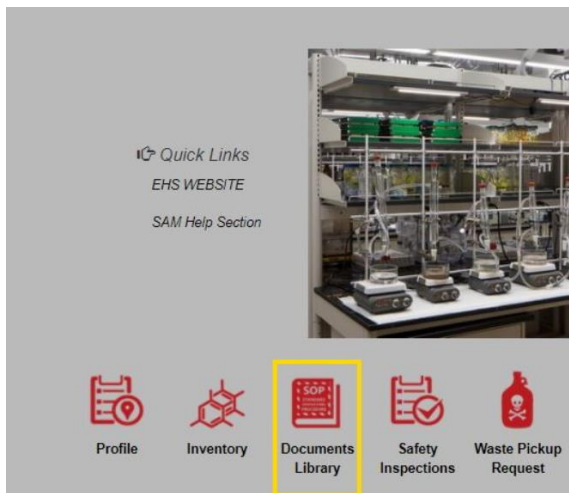
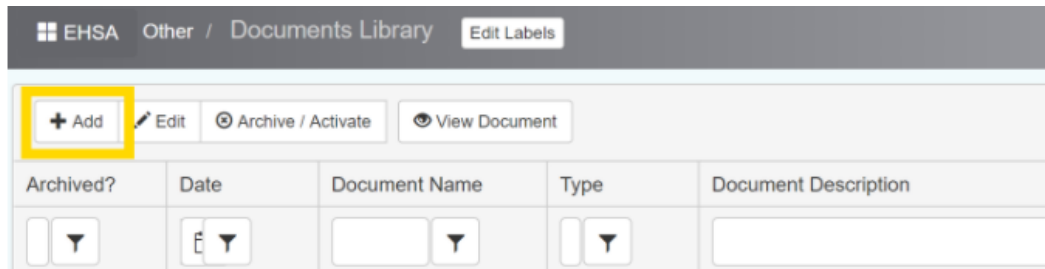


How to Upload Documents/Download SOP Templates in the Safety Administrative Management System (SAM)

- Log into the **SAM** System
- On the Home Page click **Documents Library**

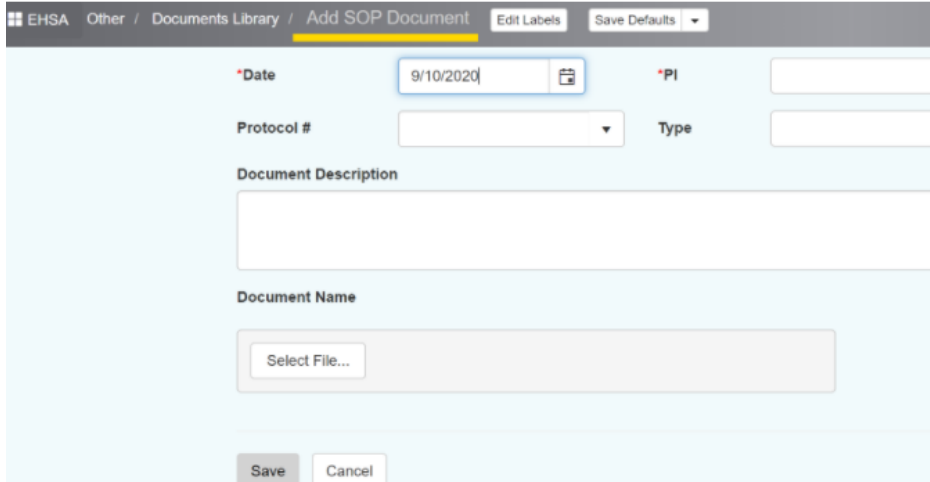


From the Documents Library Screen click **Add**

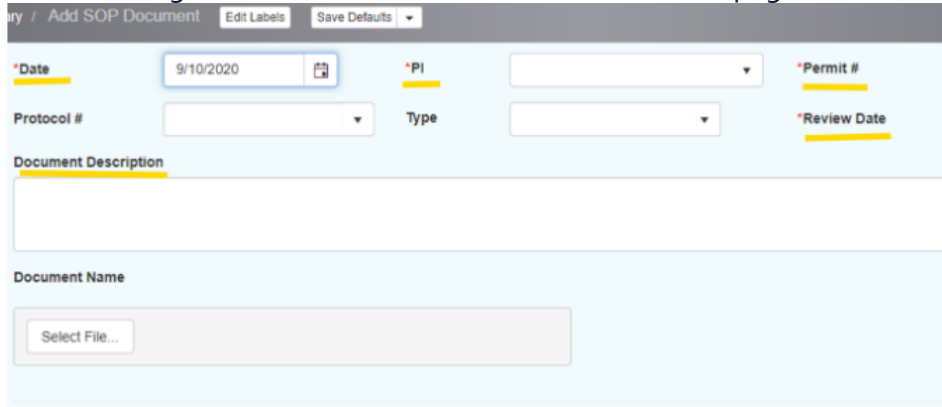


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The page that displays is **Add SOP Document** form



