

# CTR Tool

**ADD A NEW WORKSITE**

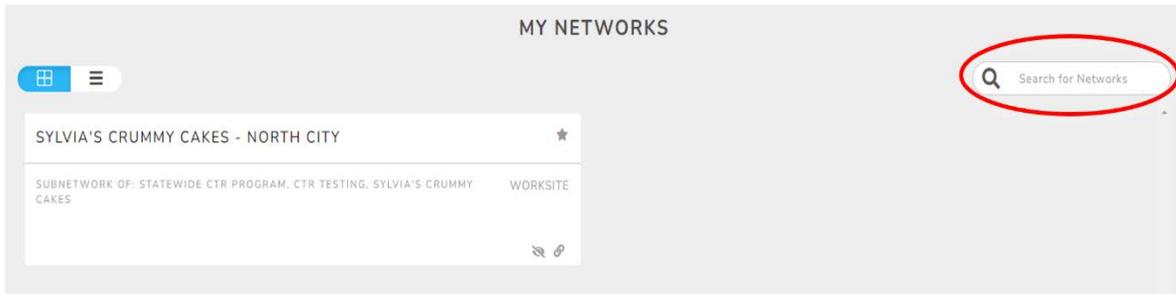
# CTR Tool: add a new worksite

1. Log in at [ctrsurvey.org](https://ctrsurvey.org).
2. This guide covers the process of requesting a new worksite to be added to the tool. Before submitting a request, check to see if the worksite already exists in the system by selecting **MANAGEMENT DASHBOARD** at the top of the screen.



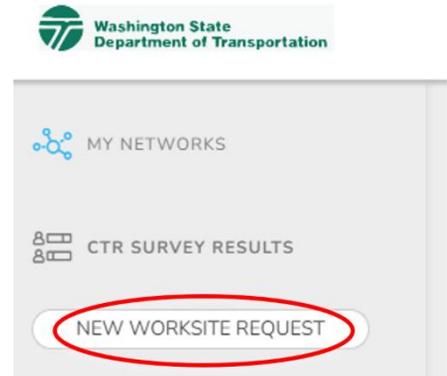
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3. Look through your list of networks, using the **SEARCH FOR NETWORKS** field as necessary.
  - The worksites you see in the list are the ones for which you have permissions to view.
  - If you are unable to see any worksites or need to be given permissions for an existing worksite, contact your implementer to be granted the required access.



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4. If you did not locate the worksite on the **MY NETWORKS** page, click the **NEW WORKSITE REQUEST** button to submit a request to add a new worksite to the tool.
  - If you are an ETC, please talk to your implementer before submitting a request. The worksite may already be in the system, in which case your implementer can grant you access to it.



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5. Click the **WORKSITE ORGANIZATION** field and select an existing organization from the dropdown menu. This is also considered the employer, agency, or company.
  - You will need to type part of the name for the organization to appear.
  - The results represent organizations already in the tool. If the organization you are looking for does not appear, try searching for alternate versions of the name. Most acronyms must be spelled out.

Request to create a new worksite CLOSE

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Worksite Organization

department of X

Search Results Clear All

Washington State Department of Licensing  
(Parent Network - Statewide CTR Program)  
undefined

Washington State Department of Natural Resources  
(Parent Network - Statewide CTR Program)  
undefined

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6. If the organization does not have other worksites in the tool, type the name of the organization in the second field. This should be the official organization name, spelled out as fully as possible.
  - If unsure what is considered the organization's name, consider the name that employee paystubs or W2 statements would have on them.

Request to create a new worksite

Worksite Organization

Select

Can't find the organization you need? Enter it here.

Brand New Organization

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7. Type the street address, city, state, and zip code of the worksite.
  - The system will attempt to validate the address when you click outside of the field. If not, click the blue **VALIDATE ADDRESS** button.
8. A map will appear with a pin representing the worksite location. If the location does not seem to be correct, verify that the address was entered correctly.

Address of Worksite

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9. Once all fields are filled out, click **CONTINUE** to move to the next page.

Request to create a new worksite CLOSE

**Worksite Organization**

Select

Can't find the organization you need? Enter it here.

Brand New Organization

**Address of Worksite**

1234 Main st

Address Line 2

Seattle Washington 98105

Seattle Chinatown-International Performing Arts Centre

TERRACE S Main St 1st Ave S Jackson Pl

CLOSE **CONTINUE**

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## 10. Enter a **WORKSITE NAME**.

- The recommended naming convention is *Organization Name – Worksite Branch*. The worksite branch can match the organization's naming conventions, indicate the city or neighborhood the worksite is located in, or be part of the building's address. This should be unique for each worksite.
- Some examples :
  - Microsoft Corporation – Red West Campus
  - Seattle Children's – Magnuson
  - Frito Lay – Vancouver Production Facility
  - City of Spokane Valley – 10210 E Sprague Ave

Request to create a new worksite

CLOSE

### Worksite Name

By default, this will be the organization's Name and the first line of the address. If this location has a different name, enter it below (ex. Acme - Building X)

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11. Select the appropriate option from each dropdown menu.

- Indicate whether the worksite is CTR or TMP. If you are unsure, select CTR.
- Choose the county and jurisdiction the worksite is located in.
- Select the industry that best represents this worksite.

12. Click the green **CONTINUE** button to proceed.

Request to create a new worksite CLOSE

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**Worksite Name**  
By default, this will be the organization's Name and the first line of the address. If this location has a different name, enter it below (ex. Acme - Building X)

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**Ctr or Tmp?**

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**County**

---

**Jurisdiction**

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**Primary Industry**

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CLOSE CONTINUE

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13. Enter the first name, last name, and email for the ETC of this worksite.

- These can be changed later. Leave these blank if the ETC is unknown.

14. Click **CONTINUE**.

Request to create a new worksite

CLOSE

ETC First Name

ETC Last Name

ETC Email

CLOSE

CONTINUE

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15. Indicate whether this worksite is affected or voluntary.

- If the site is inactive, there is no need to add them to the tool at this time.
- Affected sites meet the CTR criteria per [RCW 70A.15.4010](#).

16. Click **CONTINUE**.

- This will submit the request.

Request to create a new worksite

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Affected, Voluntary, Inactive?

Select

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CLOSE

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17. WSDOT staff will then review the worksite request. Once approved, the new worksite will be viewable in the tool. You will need to update permissions for the ETCs who need access to this worksite after it has been created in the system.