**HS Assist/HP Assist:**

**Topic:** Add/Remove Labs

**Laboratory Room Management**

**Add/Remove Lab Icon:** Open the Add/Remove icon from the main EHSA page:
Depending on your lab permit types you may see more than one permit. (CHEM|BIO|RAM|LASER|XRAY)

Choose the permit you want to add/remove a Lab/Building:
Choose the permit you want to add/remove a Lab:

<table>
<thead>
<tr>
<th>Requested Action</th>
<th>Status</th>
<th>Building</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Removal</td>
<td></td>
<td>1314 Kinneal Road</td>
<td>103</td>
</tr>
<tr>
<td>Request Removal</td>
<td></td>
<td>1314 Kinneal Road</td>
<td>106</td>
</tr>
</tbody>
</table>

You will see a list of rooms listed at the bottom that attached to your current permit:
**Topic:** Add new room to your Permit

**Laboratory Equipment Management**

From the “Building” and “Lab” dropdown menus, choose the building and Lab location*.

*If the building or lab room information is not listed you will need to contact EHS to have the new location added to EHSA.*
Once you have chosen the correct building/lab location, click the “+ Request Link” button. The new location request will be sent to EHS for review. At any point you can withdraw the request by clicking the “Withdraw Request” button. **Remember this is only a request to begin work in a new location. The proposed new lab work may require further with discussions with your assigned inspector.**
Once the new location has been approved by your inspector the status of the location will change to “Active”:

If the location you would like to add has not been processed in a reasonable time, please contact your assigned inspector.
For more information on using the EHSA system use the “Help” button located at the bottom of each page. If you need assistance contact your EHS safety representative or email general questions to: ehs@osu.edu