

SAFETY FOCUS

SAM: SAFETY ADMINISTRATIVE MANAGEMENT SYSTEM

SAM is a campus-wide system used by the University of Utah to manage safety in all areas where the hazards exceed those found in a “normal” office environment.

WHO: All individuals who manage areas with elevated workplace hazards must register in **SAM** including Principal Investigators (PIs), Core Facility Directors, teaching lab managers, field station managers, and shop managers/supervisors. PIs and faculty who do purely theoretical (“dry lab”) or no research do not need to register in SAM.

WHAT: SAM is a centralized system administered by EHS and used to manage all safety-related information and documentation on campus. SAM includes a database of all PIs, laboratories, and shops and their associated hazards; provides a library of standard operating procedures, guidelines, and document templates; tracks chemical inventories and provides access to electronic Safety Data Sheets (SDSs); manages hazardous waste pickup requests; and is used to track compliance inspection results, safety performance, and corrective action status. Upon registration, users are required to complete a “profile” to characterize activities occurring in their area. Once the profile is completed, registrants are asked to complete a self-inspection and will be contacted by EHS.

WHEN: EHS is working with all campus colleges and institutes to complete SAM registrations by Summer 2021.

WHY: Effectively managing hazards and applicable safety requirements across the complex University of Utah campus requires a centralized system. The data is used to track safety-related metrics, demonstrate regulatory compliance, improve safety performance, and measure safety program effectiveness.

SAM SYSTEM TRAINING

[SAFETY ADMINISTRATIVE MANAGEMENT SYSTEM \(SAM\) - ENTERING A LAB PROFILE](#)

[SAFETY ADMINISTRATIVE MANAGEMENT SYSTEM \(SAM\): QUICK START TUTORIAL - EHS](#)

[SAFETY ADMINISTRATIVE MANAGEMENT SYSTEM \(SAM\) - CHEMICAL INVENTORY BULK UPLOAD - EHS](#)

[SAFETY ADMINISTRATIVE MANAGEMENT SYSTEM \(SAM\) - ANNUAL CHEMICAL INVENTORY REVIEW STATEMENT - EHS](#)

[SAFETY ADMINISTRATIVE MANAGEMENT SYSTEM \(SAM\) – HOW TO UPLOAD DOCUMENTS/DOWNLOAD SOPS – EHS](#)

