

# Accessing the Laboratory Registration

Safety Management System (SMS) Powered by Salute Safety

## Introduction

---

### Welcome to the Newly Implemented Laboratory Registration System

---

In compliance with the University's [Laboratory Safety](#) and [Registration of Laboratories](#) policies, Principal Investigators/Laboratory Supervisors are required to register their laboratories through the Department of Environmental Health & Safety (EH&S). The Laboratory Registration System offers mutual benefits to EH&S and Principal Investigators/Laboratory Supervisors, including:

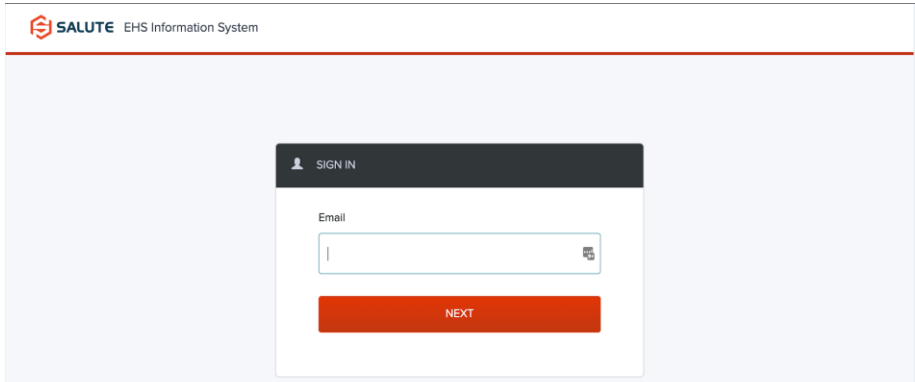
- Assisting Principal Investigators/Laboratory Supervisor in conducting a Hazard Assessment tailored to their laboratory's specific hazards, encompassing biological, chemical, radiological, and other potential risks.
- Identifying necessary training requirements based on hazards pinpointed during the registration process.
- Streamlining the reporting of chemical and biological inventory data essential for federal regulations, such as the Department of Homeland Security (DHS) Chemical Facility Anti-Terrorism Standards (CFATS) and the Centers for Disease Control (CDC) Biological Select Agents and Toxins (BSAT) requirements. (Please note that radiological inventories managed by the EH&S Radiation Protection Services (RPS) group are also accessible within the system.)
- Create Emergency Contact Information to be displayed at the laboratory entrance, providing vital details about laboratory hazards and operations for emergency responders.

Additionally, the EH&S Department is actively enhancing the system by introducing new features as it expands.

## Accessing the Laboratory Registration through the Safety Management System

Step 1	How to start the Laboratory Registration Process
<p>EH&amp;S will contact every active Principal Investigator (PI)/ Laboratory Supervisor with laboratories to begin the Lab Registration process. If a PI/Laboratory Supervisor wishes to initiate the process and has not yet received an invitation email, please contact labsafety@stonybrook.edu.</p>	

Step 2	Access Laboratory Registration Assessment via Email
<p>There are two ways to access your laboratory registration:</p> <p>First, check your Stony Brook University email for a message from Salute. Click the provided link to log in.</p> <p>OR</p> <p>Alternatively, you can log in to your Salute account directly using the following link:  <a href="https://ehs.salutesafety.com/users/sign_in">https://ehs.salutesafety.com/users/sign_in</a></p>	<div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>A new Laboratory Registration assessment has been assigned to you on 08/04/2023.</p> <p><a href="#">LOG IN</a> to take action.</p> <p>Thank You</p> <p style="text-align: center;"><b>Environmental Health &amp; Safety</b> Stony Brook University</p> <p style="font-size: small;">This message has been generated automatically. Please do not respond to this message.</p> </div>

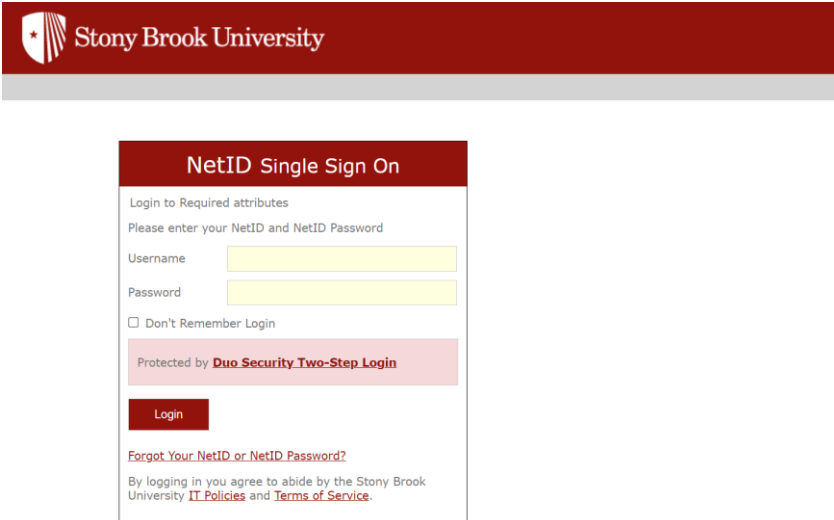
Step 2	Entering Your Login Credentials
<p>Enter your Stony Brook University email address. For example: first.last@stonybrook.edu*</p> <p>After entering an email address, click the <b>NEXT</b> button or press the Enter/Return key.</p> <p>You will be redirected to the Stony Brook Single Sign-on (SSO) page.</p>	

