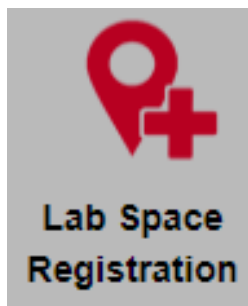


University of Colorado Anschutz Medical Campus

Editing Lab Workers and Lab Spaces



Contents

- Lab Worker and Lab PI Registration Overview..... 3
- Lab Worker Registration User Interface..... 3
- Remove a Worker..... 3
- Add a Worker..... 3
- Lab Registration User Interface..... 4
- Add a Lab Space..... 5
- Remove a Lab Space..... 5

Lab Worker and Lab Space Registration Overview

The “Lab Worker Registration” and “Lab Space Registration” features allow for workers and laboratory spaces to be added or removed from a Principal Investigator’s (PI) permit without needing to reach out to Environmental Health and Safety (EHS). When a change is submitted through the web-interface, EHS will review and update the system. If new emergency contact stickers need to be printed EHS will print and post them on the appropriate laboratory placards.

Lab Worker Registration User Interface

From the Home screen, selecting the Lab Worker Registration icon along the bottom half of the screen, will open the Worker Registration page. The bottom half of the page shows workers attached to the PI. If more than one PI is attached to the user, a PI must first be selected from the pull down menu next to “Workers Attached to” in order to view workers:

Workers Attached to	Name ↑	Permit #	Function	Phone	Email	Comments
Lopez, Jerman	Klindt, Lacey	C-93044			LACEY.KLINDT@UCDENVER.EDU	Click Here to Modify
	Lopez, Jerman	C-93044	PERMIT HOLDER	(303)724-0344	jerman.lopez@ucdenver.edu	Click Here to Modify
	Lopez, Jerman	B-0516	PERMIT HOLDER	(303)724-0344	jerman.lopez@ucdenver.edu	Click Here to Modify
	Martinez, Victor	C-93044		(303)724-5661	victor.martinez@ucdenver.edu	Click Here to Modify

Remove a Worker

To remove a worker from the attached PI, click the red “Remove from Permit” button to send a request to EHS to have the worker removed from the permit. If needed, comments can be entered in the Comments field before clicking “Remove from Permit”. The button will turn green and display “Pending Removal (Undo)”. Once EHS approves the remove request, the worker will no longer be able to access the PI’s chemical inventory or any other resources assigned to the PI. To stop the removal of the worker, click the button again to cancel the request.

Add a Worker

To add a worker to a permit, first try searching to see if the worker is already in the system by clicking the Search Worker button. The following Select Worker screen allows the user to search the database by entering the Worker ID number or the first couple of letters of the worker’s last name into the Find Worker field and clicking Search:

Select Worker

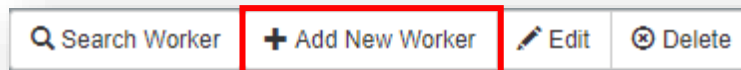
Find Worker

If the worker is listed in the search results, click Select to add the worker to the permit. Additional information that can be added by the user is the Worker Type. Click the pull down arrow in the Worker Type field to view the list of available worker types.

In the Worker Link section, select the PI to whom the worker needs to be attached from the available list on the pull down arrow. Next, click Add All Permits to add the worker to all permits belonging to the selected PI or, click on the desired permit from the list found by clicking the down arrow under Permit Number. Add worker to a CHEM permit (format: C-xxxxxxx) to allow access to the chemical inventory. Add worker to a BIO permit (format: B-xxxxxxx) to allow access to the bio agent inventory.

Click Save and EHS will be notified to process the request.

If the worker does not show up on the search results, close the search results and click +Add New Worker:



Enter the worker's last name in the Last Name field. Any workers matching the last name entered, will be shown in this field. If none of the workers match the one being entered, proceed to fill out as many fields from top to bottom as possible. Note what is meant by the two fields below:

- ID# : employee ID number
- Other ID: University login ID

Fill in the information in the Worker Link section just as in the description for the Worker Link section above. Click Save and EHS will be notified to process the request.

Lab Space Registration User Interface

From the Home screen, selecting the Lab Space Registration icon along the bottom half of the screen, will open the Lab PI Registration page. If multiple PIs are assigned to the user, no information is displayed until a PI and a Permit are selected.

Once the PI and Permit are selected all assigned laboratory spaces for the selected PI are displayed:

Researcher:	<input type="text" value="Lopez, Jerman"/>	Permit :	<input type="text" value="C-93044 (CHEM)"/>
Building:	<input type="text" value="Please Select a Building"/>	Lab :	<input type="text" value="Select Lab"/> <input type="button" value="+ Request Link"/>
Requested Action	Status	Building	Lab
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="✕ Request Removal"/>	Active	Environmental Health and Safety	R30-101C
<input type="button" value="✕ Request Removal"/>	Active	Environmental Health and Safety	R30-101C1

Add a Lab Space

To add a laboratory space, select the Building from the pull down list on the Building field followed by the desired laboratory space on the pull down list from the Lab field:

Requested Action	Status	Building
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Request Removal"/>	Active	Environmental Health and Safety
<input type="button" value="Request Removal"/>	Active	Environmental Health and Safety
<input type="button" value="Request Removal"/>	Active	Environmental Health and Safety

Click +Request Link. This will notify EHS to process the request. If the request to add a laboratory space needs to be rescinded, click on Withdraw Request to remove it:

<input type="button" value="Withdraw Request"/>	Approval Pending	Environmental Health and Safety	R30-101A
---	------------------	---------------------------------	----------

Remove a Lab Space

To remove a laboratory space, enter a comment I desired, and click the Request Removal button. Confirm the request to remove the laboratory space on the following dialogue box, and EHS will be notified to process the request. Once the request is approved, the laboratory space will no longer as available for the PI/permit.