The following information needs to be filled out on this page:



- Date – automatically generated when you add a document
- PI – this section will automatically be populated or you can choose from multiple PI's if you are listed on their work roster
- Permit – Please choose the C-permit to attach your documents to
- Reviewed Date – this date is an indicator that the information in your documents library has been reviewed and is up-to-date.
 - *For a first time upload of a document select the date of upload as the reviewed date.*
 - *When editing documents select the date changes were made as the review date.*
- Document Description – This makes documents searchable by your custom name

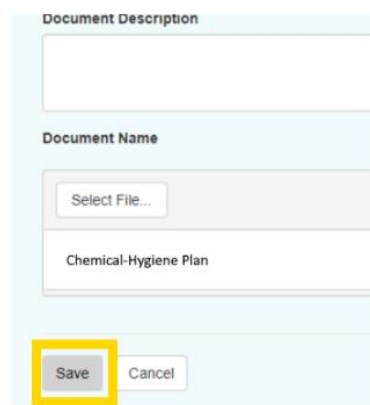
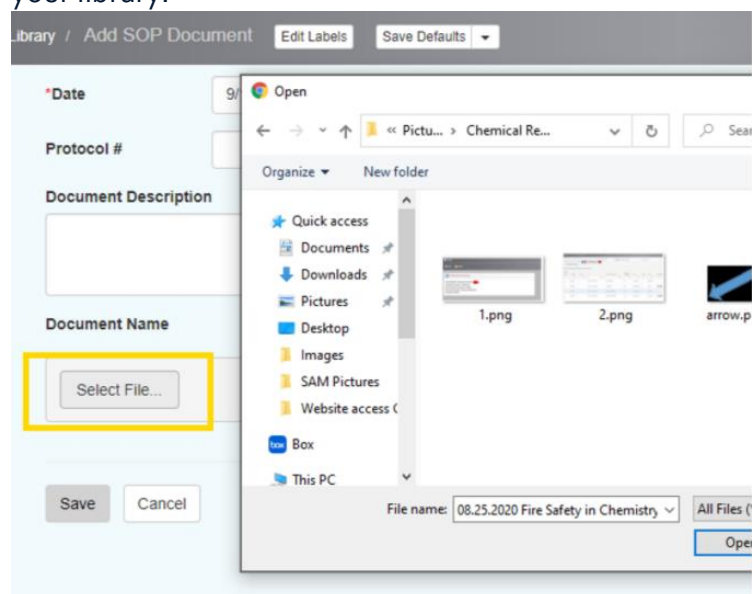
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- Select File... – this section is where you upload your documents from your files.

Optional:

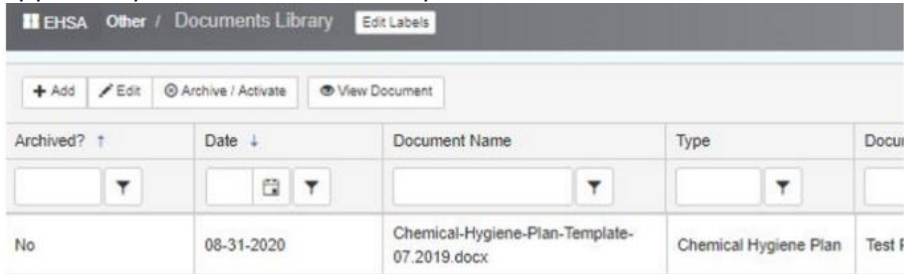
Type – These **pre-populated fields** can be chosen to make your document more easily searchable between the different document types.

Click on the **Select file** button and choose the document(s) to upload from your computer. To upload multiple files please hold down the Ctrl button and select multiple documents from your library.