\*While all East and West campus users possess an active @stonybrook.edu email, certain users might need to log in using their @stonybrookmedicine.edu email. If you find that you are not redirected to the Stony Brook NetID/Password Single Sign-On page after entering your email address and you have a @stonybrookmedicine.edu email, please attempt to log in using that email instead.

**Step 3** Signing in with NetID and Password

Enter your NetID and password.

**If you are unsure about your NetID or Password**, please go to:  
<https://it.stonybrook.edu/services/netid>

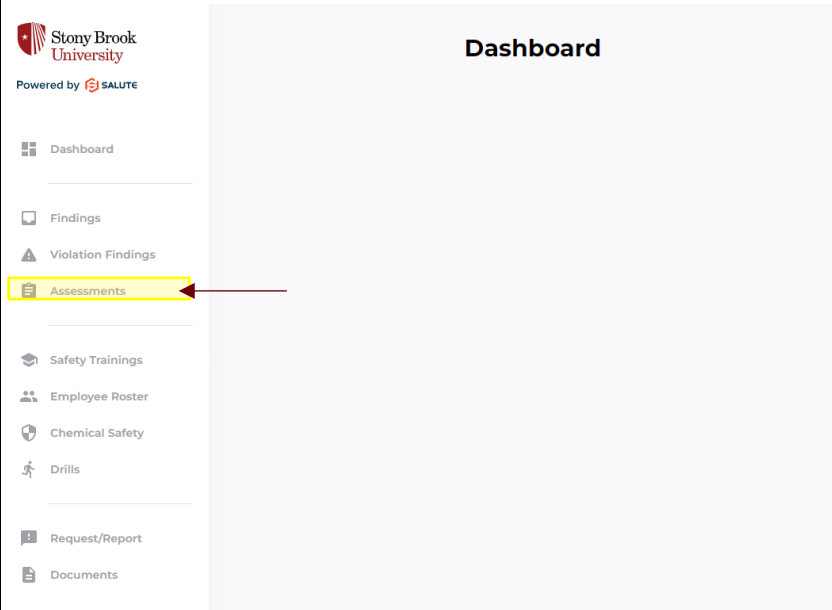


**Step 4** Access to the Assessment through the Salute Portal

After successfully logging in, you will be automatically redirected to the **“Salute Portal.”**

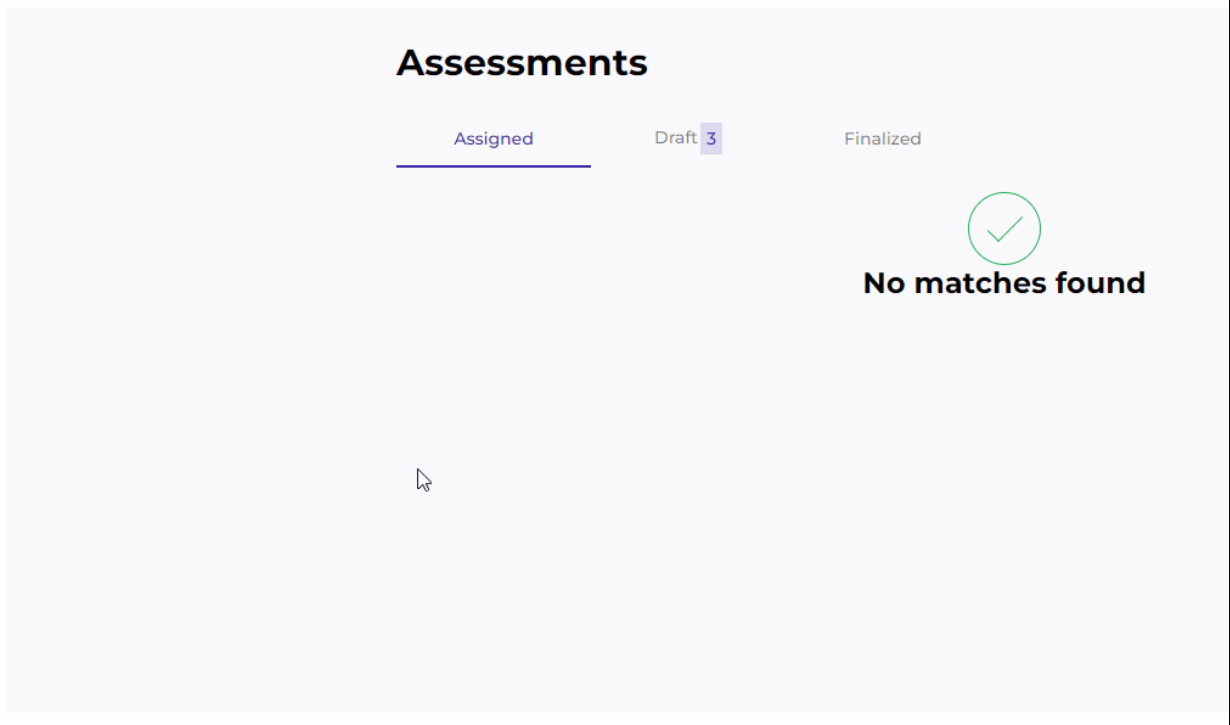
Within this section, locate and select the highlighted **“Assessments”** icon in the left-hand side navigation menu.

