request Waste Supply Requests SDS **Worker Registration** Lab Registration Placards

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

EHS&A Employees / Worker Registration

Q Search Worker **+ Add New Worker** Edit Delete Pending Registrat

Last Name ↑ First Name UNID (Type in UNID beginnin with "U" and click on "Find Worker Info" button)

Workers Attached to TEST. PI, TEST P.I

	Name ↑	Permit #
Remove from Permit	Duprey-Gatrell, Alicia	C-01515
Remove from Permit	Frei, Jill	C-01515
Remove from Permit	frog, kermi	C-01515
Remove from Permit	mcfee, Test	C-01515
Remove from Permit	Test, Permissions	C-01515
Remove from Permit	TEST. PI, TEST P.I	C-01515

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.

Another required section is the Security Group section. 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 for your facilities members should be Worker Read-Only. Full access is generally for those individuals that you would like to manage/input your safety information into the system. The Waste Limited permission allows full 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

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

Position

*Security Group

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.

Worker Link

*PI

Permit Number

Worker Function

Revised 11/16/20

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4) On the bottom of the screen make sure that the PI (Facilities Manager/Supervisor) 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 TEST, PI, TEST P.I

Permit Number F-00000

Worker Function

Save Cancel

5) Click on the **Save** Button when you are finished. These workers will now be searchable through the **Find Worker** button in your Facilities Profile to add to your roster

Instructions Assessment Questions

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ENVIRONMENTAL HEALTH AND SAFETY
THE UNIVERSITY OF UTAH

Profile ID 201102002

*Researcher TEST, PI, TEST P.I

Find Worker Attached Workers

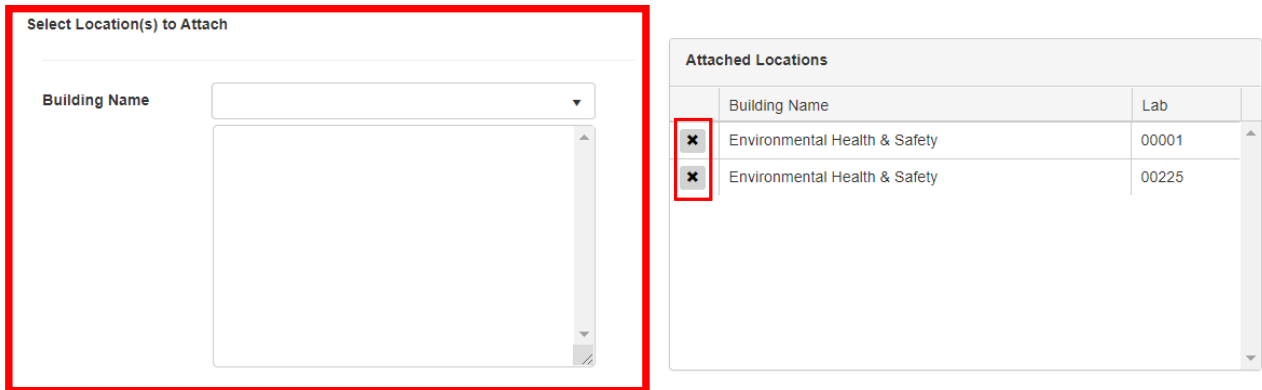
	Name ↑	Worker ID
✘	Duprey-Gatrell, Alicia	u0806234
✘	Stubbs, James	u0216355

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 select the lab and click on the **Attach Location** button.

Please include all locations that your group utilizes including shared spaces

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.

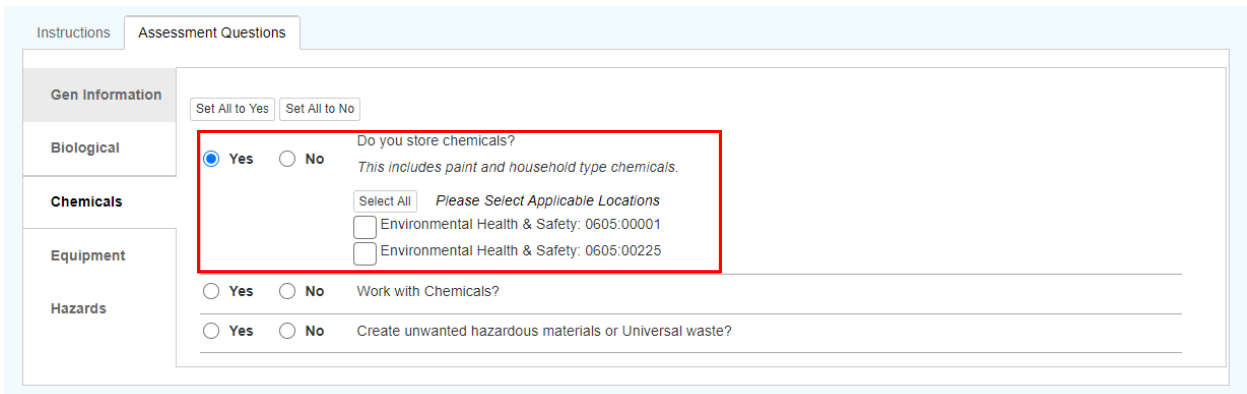


Select Location(s) to Attach		Attached Locations	
Building Name		Building Name	Lab
		<input checked="" type="checkbox"/> Environmental Health & Safety	00001
		<input checked="" type="checkbox"/> Environmental Health & Safety	00225

If your shop locations cannot be found by searching the building and room list please contact EHS to add this location to the SAM System.

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.

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.



Instructions | Assessment Questions

Gen Information | Biological | **Chemicals** | Equipment | Hazards

Set All to Yes | Set All to No

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

Select All Please Select Applicable Locations

Environmental Health & Safety: 0605:00001

Environmental Health & Safety: 0605:00225

Yes No Work with Chemicals?

Yes No Create unwanted hazardous materials or Universal waste?



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.

The screenshot shows the 'Assessment Questions' tab of a web form. On the left, there is a sidebar with categories: Gen Information, Biological, Chemicals, Equipment, and Hazards. The main area contains a list of questions, each with 'Yes' and 'No' radio buttons. At the top of the question list, there are two buttons: 'Set All to Yes' and 'Set All to No', which are highlighted with a red rectangular box.

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.

This screenshot shows the same assessment form as above, but with different questions visible. The 'Set All to Yes' and 'Set All to No' buttons are now disabled. The 'No' radio button is selected for several questions. At the bottom of the form, there are four buttons: 'Previous', 'Save Progress', 'Next', and 'Save as Complete'. The 'Save as Complete' button is highlighted with a red rectangular box.

Revised 11/16/20

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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.

Welcome to the University of Utah Safety Administrative Management (SAM) System

Welcome to the Safety Administrative Management System (SAM) formerly known as the lab management system (LMS). The name change is intended to prevent confusion with other systems on campus abbreviated LMS. If this is your first time using this system a Quick Start Tutorial can be found [here](#). If you haven't been granted full access to the system, upload the certificate of completion [here](#) to be granted full access. Access will be granted within 24 business hours. If you have any questions, please contact EHS at 801-581-6590.

Quick Links
EHS WEBSITE
SAM Help Section

Profile **Inventory** **Documents Library** **Safety Inspections** **Waste Pickup Request** **Waste Supply Requests** **SDS** **Worker Registration** **Lab Registration** **Placards** **Permits**

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