EHSA User Manual – Worker Registration

Adding and Removing Researchers from Your Lab

THE UNIVERSITY OF CHICAGO | Office of Research Safety

What is a PERMIT?

Every PI in EHSA has at least one Permit. A permit defines the who, what, and where of the PI's lab. People listed on a PI's permit can see the lab's chemical inventory and inspection results and submit waste requests.

There are multiple types of permits, but the most important of these is the CHEM permit, which represents all the people working in your lab. This guide will focus on CHEM permits.

You can click here to view your lab's permits.

For BIO permits (i.e., IBC protocols), make sure to submit a personnel amendment in AURA IBC instead of using EHSA.

Worker Registration

You can add and remove workers from your lab's permit using **Worker Registration**. All actions in Worker Registration require approval from the Office of Research Safety to taking effect.

Only people with "PI & Alternate" access can use this feature. They are typically Principal Investigators and Lab Safety Contacts.

Once you log in, you will be on the Main Menu of EHSA. Double-Click **Worker Registration** here.

Worker Removal

To Remove Workers, click the red button next to their names labeled Remove from Permit

The button will turn green. To undo a removal, click the green button next to the name.

Before Adding a Worker (1)

- Check if the worker is already attached.
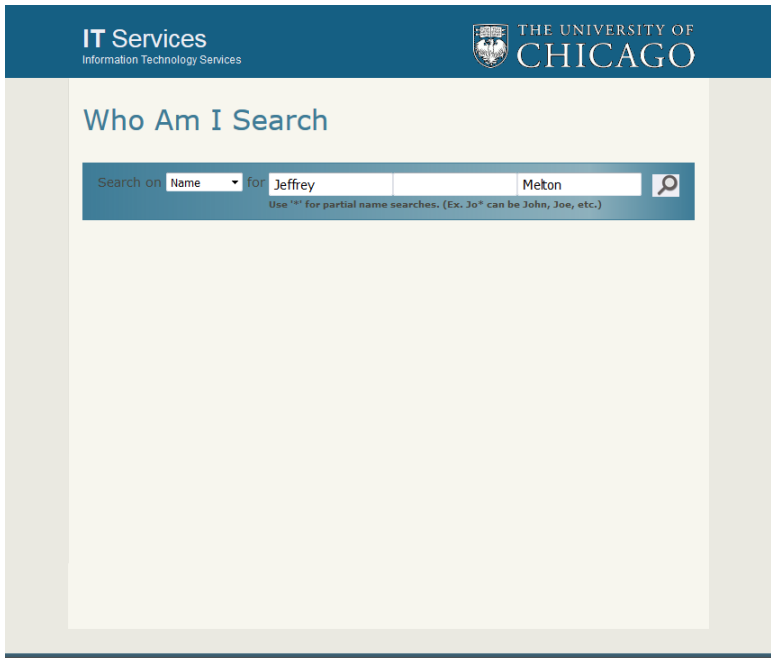
If the worker's name is listed here, the worker is already attached, so no need to submit a form; otherwise, proceed to the next step.

Before Adding a Worker (2)

- Find the worker's CNetID and ChicagoID
  - Most emails are CNetID@uchicago.edu
  - ChicagoID on back of University ID (8 numbers & 1 letter)
- Whoami.uchicago.edu
  - Search by Name, CNetID, or ChicagoID

Add a Worker

Click **+Add** to request a worker to be added to your permit

Fill out the Worker Registration Form (1)

