Chemical Inventory Database Training
Environmental Health & Safety Division
Chemical Safety Office

Module 6: Permit Worker Registration

REQUESTING THE ADDITION OF A WORKER TO THE DATABASE LAB LISTING, NAVIGATION & DATA ENTRY

This training module should take no more than 10 minutes to complete.

Environmental Health & Safety Assistant

Chemical Safety Office
Environmental Health & Safety Division
1405 Goss Lane, CI-1001
Augusta, Georgia 30912

EHSA Chemical Inventory Database
On Site Systems Inc.
23 N. Gore Suite 200
St Louis, Missouri 63119

Permit Worker Registration

Introduction to the Permit Worker Registration Module

The Permit Worker Registration application allows the Principal Investigator/PI to request to have a worker added to any one of his/her laboratories in the database.

1. From the Main Menu, Click on the **Permit Worker Registration** to access this application.

2.

3. The first screen you will see is a list of the Workers Currently Attached

4. To add a new worker, click on **Add New Worker**

5. In the "**Permit Worker Registration**" screen, you will add the new worker information and their training received.
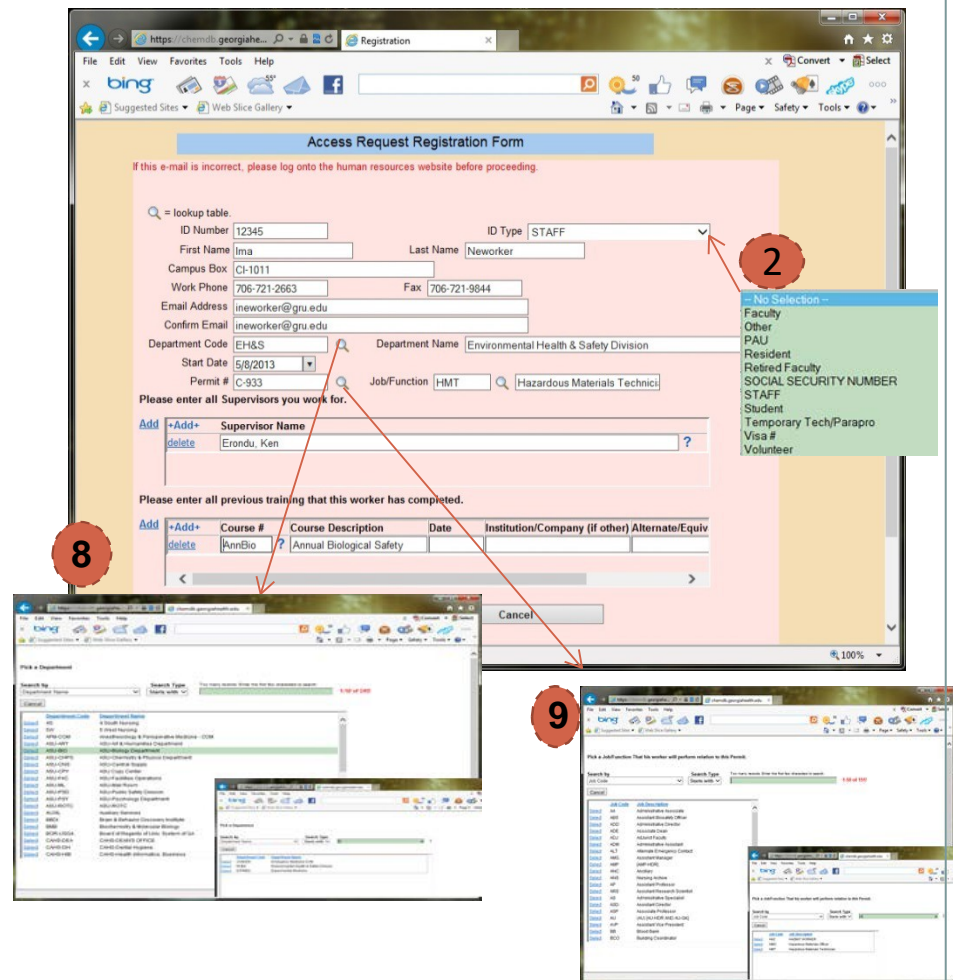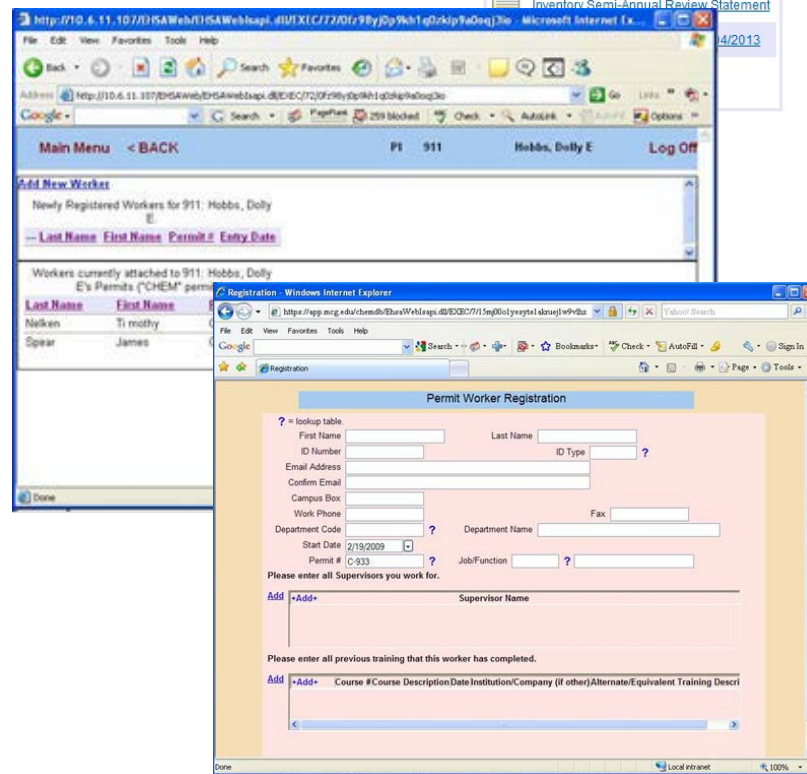
Fields & Functions

Fields & Functions:

In the worker information screen you will enter the worker's

1. **ID Number** – Type in the worker's Employee ID Number

2. **ID Type** – Click on the arrow to the right of the empty field to open the Pick List

3. **First Name** – type in the worker's first name

4. **Last Name** – type in the worker's last name

5. **Campus Box** – type in the employee's campus mail stop

6. **Work Phone** – type in the number

7. **Fax** – type in the number

8. **E-mail address** & **Confirm E-mail** address – type in the worker's email address

9. **Department Code** – Click on the icon 🔍 to open a search window

10. **Department Name** – will auto-load when you select the Department Code

Additional Information

Chemical Safety Office Personnel

For More Information or Assistance call the Chemical Safety Office at:

Phone: 706-721-2663

FAX: 706-721-9844

Email: CHEMSAFETY@augusta.edu