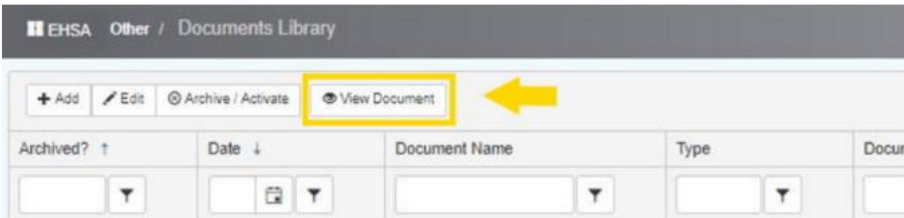
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When you are finished uploading the desired document(s) click **Save** and your document(s) will appear in your documents library.



Archived? ↑	Date ↓	Document Name	Type	Docu
No	08-31-2020	Chemical-Hygiene-Plan-Template-07.2019.docx	Chemical Hygiene Plan	Test f

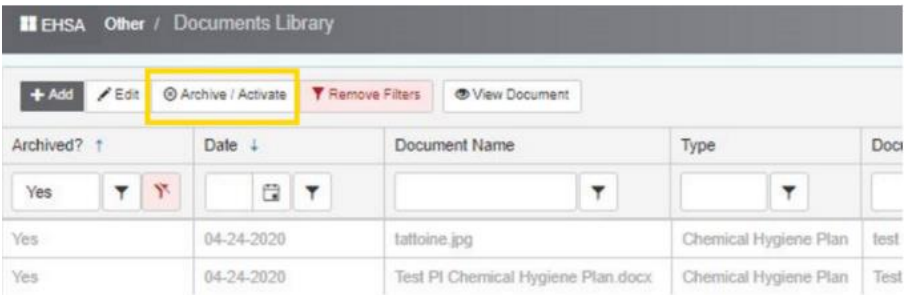
Your documents are now viewable from the **View Document** Button.



Archived? ↑	Date ↓	Document Name	Type	Docu

Option to “**Archive**” documents if newer editions exist

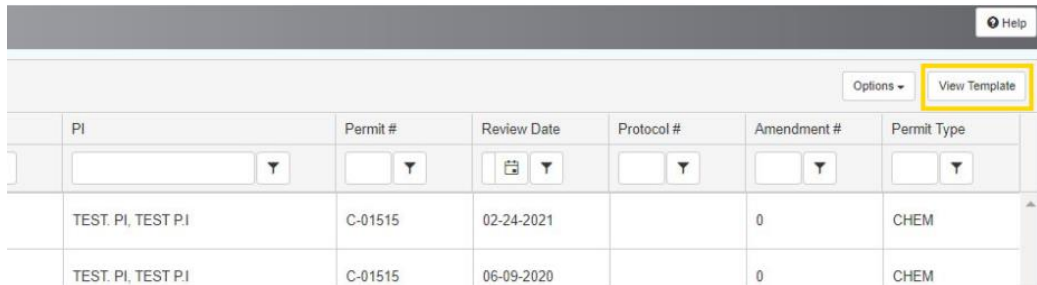
- Click on the document that you wish to Archive and then click **Archive/Activate**
- This document will still be present on your screen it will just indicate that it has been archived in the first searchable filter



Archived? ↑	Date ↓	Document Name	Type	Docu
Yes				
Yes	04-24-2020	tatfoine.jpg	Chemical Hygiene Plan	test
Yes	04-24-2020	Test PI Chemical Hygiene Plan.docx	Chemical Hygiene Plan	Test

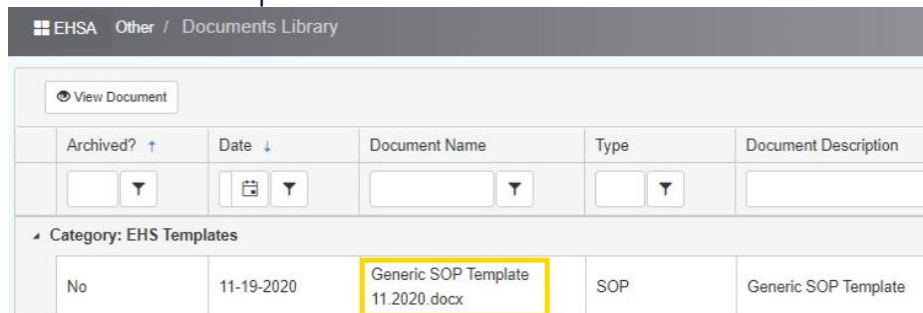
SOP Template Download

To download an SOP template, click on the View Template button in the upper right hand corner of the documents screen.



