EHSA User Manual – Lab Registration

Adding and Removing rooms / locations to your lab
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.

For Bio permits / IBC protocols, make sure to submit an amendment in AURA IBC instead of using EHSA.
Lab Registration

You can add and remove locations from your lab’s permit using Lab Registration. All action in Lab Registration require approval from the Office of Research Safety to taking effect.

Only people with PI / Alternate access can use this feature (typically Principal Investigators or Lab Safety Contacts).

Once you log in, you will be on the Main Menu of EHSA Double-Click Lab Registration here
To **Remove Lab Locations**, click the red button on the same line labeled "Request Removal." The button will turn orange. To undo a removal, click the orange button on the same line.
To Add Lab Locations:

First select the **Building** (by the full name) from the drop-down menu.

Then select the **Lab Room Number** – you can click the X to clear your selection.

Finally, click the green **+Request Link** button.
This is the **Worker Addition** screen. 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.

Here you can see the PI and permit. Chem permits typically start with “C-”, or “Z-”. Laser permits start with “L-”, and track laser users.

Do not try to add people to any other type of permit, like Rad “R-” or Bio “B-IBC” permits.

If you would like this worker to be a new Lab Safety Contact, make sure to select that option under Function. Otherwise, leave it blank.
After you have requested to add a lab location, it will be listed with an orange Withdraw Request button. You can instantly remove a request you submitted using this button, as long as it still has Pending status. Once Research Safety approves your request, the lab location’s status will be listed as Active, and it will be included on inspections and attached to your permit.