



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.

Welcome to EHSA - The University of Chicago's Safety Management System

Quick Links

- CONTACTS & REPORTING
- GUIDES & TOOLS
- TRAINING
- WASTE

Office of Research Safety

- Biological
- Radiological
- Chemical
- Laser

Email: researchsafety@uchicago.edu
Phone: 773.834.2707
Web: researchsafety.uchicago.edu

Environmental Health and Safety

- Occupational
- Fire
- Environmental
- Hazardous Waste

Email: safety@uchicago.edu
Phone: 773.702.9999
Web: safety.uchicago.edu

General EHSA system

- ehsa-support@lists.uchicago.edu
- Laboratory Management
- Contact ORS for access
- researchsafety@uchicago.edu
- Hazardous Waste Management
- Contact EHS for access
- safety@uchicago.edu
- Hazardous Waste Permitting
- University Buildings: Permitting Thursday, Requests must be entered before 3:00 pm on Wednesday
- Medical Center Buildings: Permitting every Wednesday, Requests must be entered before 3:00 pm on Wednesday

Navigation Bar:

- View/Enter Waste Request
- Permit Info** (highlighted with a green box)
- Inventory
- Safety Inspections
- Training Records
- Lab Registration
- Worker Registration
- SOP Documents
- SDS
- Placards

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 EHS A. Double-Click **Worker Registration** here.

Worker Removal

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

Employees / Worker Registration

Pending Registrations

+ Add Edit Delete Options ▾

Last Name ↑	First Name	CNetID	Worker Type	Permit #	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Workers Attached to Kanabrocki, Joseph ▾ Please update BIO permits on [AURA IBC](#).

	Name ↑	Permit #	Function	Phone	Email	Comments
Remove from Permit	Khan, Habib	C-KA295	Lab Safety Contact	(555)555-5555	hkhan2@uchicago.edu	Click Here to Modify
Remove from Permit	Wright, James	C-KA295	Researcher	(773)702-5907	jhwright@uchicago.edu	Click Here to Modify

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

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	Name ↑	Permit #	Function	Phone	Email
Remove from Permit	Khan, Habib	C-KA295	Lab Safety Contact	(555)555-5555	hkhan2@uchicago.edu
Pending Removal (Undo)	Wright, James	C-KA295	Researcher	(773)702-5907	jhwright@uchicago.edu



Before Adding a Worker (1)

- Check if the worker is already attached.

Employees / Worker Registration

[+ Add](#) [Edit](#) [Delete](#) **Pending Registrations** [Options](#)

Last Name ↑	First Name	CNetID	Worker Type	Permit #	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

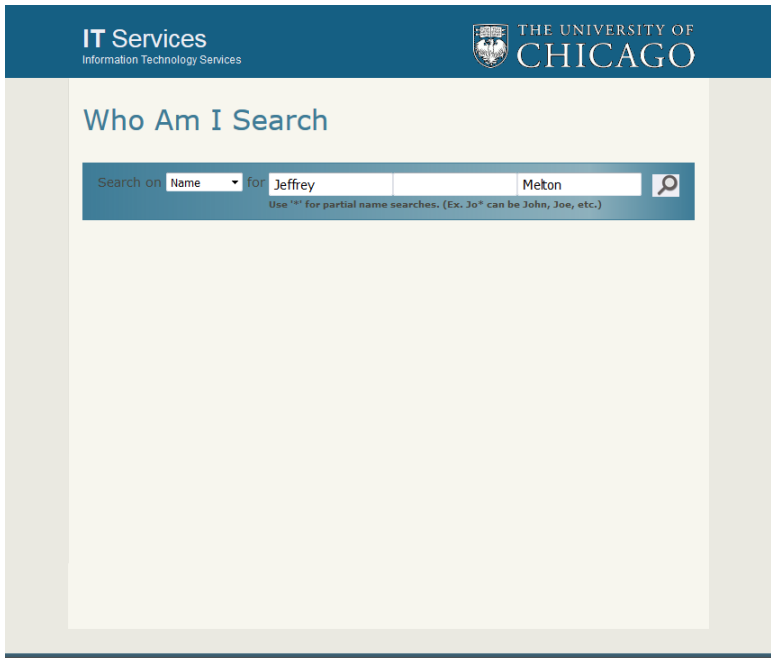
Workers Attached to Kanabrocki, Joseph [Please update BIO permits on AURA IBC.](#)

