FAQ'S

Safety Administrative Management System (SAM)

Why do I need to fill out a Lab Profile?
The lab profile is a high level safety overview of your space and research being conducted. This assessment will allow EHS to provide you with complete safety compliance guidance for you and your personnel. This provides the opportunity to better evaluate each researcher's work and space and enables EHS to better recommend safety protocols and requirements to be compliant with various regulations.

I share a lab with multiple PI's. Do I still need to list those spaces in my profile?
Yes, shared spaces and equipment should be listed under each PI that does work/research within the lab.

If there are people not currently working in my lab do I have to add them to the profile?
Yes, anyone that is employed by you that has the potential to do work in your lab at any point during the year needs to be added to your SAM worker roster. When they are added to your SAM worker roster they will be able to see all safety related information that is required such as Safety Data Sheets (SDS).

I cannot find my lab members in the search button on the profile?
If you cannot find your lab members in the search button on the profile it is because they have never used the SAM system before. You will have to add these people to the system using their Unid through the Worker Registration Icon on your SAM home page. Please use the following link for instructions on how to complete this *Entering a Lab Profile*

I do not have a "Lab Space" on Campus – do I still have to fill out a lab profile?
You must fill out a profile if you meet any of the following criteria: you have teaching lab spaces, conduct field research, have equipment with associated hazards or have any chemicals (including ethanol).

What if my lab is purely computational?
If your lab is purely computational – include this detail in the comments section of the profile, review all profile questions and mark N/A as appropriate, and submit. You may also contact the EHS compliance team directly and confirm that you do not have any of the criteria stated above. Once this is complete the profile assignment will be removed from your profile and we will document your compliance status in the system.

What do I do if I am over a teaching space and I have large groups of students that come through every semester – do they need to be added to my SAM worker roster?
In general students are not tracked as workers in SAM. Paid employees such as TAs, Grad Students, etc. must be added to your SAM worker roster. Please reach out to Alicia Duprey-Gatrell, Safety Compliance Manager (*alicia.duprey-gatrell@ehs.utah.edu*) for assistance.

What do I do if I am listed as a PI in the SAM system and was assigned a profile in error?
Please reach out to Alicia Duprey-Gatrell, Safety Compliance Manager for assistance (*alicia.duprey-gatrell@ehs.utah.edu*).

What do I do if I am not a PI and I was assigned a profile for a core facility, teaching space or other area where there is no designated responsible PI?
In this case we will make your core facility, teaching space or other area into a program – please reach out to Alicia Duprey-Gatrell, Safety Compliance Manager for assistance (*alicia.duprey-gatrell@ehs.utah.edu*).

I already have my CHP and SOP's in a binder in my lab, why do I have to put them in SAM?
The SAM system will act as a repository for all of your safety documentation to be accessible to all of your staff/personnel. Once you have uploaded your documents, you and your staff will be required to review them and sign-off that they have been trained on all applicable procedures and processes. This is required at least annually or as needed if there are changes to your procedure or personnel. Uploading these documents into SAM will also allow the EHS compliance team to review all required documentation as part of the inspection process.

Why do I need to have a Chemical Inventory in SAM?
Regulations and University Policy require all spaces on campus to have a detailed and current inventory of all chemicals present within. Chemical inventories should list all chemicals present in the space including but not limited to, household cleaners, paint products, hazardous chemicals, ethanol, etc. For more information on why chemical inventories are required visit the *Why Chemical Inventories Fact Sheet*

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