By clicking this icon, you will be directed to the **“Assessments”** page.



**Step 5** Access to the Assessment through the Salute Portal

Select "Drafts" located at the top of the screen to access your assigned Laboratory Registration Assessment(s)

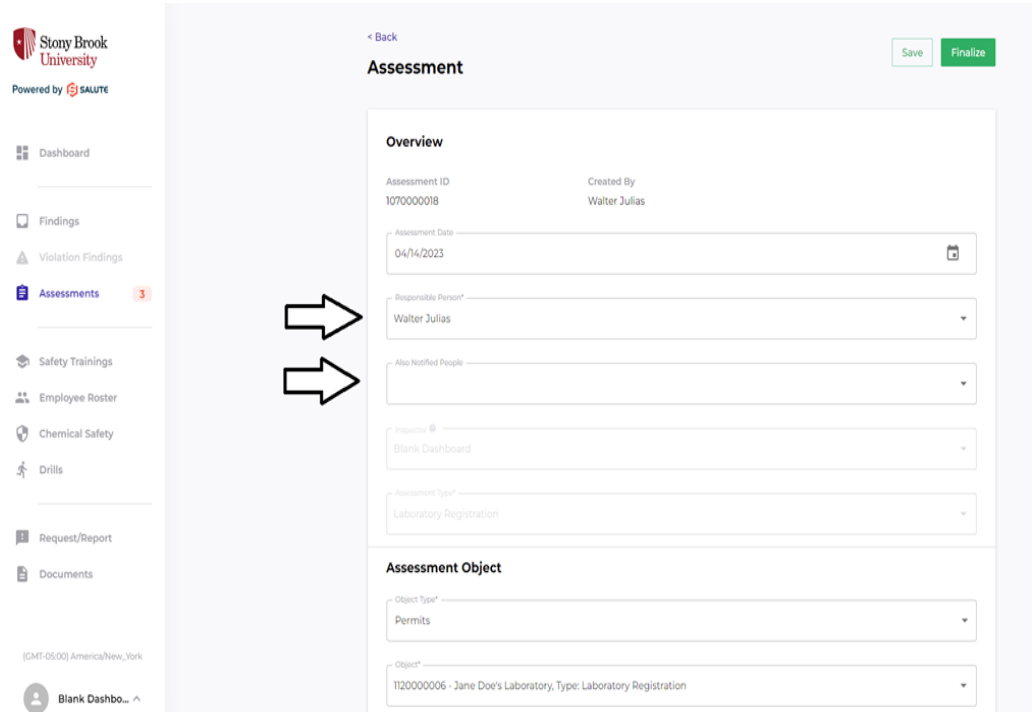


**Step 6** Navigating the Laboratory Registration Assessment

The individual designated as the "Responsible Person" will be the Principal Investigator (PI)/Laboratory Supervisor.

If you are going to assign the registration process to someone in your lab, you need to contact labsafety@stonybrook.edu and provide the name of that person so that we may grant them access to register for you.

If you would like to include other people to be notified of your registration (Lab Manager, Safety Coordinator, etc.) you can include them under "Also Notified People".



**Step 6**  
Cont.

**Navigating the Laboratory Registration Assessment**

The "Assessment Object" section only contains system details, such as the lab's specific room number being registered. There are no actions required from your end in this section.

