

Permit Worker Registration (Adding/Removing Personnel)

All lab personnel (including graduate students, undergraduate students, faculty, staff, and visitors) must be registered in EHS Assistant.

Adding Lab Workers

To register personnel select [Add New Worker](#) in the top left corner and enter the required fields as shown on the next page.

[Add New Worker](#)

Newly Registered Workers for LE742:
Staff, Lab.

---	Last Name	First Name	Entry Date	Permit Type	
Workers currently attached to LE742: Staff, Lab's Permits ("CHEM" permits).					
	Last Name	First Name	Researcher	Permit Type	Remove?
	Bollich	Wolfgang	LE742	CHEM	Select
	Staff	Lab	LE742	CHEM	Select
	Staff	Lab	LE742	BIO	Select

The required fields will be **EID**, **First Name**, and **Last Name**. Additional fields include: **Mail Code**, **Work Phone**, **Fax**, **Lab Phone**, **Cell Phone**, **Home Phone**, **Email Address**, **Confirm Email**, **Department Code**, **Start Date**, **Job Functions**, and **Supervisor Names**. Please fill out as much information as possible. Click the Submit button at the bottom when done.

Personnel Registration Form

🔍 = lookup table.

Asterisk (*) Indicates Required Fields

EID*

First Name* Last Name*

Mail Code

Work Phone Fax

Lab Phone Cell Phone Home Phone

Email Address

Confirm Email

Department Code Department Name

Start Date

Please enter all of Staff, Lab's permits that this worker is associated with. Specify the worker's job function.

+	+	+	PI Code	PI Name	Permit Type	Job Code	Job Description
delete			LE742	Staff, Lab	CHEM	AC	Administrative Contact
delete			LE742	Staff, Lab	BIO	LW	Lab Worker

Please enter all Supervisors you work for.

+	+	Supervisor Name
delete		Staff, Lab

There are three basic permit types in EHS Assistant. They are CHEM, BIO, and RAM. Select the combinations that are appropriate for the lab worker which must be at least one but could be as many as three.

Pick a PI 0 items selected.

Search by Search Type 3

PI Name Starts with

Select	PI Code	PI Name	Permit Type	Status
Select	LE742	Staff, Lab	CHEM	Active
Select	LE742	Staff, Lab	RAM	Active
Select	LE742	Staff, Lab	BIO	Active

Multiple supervisors (Principal Investigators only) can be added for lab personnel.

The newly registered worker will be placed in queue for EHS to review and attach to the PIs permit. EHS will perform this review on a weekly basis.

[Add New Worker](#)

Newly Registered Workers for LE742: Staff, Lab.

---	Last Name	First Name	Entry Date	Permit Type
Edit	User	Test	03/08/2013	CHEM BIO

Workers currently attached to LE742: Staff, Lab's Permits ("CHEM" permits).

Last Name	First Name	Researcher	Permit Type	Remove?
Bollich	Wolfgang	LE742	CHEM	Select
Staff	Lab	LE742	CHEM	Select
Staff	Lab	LE742	BIO	Select

Attached Worker

The worker will have a listing for each permit type they are registered for.

[Add New Worker](#)

Newly Registered Workers for LE742: Staff, Lab.

---	Last Name	First Name	Entry Date	Permit Type
-----	-----------	------------	------------	-------------

Workers currently attached to LE742: Staff, Lab's Permits ("CHEM" permits).

Last Name	First Name	Researcher	Permit Type	Remove?
Bollich	Wolfgang	LE742	CHEM	Select
Staff	Lab	LE742	CHEM	Select
Staff	Lab	LE742	BIO	Select
User	Test	LE742	BIO	Select
User	Test	LE742	CHEM	Select

Removing Lab Workers

Lab workers can also be removed. They will be placed in queue for EHS to remove. EHS will perform this removal on a weekly basis.

Confirmation

Do you wish to remove User,Test from your permit?

Chemical Inventory Semi-Annual Review Statement

Chemical inventory must be reviewed twice a year (calendar year) and reported to EHS using this feature. The PI or their delegate must complete the “signed” and “Date” fields and select “Submit”. The Last Inventory Review Date will appear below the review statement in the GENERAL section of the PI’s web profile for quick reference.


Semi-Annual Chemical Review Statement

I have reviewed my chemical inventory and reported any discrepancies to ehs-labstaff@austin.utexas.edu. I acknowledge this review is required semi-annually.

Signed

Date ▾

Inspections



Inspections

[Uncorrected Inspection Violations](#)

[Inspection History](#)

Uncorrected Inspection Violations

Uncorrected inspection violations noted in evaluation letters will be displayed on this screen.

Main Menu < BACK		LE742 Staff, Lab				Log Off			
Open Inspection Results									
Pictures Available									
-----	-----	Inspection #	Inspection Category	Inspection Date	Date Corrected	Corrected By	Description	CRITICAL ITEM	Location/Lab
Select		6636	CHEM2	03/08/2013			Condition of Chemical Containers	.	
Select		6636	CHEM2	03/08/2013			Cold Flammable Storage	.	
Select		6637	BSL	03/08/2013			Biosafety Cabinet Use	.	

Assistance with EHS Assistant

Contact Lab Safety

(512) 471-3511

ehs-labstaff@austin.utexas.edu