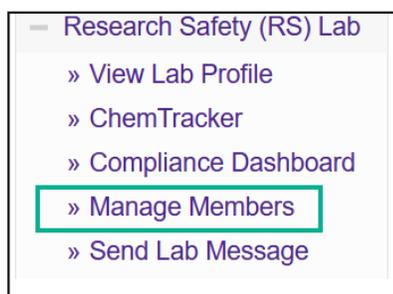




Adding Safety Designates

Lumen allows labs to have more than one Safety Designate. Safety Designates may complete lab profiles for Principal Investigators, add or remove lab members or training assignments, respond to inspections and see training compliance data for their lab.

To add an additional Safety Designate, select “Manage Members” in the left menu.



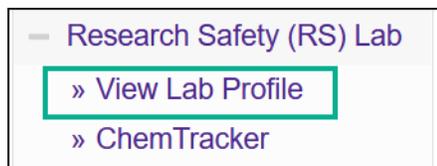
Select “Edit” for the lab member you want to make a Safety Designate.

Research Safety (RS) Lab Members			
Name	Email	Designation	
Blayney, Michael B.	michael.blayney@northwestern.edu	Principal Investigator	Edit
Birkett, Robert	r-birkett@northwestern.edu	Staff	Edit Remove
Blythe, Reginald	r-blythe@northwestern.edu	Staff	Edit Remove

Check the box for Safety Designate in the “Optional Access in Lumen” list. Any lab can have multiple Safety Designates. Scroll down to the bottom of the page and select Save when finished.



To check your lab to see who has been assigned as Safety Designate, select “View Lab Profile” in the left menu.





You will see Safety Designate(s) listed under the Principal Investigator in the Contact Info box.

Research Safety (RS) Lab
Contact Info
Principal Investigator: [Michael B. Blayney](#)
Safety Designate: [Cindi Mason](#)
[Reginald K Blythe](#)

To remove a lab member's role as Safety Designate, select Edit next to the person's name in the Lab Members list, uncheck the Safety Designate box and Save.