**Assessment Object**

Object Type\*  
Permits

Object\*  
1120000006 - Jane Doe's Laboratory, Type: Laboratory Registration

Object Details  
621

**Step 7**

**Answering Questions about your Lab Space**

Complete each of the subsequent questions in the following sections.

[< Back](#) Save Finalize

**Assessment**

---

**Biological Hazards**

Works with or stores Biological Hazards (i.e. bacteria, virus, fungi, cell cultures, animals, etc.). No + New Finding

---

**Chemical Hazards**

Works with or stores chemicals. + New Finding

---

**Physical Hazards**

Works with cryogenic liquids. + New Finding

Works with or stores any compressed gases. + New Finding

**Step 7**  
cont.

**Answering Questions about your Lab Space**

Should you need to pause before finishing the registration process, you can click "Save" to save your progress. You can return later to complete the registration.

[< Back](#) Save Finalize

### Assessment

#### Biological Hazards

Works with or stores Biological Hazards (i.e. bacteria, virus, fungi, cell cultures, animals, etc.).

No

#### Chemical Hazards

Works with or stores chemicals.

## Step 8

## Finalizing Laboratory Space Registration

After answering all the registration questions, click on "Finalize."

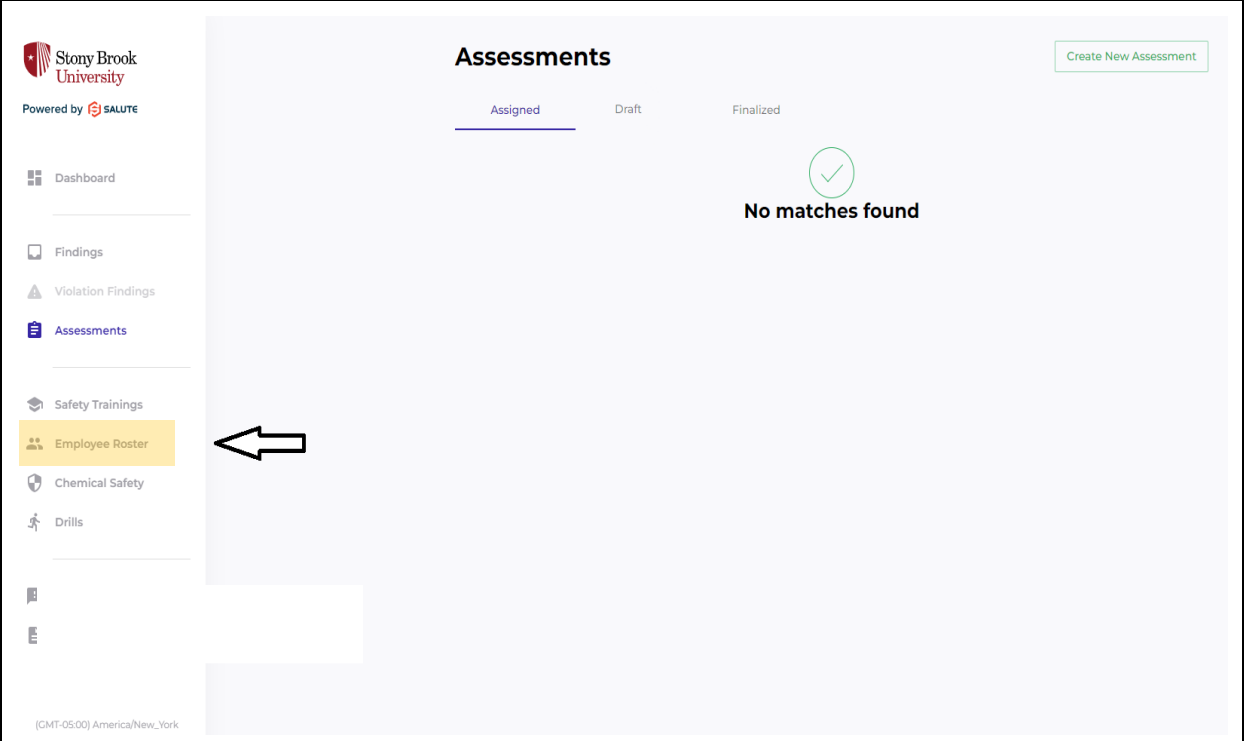
If you have **multiple** rooms, you will have received multiple registrations. Repeat the steps until you have finalized all registrations allocated to you.

If you only have **one** registration assigned, your registration process is complete. Below, you will find instructions on **how to add your laboratory personnel**.

## Adding Laboratory Personnel to your Laboratory Registration

**Step 1** Navigating to your Employee Roster

Click "Employee Roster" on the left navigation panel.



