Level II Inspection User Guide

Respond to Assigned Findings:

You will receive an email (see example below) that will include the information about the finding assigned to you and within the email is a link that will take you directly to the assigned finding.

Sample Assigned Finding Email

Subject: [l1st_ehsms_r3_sf5] Finding# 20988 assigned to Carolyn S Stahl

Finding# 20988 assigned to Carolyn S Stahl
The update was performed on 08/26/2014 at 16:56:33 by Laurie E Veal

Subject: Finding# 20988 assigned to Carolyn S Stahl

Dear Carolyn S Stahl,

An inspection of Ortiz Lab was completed on 08/26/2014.

The following findings were assigned to you.

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Finding 20988
Finding: Vacuum aspirator setup was incorrect or was missing in-line filter.
Finding Detail:
do something that prevents potential contamination of the house vacuum system
Rooms: 13-5037

Please correct this finding as soon as possible

Note: you DO need to record your actions taken to address this finding in the online EHS-MS application. To do so, please click the link below to describe how you resolved the finding.

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https://insidemit-apps-test.mit.edu/apps/inspection/pr.jsp?key=5838&r3=SF5

If you have any questions, please contact your DLC Coordinator Judi Reilly or the EHS Office 617-452-3477.

Link to assigned finding.
Click the link in the assigned finding email and it takes you to the finding:

If you misplace your assigned finding email follow the directions below.

Respond to Findings (View Findings Assigned to Me)

Users can also go to Atlas to view all Findings that have been assigned directly to them as a result of an Environment, Health & Safety Management System Level II Inspection of their lab or space.

Go to Atlas: http://atlas.mit.edu/

If you have not customized your Atlas Menu to include all EHS applications, go to the Full Catalog and search for EHS Inspection and Audit. Once on the EHS Inspection and Audit page click on the View Findings Assigned to Me link.
The Assigned Findings For () table details all the Findings associated with the user currently logged into the system, including any closed Findings. The table summarizes the Finding ID#, the person the Finding is Assigned To, the PI/Supervisor, the Roomset, the alpha-numeric Finding Code, a description of the Finding, whether the Finding is Documented Closure Required (DCR), the Status, the Date the inspection report was submitted, and the Inspection Round.

The View Findings Assigned to Me table can be sorted by ascending or descending order by clicking on the column heading. The indicator arrows tell you what the order is:

- Ascending order
- Descending order

Click Hide Closed Findings to view only the Open Findings.

Click a Finding ID# to view the details, update, or respond to a Finding. The sample assigned findings screen grab below does not contain actual results, rather it's a simulation of multiple inspections created in the SAP test environment.
Assigned Findings for Diane Webster

- This is a list of all findings assigned to your name
- Click the Finding ID# to enter actions taken for a finding
- Click the column headings to change the sort order

<table>
<thead>
<tr>
<th>Finding ID#</th>
<th>Assigned To</th>
<th>PI Supervisor</th>
<th>Room#</th>
<th>Finding Code</th>
<th>Finding</th>
<th>DCR</th>
<th>Status</th>
<th>Date</th>
<th>Round</th>
</tr>
</thead>
<tbody>
<tr>
<td>12003</td>
<td>Webster, Diane</td>
<td>Lenevsky, Sylvana</td>
<td>ise lab</td>
<td>OS-13</td>
<td>There was no LocI Out Tag Oct kit available when required.</td>
<td>Addressed</td>
<td>08/06/2008</td>
<td>2008 Round 2</td>
<td></td>
</tr>
<tr>
<td>12086</td>
<td>Webster, Diane</td>
<td>Lenevsky, Sylvana</td>
<td>ise lab</td>
<td>OS-4</td>
<td>The appearance of the laboratory/shop was not neat, orderly and clean.</td>
<td>Corrected During Inspection</td>
<td>08/06/2008</td>
<td>2008 Round 2</td>
<td></td>
</tr>
<tr>
<td>12088</td>
<td>Webster, Diane</td>
<td>Lenevsky, Sylvana</td>
<td>ise lab</td>
<td>OS-6</td>
<td>There was evidence of eating and/or drinking in the area.</td>
<td>Yes</td>
<td>08/05/2005</td>
<td>2008 Round 2</td>
<td></td>
</tr>
<tr>
<td>12090</td>
<td>Webster, Diane</td>
<td>Lenevsky, Sylvana</td>
<td>ise lab</td>
<td>HP-1</td>
<td>Calcium gluonate gel was not present or was past the expiration date.</td>
<td>Carried Over</td>
<td>Open</td>
<td>09/07/2009</td>
<td>2008 Round 2</td>
</tr>
</tbody>
</table>