	Name ↑	Permit #	Function	Phone	Email	Comments
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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

 EHSA Employees / Worker Registration

+ Add

Edit

Delete

Pending Registrations

Last Name ↑	First Name	CNetID	Worker Type	Permit #	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Workers Attached to

Kanabrocki, Joseph

Please update BIO permits on [AURA IBC](#).

	Name ↑	Permit #	Function	Phone	Email
Remove from Permit	Khan, Habib	C-KA295	Lab Safety Contact	(555)555-5555	hkhan2@uchicago.edu
Remove from Permit	Wright, James	C-KA295	Researcher	(773)702-5907	jhwright@uchicago.edu



Fill out the Worker Registration Form (1)

Worker Registration

Worker Information

*CNetID

*ChicagoID

Other ID Type

*First Name

*Last Name

Type to Search

Office Phone #

Fax Phone #

Email

Department

Worker Type

Worker Link

*PI

Kanabrocki, Joseph

Add All Permits

Add

Permit Number

Function

C-KA295

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.

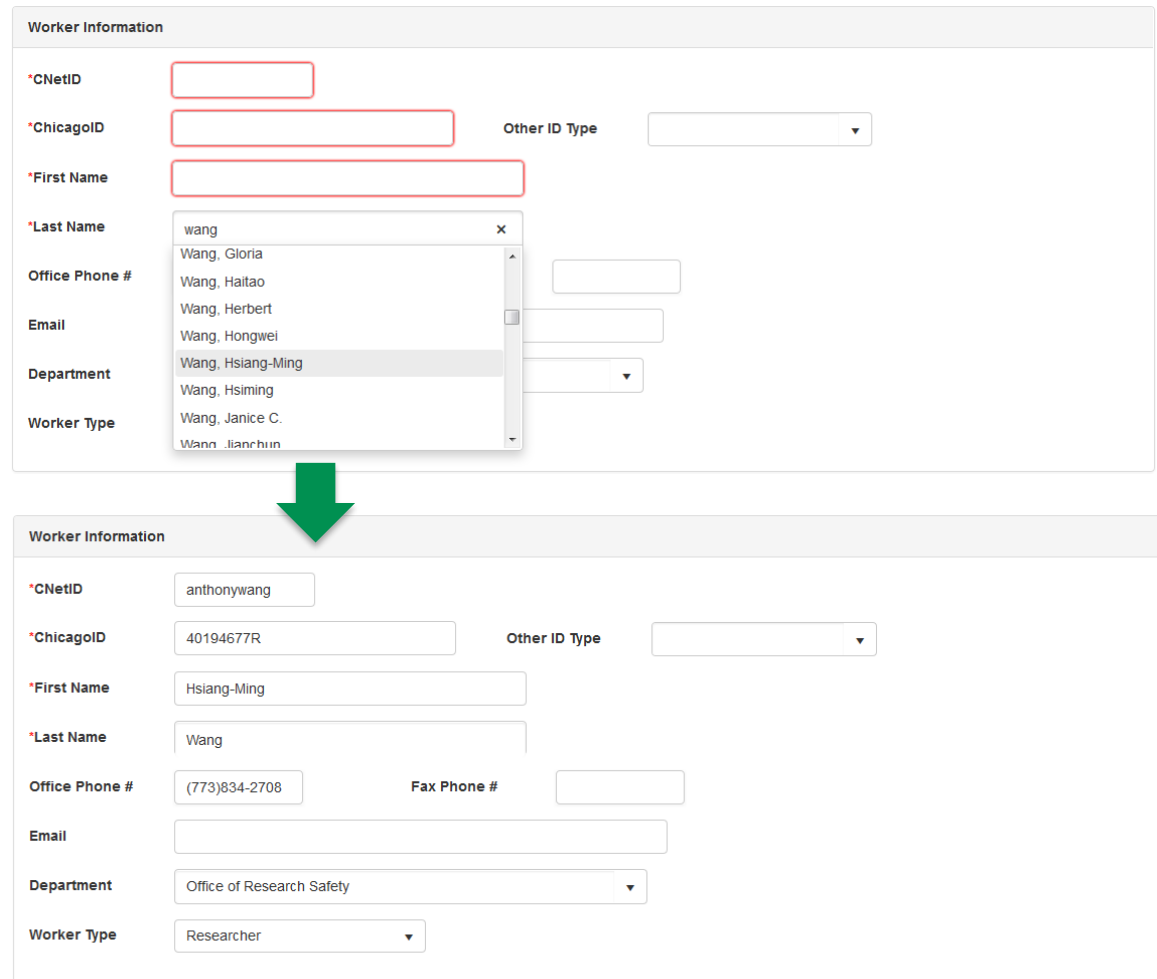
Save

Cancel



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.



Worker Information

*CNetID

*ChicagoID Other ID Type

*First Name

*Last Name
Wang, Gloria
Wang, Haitao
Wang, Herbert
Wang, Hongwei
Wang, Hsiang-Ming
Wang, Hsiling
Wang, Janice C.
Wang, Jianhui

Office Phone #

Email

Department

Worker Type

Worker Information

*CNetID

*ChicagoID Other ID Type

*First Name

*Last Name

Office Phone # Fax Phone #

Email

Department

Worker Type

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.

The diagram illustrates the process of filling out a Worker Registration Form using data from a Whoami profile. Arrows indicate the mapping of information:

- Whoami Profile Data:**
 - Jeffrey Melton** (Name)
 - ChicagoID** 81776420Q
 - CNetID** jmelton
 - UCHADID** jmelton1
 - Affiliations** staff
 - Department** Biological Sciences Divisional Administration
 - Department ID** 2010053
 - Valid Email Addresses** jmelton@uchicago.edu