Assessments

Assigned Draft Finalized

Create New Assessment

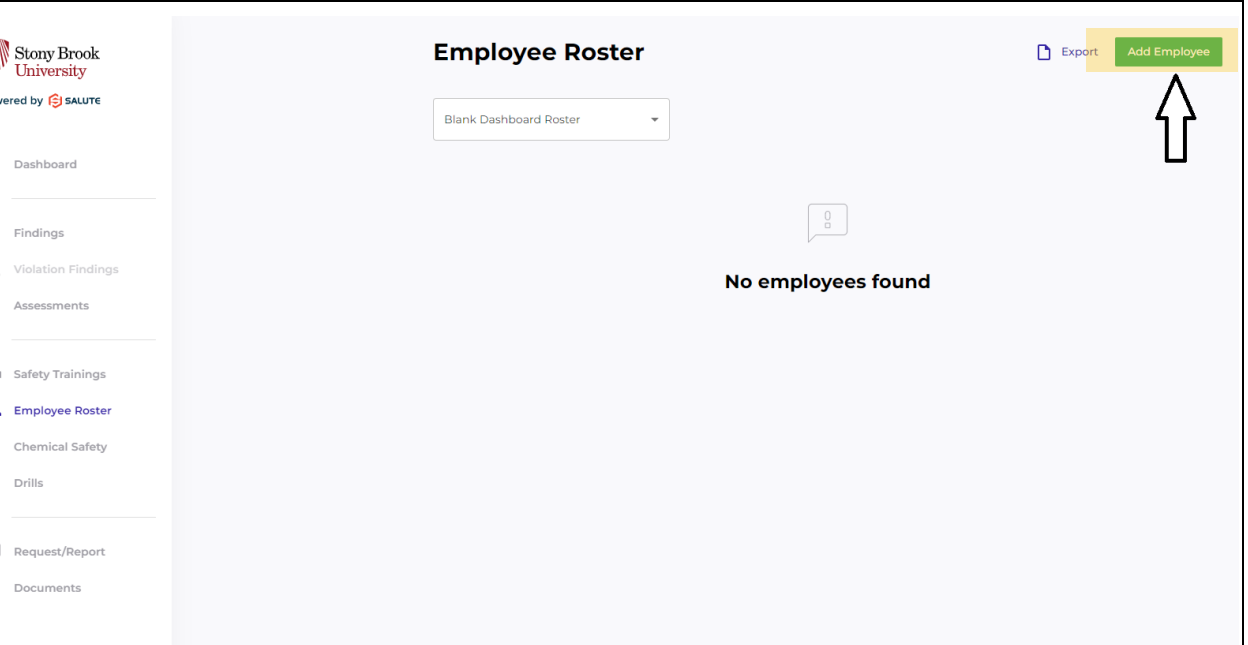
No matches found

Employee Roster

(GMT-05:00) America/New\_York

**Step 2** Employee Roster

To add an employee, click "Add Employee" at the top.



