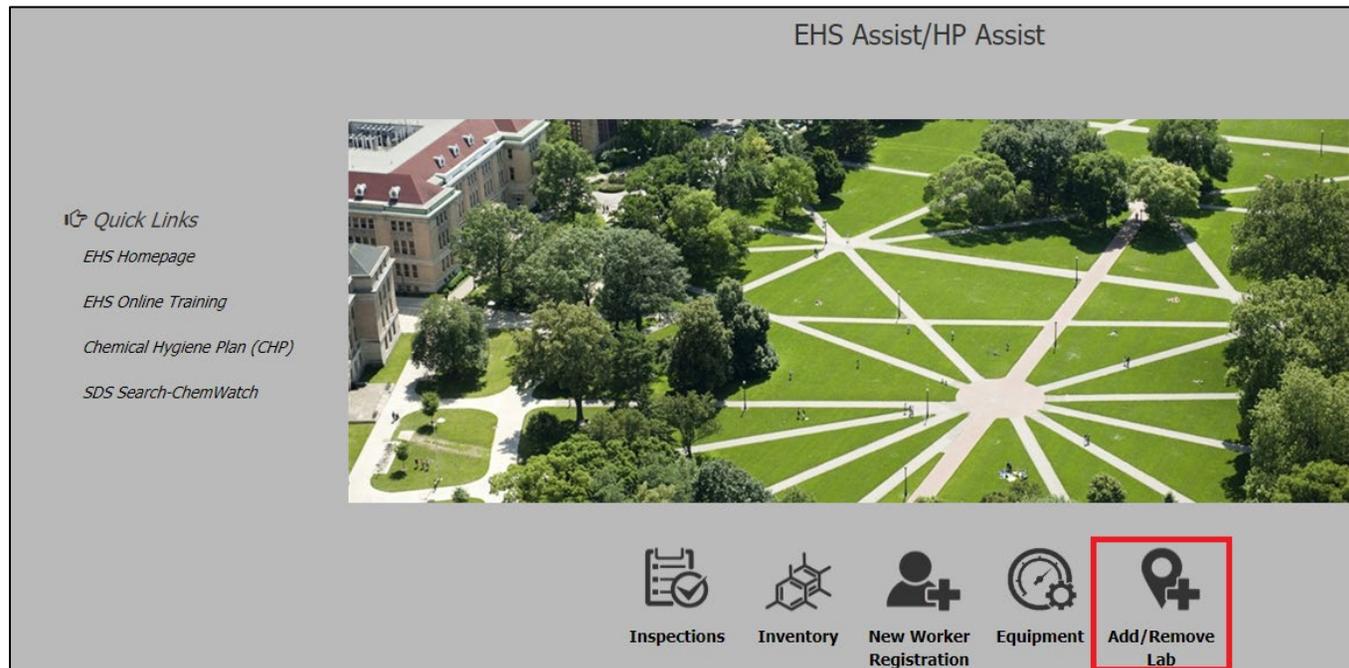


HS Assist/HP Assist:

Topic: Add/Remove Labs

Laboratory Room Management

Add/Remove Lab Icon: Open the Add/Remove icon from the main EHS 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:

Researcher:	Researcher, Joseph	Permit :	R-169 (RAM) x
Building:	Please Select a Building		B-Research (BIO) C-Research (CHEM) L-100 (LASER) R-169 (RAM)
Requested Action	Status	Building	
<input type="text"/>	<input type="text"/>		
<input type="text"/>	Active	1314 Kinnear Road	
<input type="text"/>	Active	1314 Kinnear Road	

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

Researcher: Permit :

Building:

Requested Action	Status	Building	Lab
<input type="text"/> <input type="button" value="v"/>			
<input type="button" value="x Request Removal"/>	Active	1314 Kinnear Road	103
<input type="button" value="x Request Removal"/>	Active	1314 Kinnear Road	106

You will see a list of rooms listed at the bottom that attached to your current permit:

Researcher: Permit :

Building:

Requested Action	Status	Building	Lab
<input type="text"/> <input type="button" value="v"/>			
<input type="button" value="x Request Removal"/>	Active	1314 Kinnear Road	103
<input type="button" value="x Request Removal"/>	Active	1314 Kinnear Road	106

Topic: Add new room to your Permit

Laboratory Equipment Management

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

EHS Locations / Lab PI Registration

Researcher: Researcher, Joseph Permit: C-Research (CHEM)

Building: Please Select a Building **Lab:** Select Lab + Request Link

Requested Action	Building	Lab
	1100 Kinnear RD	
	1121 Kinnear Road	
	1165 Kinnear Rd	
✕ Request Ren	1224 Kinnear Road	
✕ Request Ren	1314 Kinnear Road	103
	1314 Kinnear Road	106
	1315 Kinnear Road (Mus of Bio Div)	

****If the building or lab room information is not listed you will need to [contact EHS](#) to have the new location added to EHS.***

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.**

Researcher: **Permit :**

Building: **Lab :** + Request Link

Requested Action	Status	Building	Lab	Researcher
<input type="text"/> ▾	<input type="text"/> ▾	<input type="text"/> ▾	<input type="text"/> ▾	<input type="text"/> ▾
✖ Request Removal	Active	1314 Kinnear Road	103	Researcher, Joseph
✖ Request Removal	Active	1314 Kinnear Road	106	Researcher, Joseph
↶ Withdraw Request	Approval Pending	1314 Kinnear Road	104	Researcher, Joseph

Once the new location has been approved by your inspector the status of the location will change to “Active”:

Researcher:	Researcher, Joseph ▼	Permit :	C-Research (CHEM) ▼	
Building:	Please Select a Building ▼	Lab :	Select Lab ▼	+ Request Link
Requested Action	Status	Building	Lab	Researcher
<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼
✕ Request Removal	Active	1314 Kinnear Road	103	Researcher, Joseph
✕ Request Removal	Active	1314 Kinnear Road	106	Researcher, Joseph
✕ Request Removal	Active	1314 Kinnear Road	104	Researcher, Joseph

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

