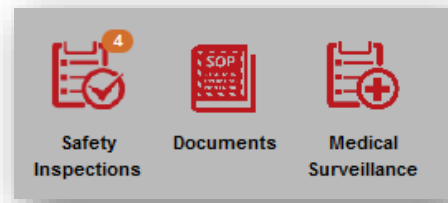




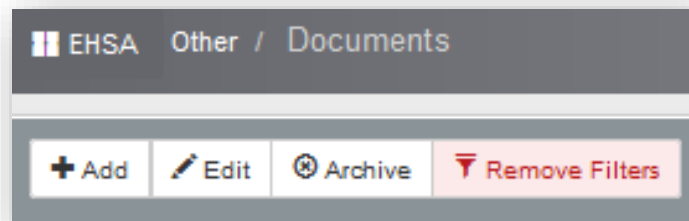
ENVIRONMENTAL HEALTH AND SAFETY

Uploading Chemical Standard Operating Procedures into EHSAssistant

- From the user interface, click the *Documents* icon:



- Click + *Add* in the top left corner:



- On the next screen:
 - Verify for a chemical SOP that the *Chemical Permit (C-xxxxxx)* is selected from the drop-down.
 - The *Protocol* field can be left blank.
 - Type* should be SOP.
 - Enter an appropriate description in the *Document Description* field.

The screenshot shows a form with the following fields and values:

- Date: 1/31/2023
- PI: Thurman, Joshua Michael
- Permit #: C-JT042213
- Protocol: (blank)
- Type: SOP
- Document Description: Sodium Cyanide Chemical SOP
- Document Name: Select File...

- Upload the Chemical SOP using the *Select File...* button under the *Document Name*.
- Click *Save*. The SOP will be available under the *Documents* icon.