Employee Roster

Export Add Employee

Blank Dashboard Roster

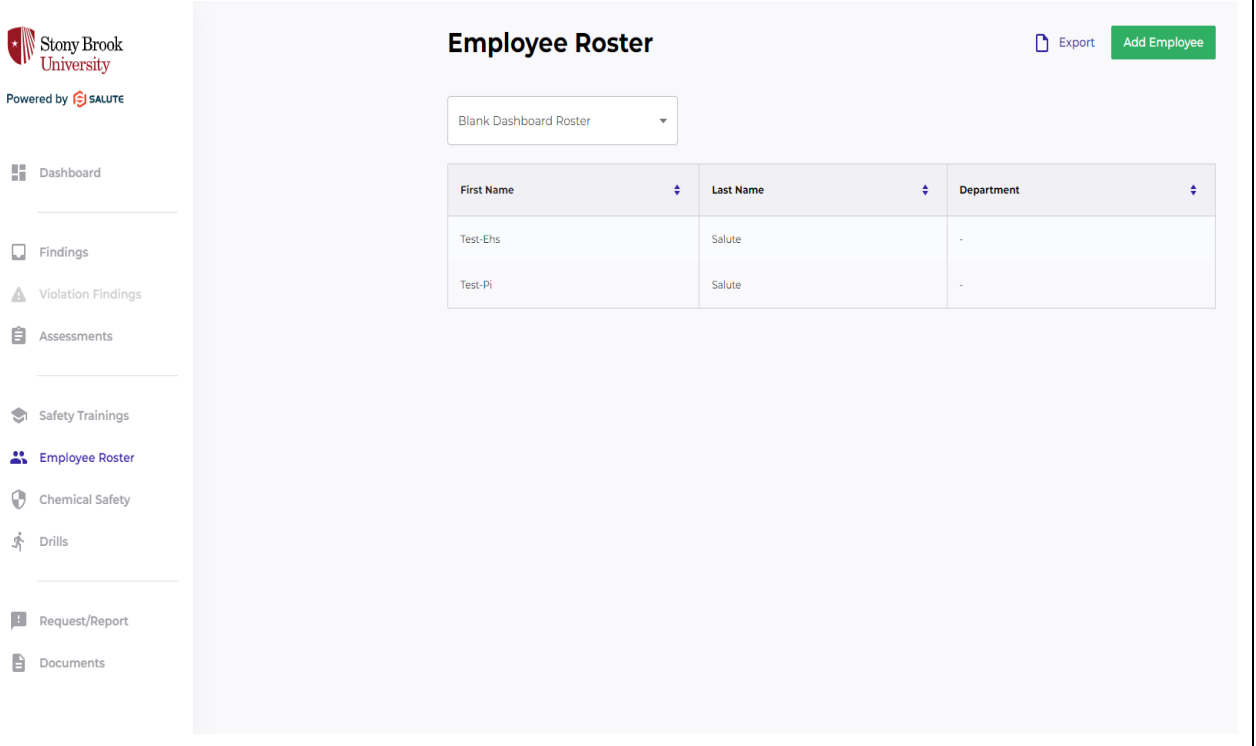
No employees found

Employee Roster

**Step 2 cont.**

**Employee Roster**

After adding all the individuals to your roster, you will see a list resembling this.



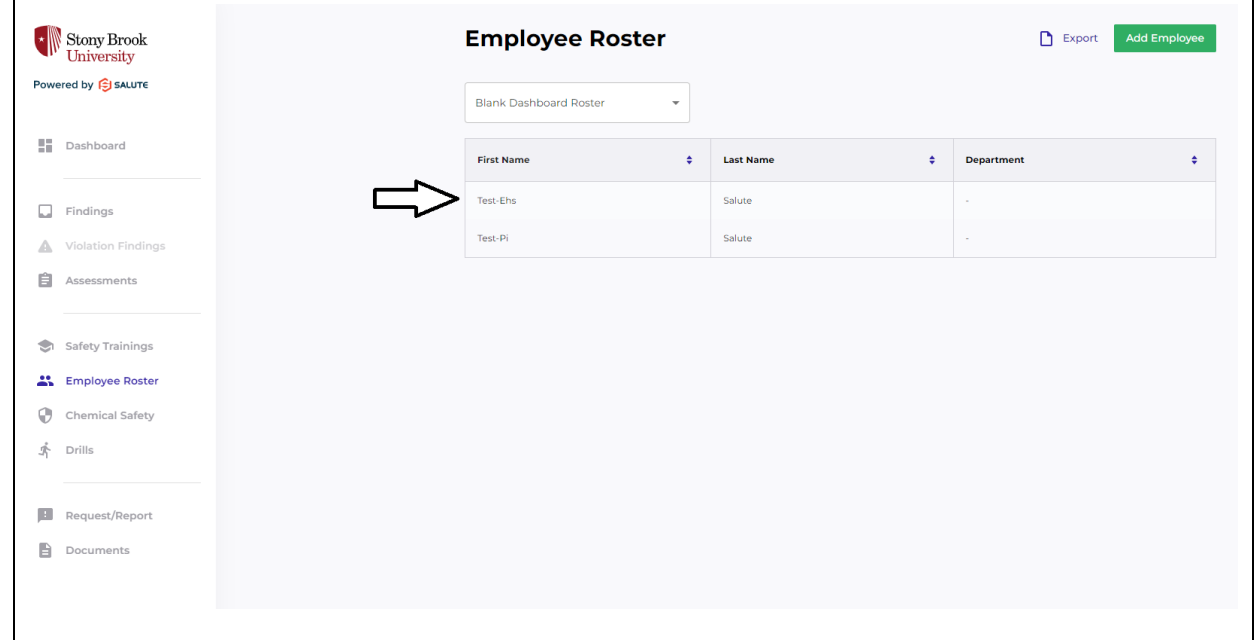
The screenshot shows the 'Employee Roster' page. At the top left is the Stony Brook University logo and 'Powered by SALUTE'. A sidebar on the left contains navigation items: Dashboard, Findings, Violation Findings, Assessments, Safety Trainings, Employee Roster (highlighted), Chemical Safety, Drills, Request/Report, and Documents. The main content area has the title 'Employee Roster', an 'Export' button, and an 'Add Employee' button. Below is a dropdown menu set to 'Blank Dashboard Roster'. A table displays the following data:

First Name	Last Name	Department
Test-Ehs	Salute	-
Test-Pi	Salute	-

**Step 3**

**Viewing Employee Training**

By clicking on the name of one of your laboratory personnel, you can view their training requirements on a new screen.

