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.

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.
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.

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.

**Attached Worker**

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

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.

Inspections

Uncorrected Inspection Violations
Uncorrected inspection violations noted in evaluation letters will be displayed on this screen.
Assistance with EHS Assistant

Contact Lab Safety

(512) 471-3511

ehs-labstaff@austin.utexas.edu