

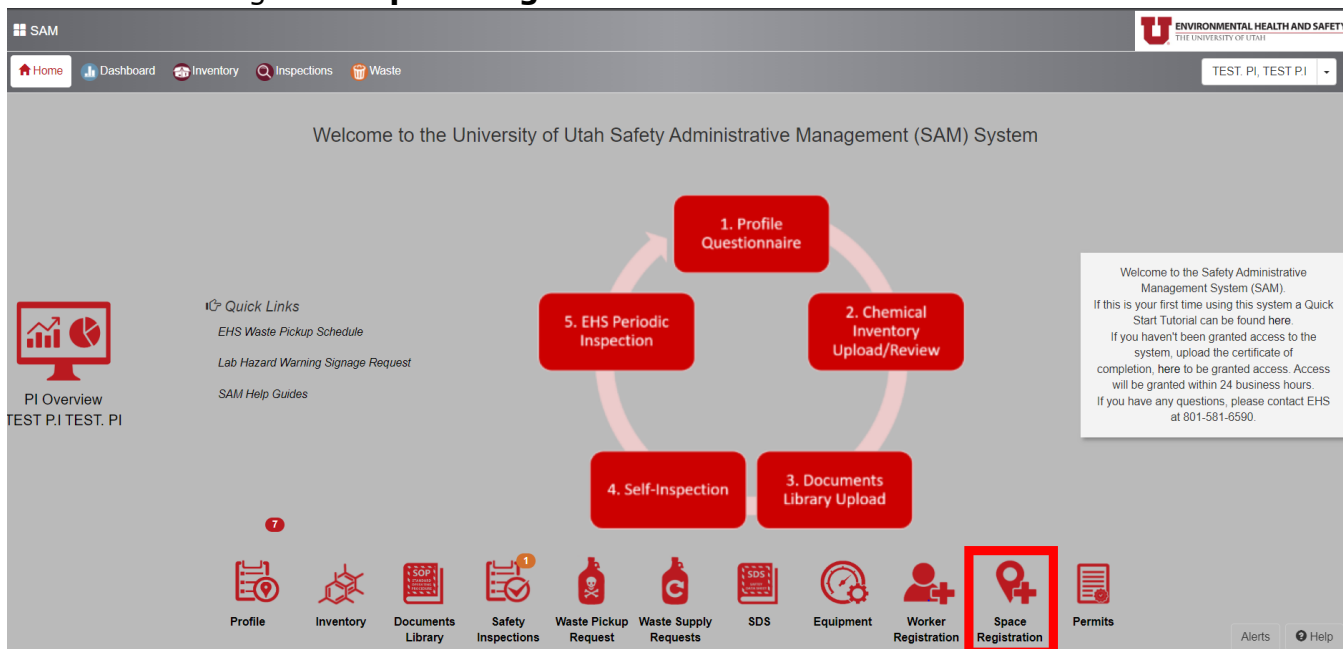


Safety Administrative Management (SAM) System:

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

The screenshot shows the 'Lab PI Registration' form. The 'Researcher' field is set to 'TEST. PI, TEST P.I.'. The 'Permit' dropdown menu is open, showing three options: 'B-00335 (BIO)', 'C-01515 (CHEM)' (which is highlighted with a red box), and 'F-00000 (Facilities)'. A yellow arrow points to the 'C-01515 (CHEM)' option. Below the permit dropdown, there are three columns: 'Requested Action', 'Status', and 'Build', each with a search filter icon.

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.'. The 'Permit' dropdown is now set to 'C-01515 (CHEM)'. The 'Building' dropdown is highlighted with a red box, and a yellow arrow points to it. The 'Lab' dropdown is 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.'. The 'Permit' dropdown is set to 'C-01515 (CHEM)'. The 'Building' dropdown is set to 'Please Select a Building'. The 'Lab' dropdown is highlighted with a red box, and a yellow arrow points to it.

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

EHSA Locations / Lab PI Registration

Researcher: TEST. PI, TEST P.I. **Permit :** C-01515 (CHEM)

Building: 0605 - Environmental Health & Safety **Lab :** 00101

+ Request Link

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

Withdraw Request
 Approval Pending
 0605 - Environmental Health & Safety
 00101
 TEST. PI, TEST P.I

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

✕ Request Removal
 Active
 0605 - Environmental Health & Safety
 00001
 TEST. PI, TEST P.I

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