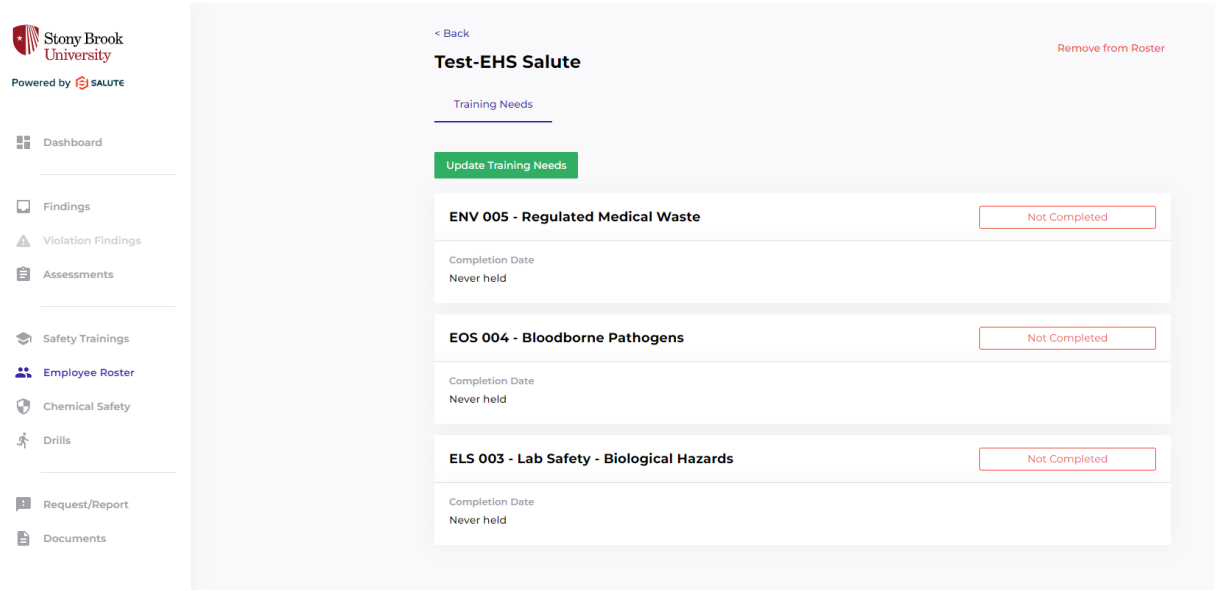


This screenshot is identical to the previous one, but includes a white arrow pointing to the first row of the table (Test-Ehs, Salute, -).



**Step 3 cont. Viewing Employee Training**

This screen displays all the training requirements determined by the answers you provided during the laboratory registration step. It indicates whether the training has been completed or not, along with the date of the last completion.



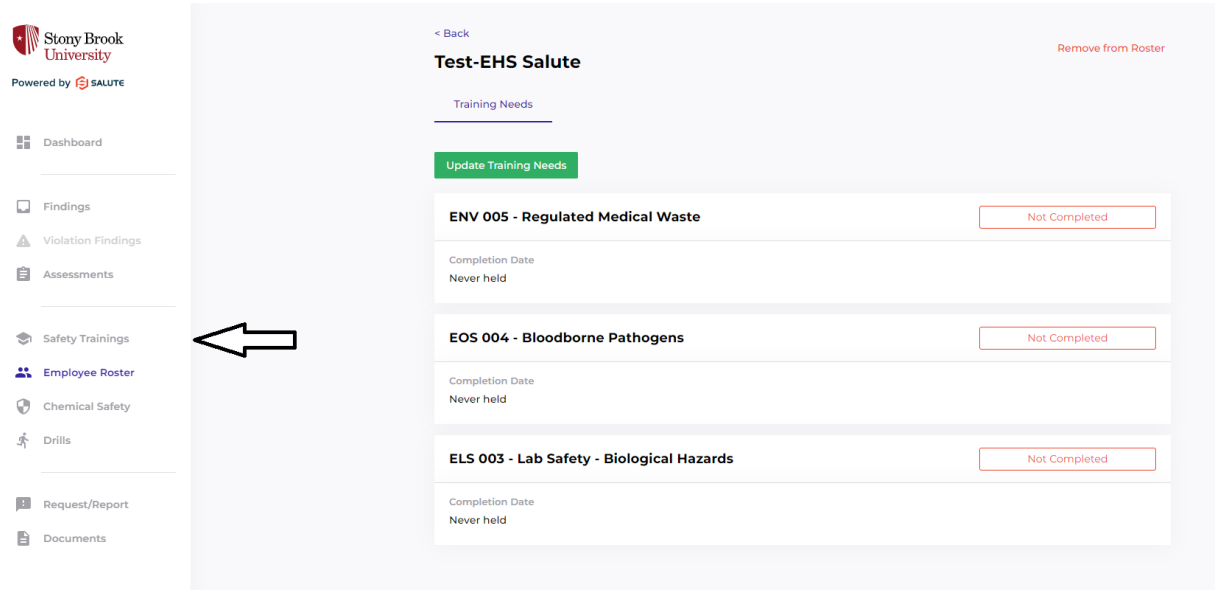
The screenshot shows the 'Test-EHS Salute' interface. At the top left is the Stony Brook University logo and 'Powered by SALUTE'. A navigation menu on the left includes: Dashboard, Findings, Violation Findings, Assessments, Safety Trainings, Employee Roster, Chemical Safety, Drills, Request/Report, and Documents. The main content area is titled 'Test-EHS Salute' with a '< Back' link and a 'Remove from Roster' link. Below the title is a 'Training Needs' section with an 'Update Training Needs' button. Three training items are listed:

