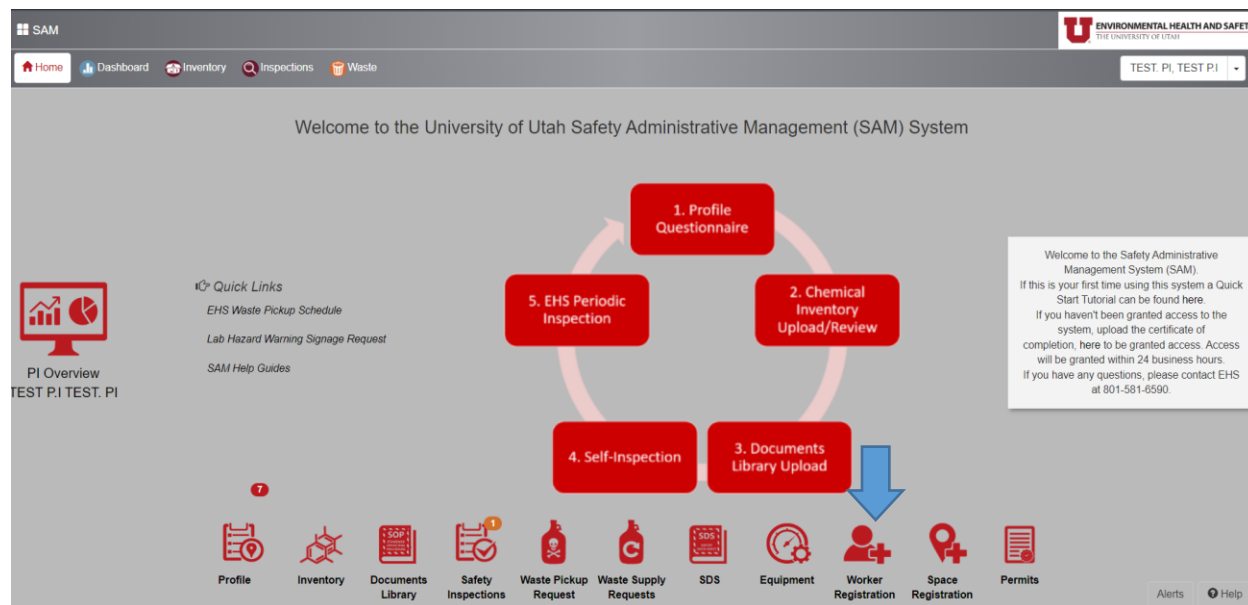




## Adding or Removing Workers from SAM

### 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**

A screenshot of a web application interface for 'Worker Registration'. The header shows 'EHSA Employees / Worker Registration'. The main form has a search bar, a red dashed box around the '+ Add New Worker' button with a blue arrow pointing to it, and buttons for 'Edit' and 'Delete'. Below these are input fields for 'Last Name', 'First Name', and 'UNID'. The 'UNID' field has a tooltip: 'UNID (Type in UNID beginnin with "U" and click on "Find Worker Info" button)'. Below the form is a section 'Workers Attached to' with a dropdown menu showing 'TEST, PI, TEST P.I.'. At the bottom is a table with columns 'Name' and 'Permit #'. Each row has a red 'Remove from Permit' button to its left.

	Name ↑	Permit #
<button>Remove from Permit</button>	Duprey-Gatrell, Alicia	C-01515
<button>Remove from Permit</button>	Frøi, Jill	C-01515
<button>Remove from Permit</button>	frog, kermit	C-01515
<button>Remove from Permit</button>	mcfee, Test	C-01515
<button>Remove from Permit</button>	Test, Permissions	C-01515
<button>Remove from Permit</button>	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.

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)

\*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

For 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

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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.