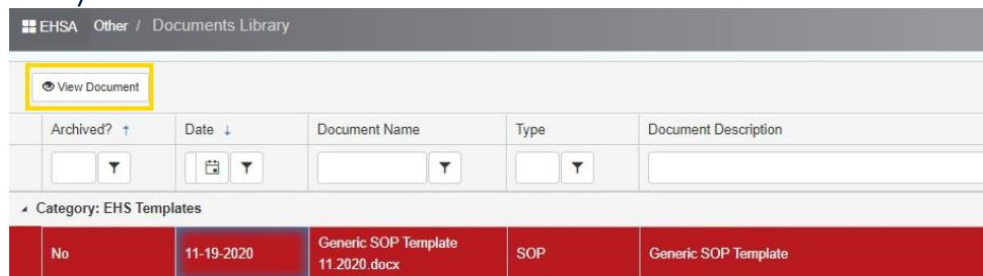
PI	Permit #	Review Date	Protocol #	Amendment #	Permit Type
TEST. PI, TEST PI	C-01515	02-24-2021		0	CHEM
TEST. PI, TEST PI	C-01515	06-09-2020		0	CHEM

Once you click on the **Templates** button all SOP templates available from EHS are available under the EHS templates.



Archived? ↑	Date ↓	Document Name	Type	Document Description
No	11-19-2020	Generic SOP Template 11.2020.docx	SOP	Generic SOP Template

You can download these templates in word documents by clicking on the template that you would like to use and highlighting it in red. Once the template you would like is highlighted then you click the **View Document** button.

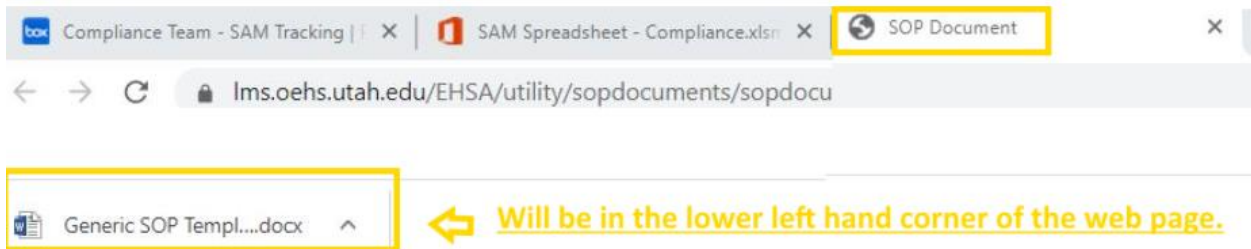


Archived? ↑	Date ↓	Document Name	Type	Document Description
No	11-19-2020	Generic SOP Template 11.2020.docx	SOP	Generic SOP Template

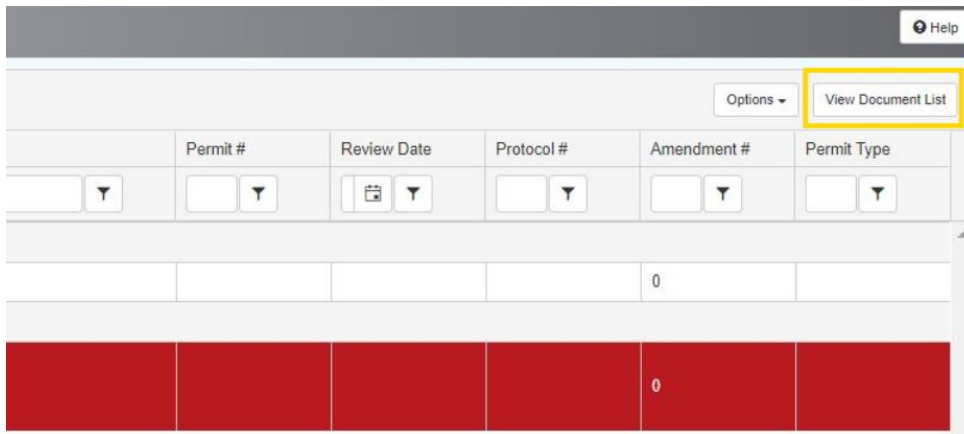
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Once you click **View Documents** a separate window will open up and the word document will be downloaded at the bottom of your screen. You can then open the word document, save it to your computer and edit it to make it your own.



To get back to your documents list, click on the **View Documents List** button in the upper right hand corner of the screen.



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