Training ID	Completion Date	Status
ENV 005 - Regulated Medical Waste	Never held	Not Completed
EOS 004 - Bloodborne Pathogens	Never held	Not Completed
ELS 003 - Lab Safety - Biological Hazards	Never held	Not Completed

**Step 4 Verify your Own Training**

To review your personal training and status, select "Safety Trainings" from the left-side navigation menu.

Your laboratory staff members can also access their specific training requirements by clicking on the same option in their own dashboards.



This screenshot is identical to the one in Step 3, but includes a white arrow pointing to the 'Safety Trainings' option in the left-hand navigation menu.

**Step 5** Accessing Required Training

When you are prepared to begin your training, click the "Go to LMS" button, which will direct you to the Learning Management System within Salute.

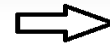
**Trainings**

[Go to LMS](#)

**ELS 022 - SAT Training**

Not Completed

Completion Date  
Never held



[Go to LMS](#)

**ELS 024 - Nitric Acid Safety and Security**

Not Completed

Completion Date  
Never held

[Go to LMS](#)

**ELS 003 - Lab Safety - Biological Hazards**

Not Completed

Completion Date  
Never held

[Go to LMS](#)

**ELS 002 - Lab Safety - Chemical Hazards**

Completed

Completion Date  
04/13/2023

If you need assistance with accessing the Safety Management System or the Learning Management System, Please email: [ehsafety@stonybrook.edu](mailto:ehsafety@stonybrook.edu) with your request.

## Frequently Asked Questions (FAQ)

### Which types of laboratories are required to register?

According to the EH&S [Laboratory Safety policy](#), a laboratory is defined as a room or space equipped with chemical, biological, radiological, or other hazardous materials, research animals, or mechanical equipment, and is utilized for teaching, research, observation, or measurement purposes. This includes academic, research, clinical, engineering labs, machine shops and makerspaces. However, the following types of laboratory spaces are exempt from Laboratory registration:

- Computer Labs
- Storerooms without chemicals or biological materials.
- Chase-ways
- Mechanical Rooms
- Shops not associated with laboratories (as defined above) that support other University operations.

If you are uncertain about whether your lab needs to be registered, please reach out to us at [labsafety@stonybrook.edu](mailto:labsafety@stonybrook.edu) for clarification.

### What is a permit and why do I need it?

Before EH&S assigns laboratory registration to each PI or laboratory supervisor, a permit is generated in our Safety Management System. This permit serves as a tool to allocate the assessments required for registering your laboratory space. It doesn't authorize specific tasks but assists EH&S in organizing each department and PI efficiently.

### If you haven't received an email and have no pending assessments, do you still need to register your laboratory space?

Yes, all laboratory spaces are required to be registered. EHS will reach out to each individual PI/Laboratory supervisor for Lab Registration. However, this process takes some time. If you haven't received the lab registration email but wish to register immediately, please contact [labsafety@stonybrook.edu](mailto:labsafety@stonybrook.edu) for assistance in starting the process.

### What information do I need to have to register my lab space?

To register your lab space, you'll need the following information:

- Room numbers for all the lab spaces you utilize
- Names of all laboratory personnel
- Awareness of the types of hazards and hazardous materials you're working with, including biological, chemical, radioactive, and physical hazards



**Can I assign the registration process to someone in your lab?**

Yes, please email [labsafety@stonybrook.edu](mailto:labsafety@stonybrook.edu) and provide the name of that person so that we can grant him/her access to register for your lab.