Worker Link

\*PI TEST. PI, TEST P.I

Permit Number F-00000

Worker Function

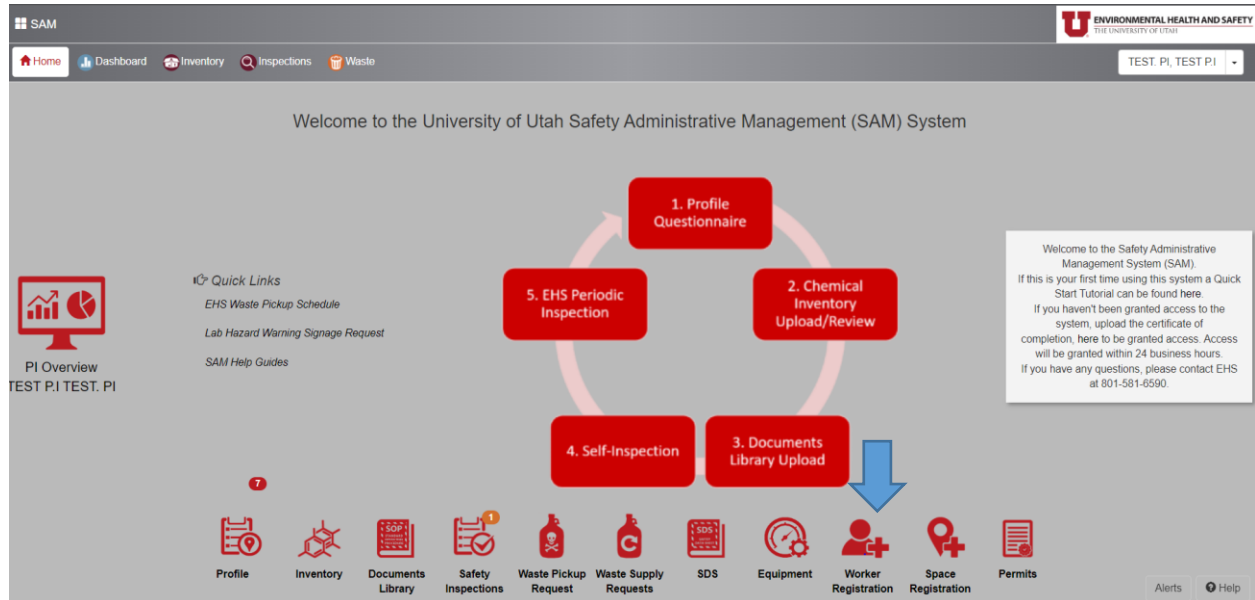
Save Cancel

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

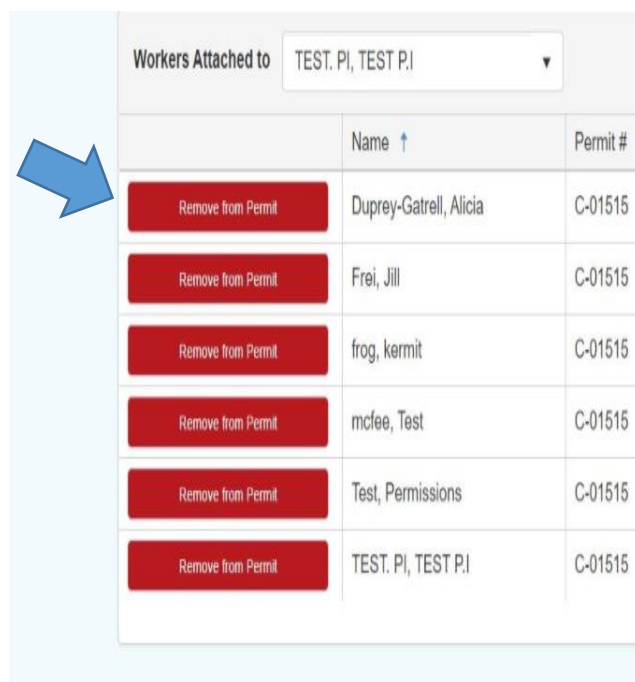
### Removing Workers from the SAM system

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.



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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 shows a blurred table with columns and rows, including the name 'Alicia' and the ID 'F-00000'.

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 with the title 'Removal Successful!'. The dialog has a close button (an 'x' icon) in the top right corner. At the bottom right is a red button with the text 'OK'. A large blue arrow points from the right side of the image towards the 'OK' button.

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