- Worker Registration Form Fields:**
 - *CNetID:** jmelton
 - *ChicagoID:** 81776420Q
 - *First Name:** Jeffrey
 - *Last Name:** Melton
 - Office Phone #:** (Empty)
 - Lab Phone #:** (773)834-1171
 - Cell Phone #:** (Empty)
 - 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-”.

The screenshot shows the 'Worker Registration' form. At the top right, there is a 'Save' button highlighted with a blue starburst. The form is divided into two main sections: 'Worker Information' and 'Worker Link'. The 'Worker Information' section contains fields for *CNetID, *ChicagoID, *First Name, *Last Name (with a 'Type to Search' placeholder), Office Phone #, Lab Phone #, Cell Phone #, Emergency Phone #, *Email, Division, and Department. The 'Worker Link' section contains a *PI dropdown, an 'Add Permit' button, a permit selection dropdown, and a 'Worker Function' dropdown which is highlighted with an orange box and an orange arrow. Another orange arrow points from the text 'Select a PI and a permit:' to the *PI dropdown. At the bottom left, there is a 'Save' button and a 'Cancel' button, both highlighted with blue starbursts. A blue box at the bottom center contains the text 'Make sure to Save the form!'.

Worker Registration Edit Labels Save Defaults

Save

Worker Information

*CNetID

*ChicagoID

*First Name

*Last Name Type to Search

Office Phone # Lab Phone #

Cell Phone #

Emergency Phone #

*Email

Division

Department

Worker Link

*PI

Add Permit

Worker Function

Save Cancel



Make sure to Save the form!

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

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.

Employees / Worker Registration

[+ Add](#) [Edit](#) [Delete](#) Pending Registrations Options ▾

Last Name ↑	First Name	CNetID	Worker Type	Permit #	Department
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Melton	Jeffrey	jmelton	Researcher	C-KA295	Office of Research Safety
Wang	Hsiang-Ming	anthonywang	Researcher	C-KA295	Office of Research Safety

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