First, try entering the new worker's last name in the **Last Name** field. This will search for any person already in the system who has the same last name.
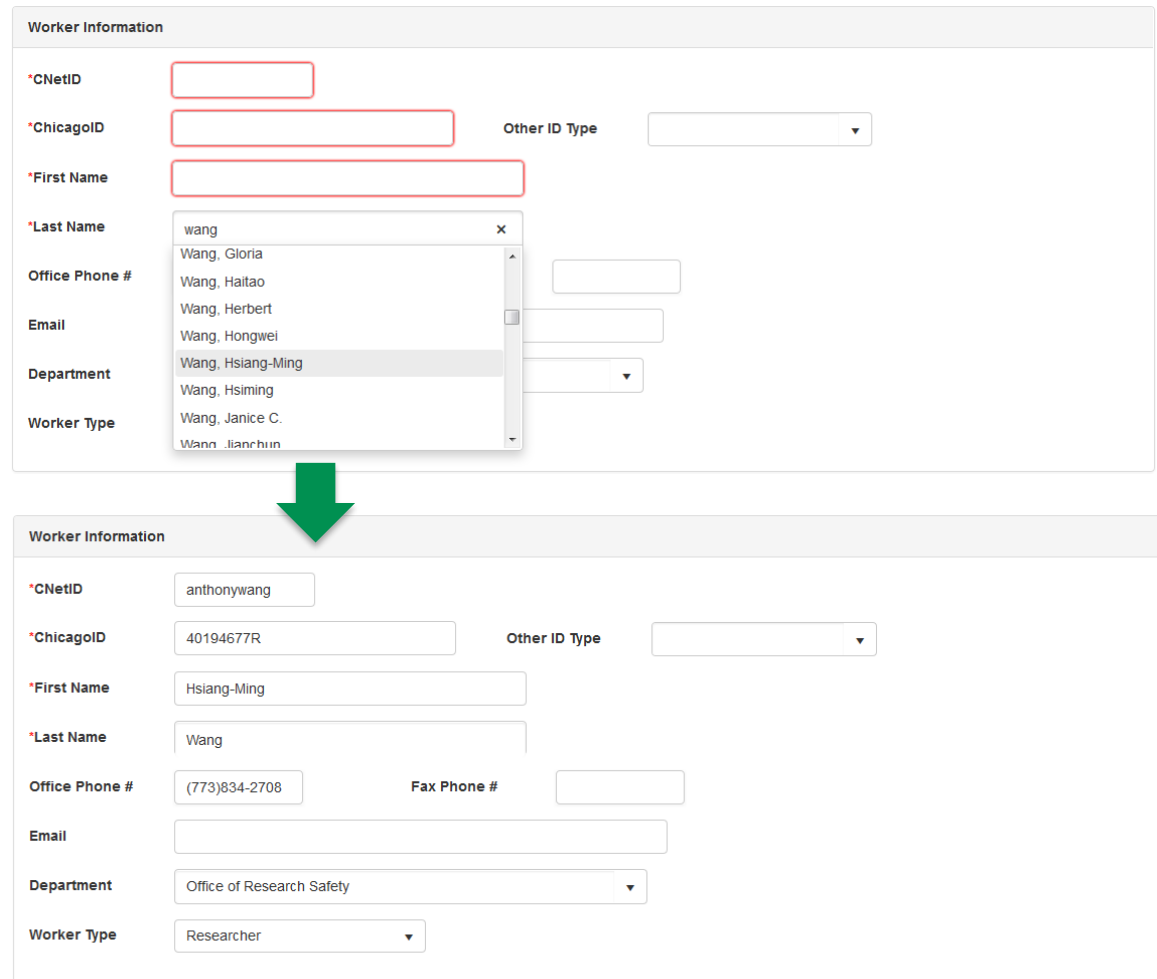
Fill out the Worker Registration Form (2)

After you select a person by the last name, the information for the required fields will automatically populate. Please check to make sure that you have the correct person.

Fill out the Worker Registration Form (3)

If the worker is not found when you search by last name, enter the worker's data that you looked up on Whoami. Incorrect information can result in delays, so strive for accuracy. Avoid entering any extra spaces.

Jeffrey Melton

ChicagoID
81776420Q

CNetID
jmelton

UCHADID
jmelton1

Affiliations
staff

Department
Biological Sciences Divisional Administration

Department ID
2010053

Valid Email Addresses
jmelton@uchicago.edu

Worker Information

*CNetID   jmelton

*ChicagoID   81776420Q

*First Name   Jeffrey

*Last Name   Melton

Office Phone #   Lab Phone #   (773)834-1171

Cell Phone #

Emergency Phone #   (773)834-1171

*Email   jmelton@uchicago.edu

Department   BSD ACADEMIC ADMIN

Fill out the Worker Registration Form (4)

Select a PI and a permit:
- Chem permits typically start with "**C-**" or "**Z-**".
- Laser permits start with "**L-**".

If you would like this worker to be a new <u>Lab Safety Contact</u>, make sure to select that option under Worker Function; otherwise, leave it blank.

Make sure to **Save** the form!

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Form Submission

Once a worker registration is saved, you will be sent back to the Worker Registration menu. If you click once on one of the names, that will highlight that row. You will then be able to edit or delete the worker addition request by clicking the appropriate button. You can also double-click a name to edit the worker addition request.