

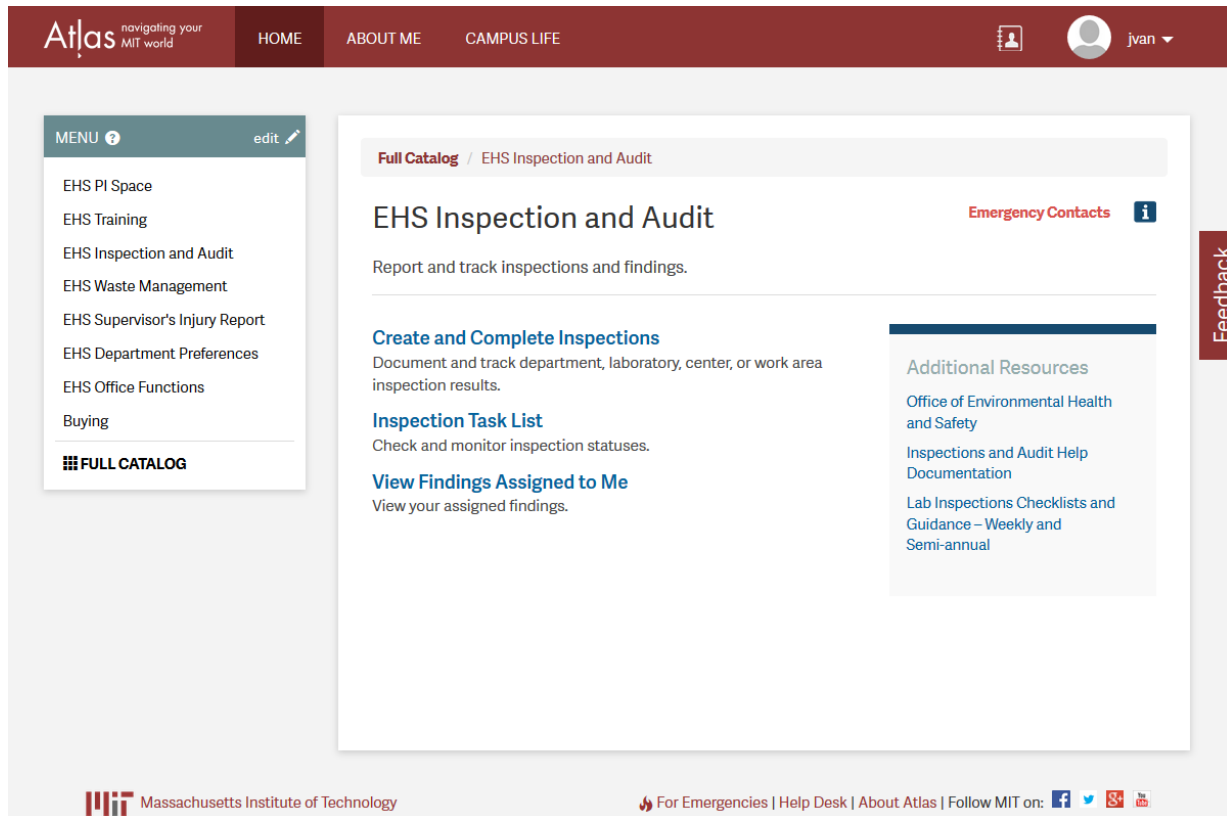
EHS-MS Level II Inspection System User Guide

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II. Where to Begin: <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**. Click on the **Create and Complete Inspections** link to start using the EHS-MS.



III. The ‘Your Inspection Overview’ Screen

An *Inspections Overview* page similar to the following display shows your name as the authorized user. You will only see the DLCs and Roomsets that you are authorized to create, edit, and view inspections for.

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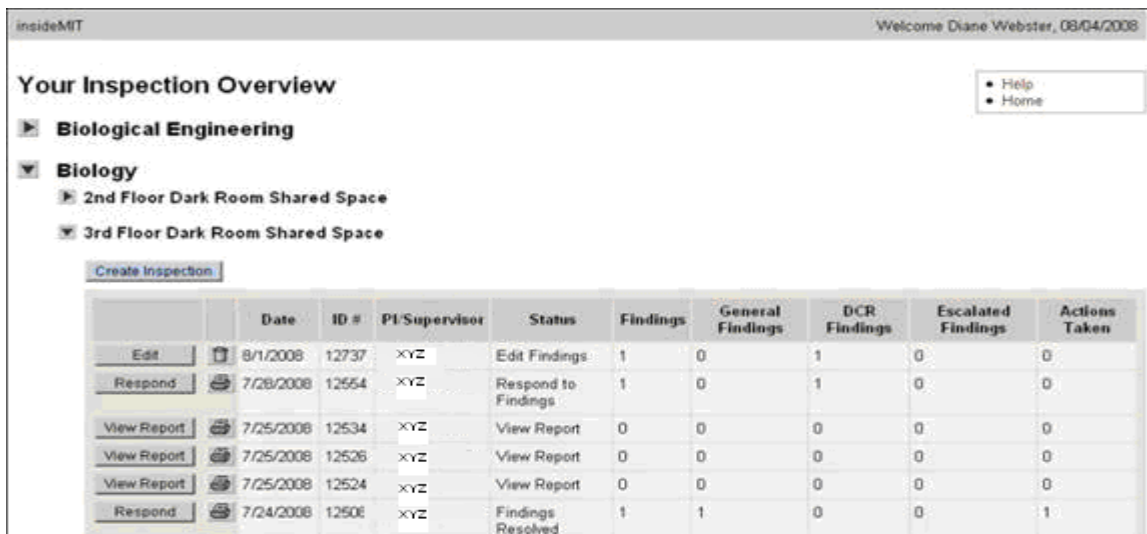
The EHS *Inspections Overview* Page:



IV. Create and Complete Inspections

The *Inspections Overview* page lists the DLCs that are assigned to you. Click the arrow beside a DLC to view the list of Roomsets for each DLC. A DLC may have one or more Roomsets.

Following is a description of the *Inspections Overview* page (The sample overview screen grab below does not contain actual results, rather it's a simulation of multiple inspections created in the SAP test environment).



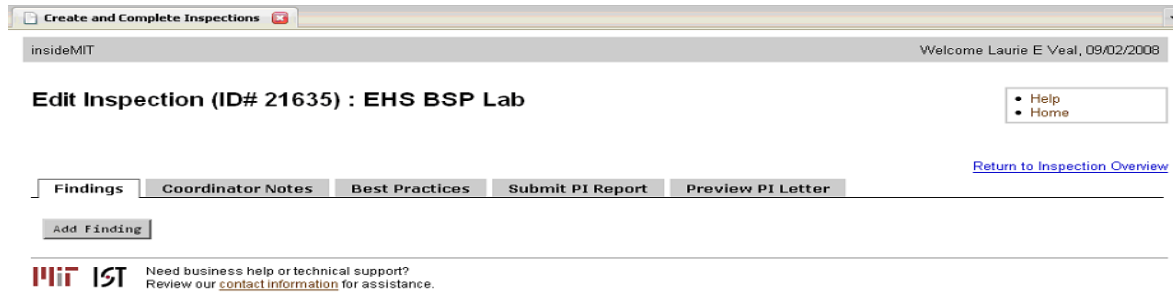
Authorizations: DLC EHS Coordinators and DLC EHS Lead Contacts have full authorizations.

Create Inspection Button: Click to launch the *Edit Inspection* screen. Access the *Edit Inspection* screen to:

- Add Findings
- Add Coordinator Notes
- Add Best Practices
- Submit the PI Report
- Preview the PI Letter

Edit Button: An Inspection was created and saved but not submitted. Click **Edit** to launch the *Edit Inspection* screen for that inspection. The *Edit Inspection* screen is shown here.

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Respond Button: When the status shows *Respond to Finding*, click the **Respond** button to open the *Respond to Inspection Findings* page. Check **Action Taken**, enter a description of the action taken to resolve the issue, and save your changes. The status is updated to **Finding Resolved** on the *Overview* page.

View Report Button: An Inspection report was submitted but there are no Findings. Click **View Report** to open the *Respond to Inspection Findings* page. Edit the page and save your changes. Click the **Printer** icon to view or print a PDF of the corresponding report.

Trash Can Icon: Click to delete the corresponding Inspection record.

Printer Icon: Click to view and printout the corresponding Inspection Report.

Date: The date the Inspection was submitted.

ID#: An incident-accident log (IAL) number generated by EHS System.

PI/Supervisor: The name of the Principal Investigator (PI), or the Supervisor, of a Roomset.

Status: The current status of the Inspection as it relates to recording and resolving all findings for an Inspection. The following is a list of each status:

- **Enter Findings** – Inspection is saved but not submitted. There are no Findings.
- **Edit Findings** – Inspection is saved but not submitted. There is at least one Finding.
- **View Report** – Inspection is saved and submitted with no Findings.
- **Respond to Findings** – Inspection is saved and submitted with Findings but the Findings have not been responded to. The **Actions Taken** checkbox and the **Action Description** field on the *Respond to Inspection Findings* page must be answered.
- **Response to Findings In Process** – Some Findings have been responded to.
- **Findings resolved** – All Findings have been responded to.

Findings: The total number of all findings for the Inspection. The total number of Findings is equal to the total number of *General Findings* plus the total number of Documented Closure Required (DCR) Findings.

General Findings: The total number of all Findings that are not marked for *Document Closure Required* (DCR).

DCR Findings: The total number of all findings that are marked for Document Closure Required (DCR).

Escalated Findings: The total number of Findings that are assigned to the EHS Issues Committee and escalated for the Inspection. Escalated Findings are findings that are urgent; require higher

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attention, special handling, or special coordination. *Escalated Findings* are a subset of the *DCR Findings*.

Actions Taken: The total number of all Findings where a response to the Finding has been documented in the **Action Taken** field on the *Respond to Inspection Finding* page. When all Findings have been responded to, this number is equal to the total number of *Findings*.

V. Edit Inspection

Create Inspection

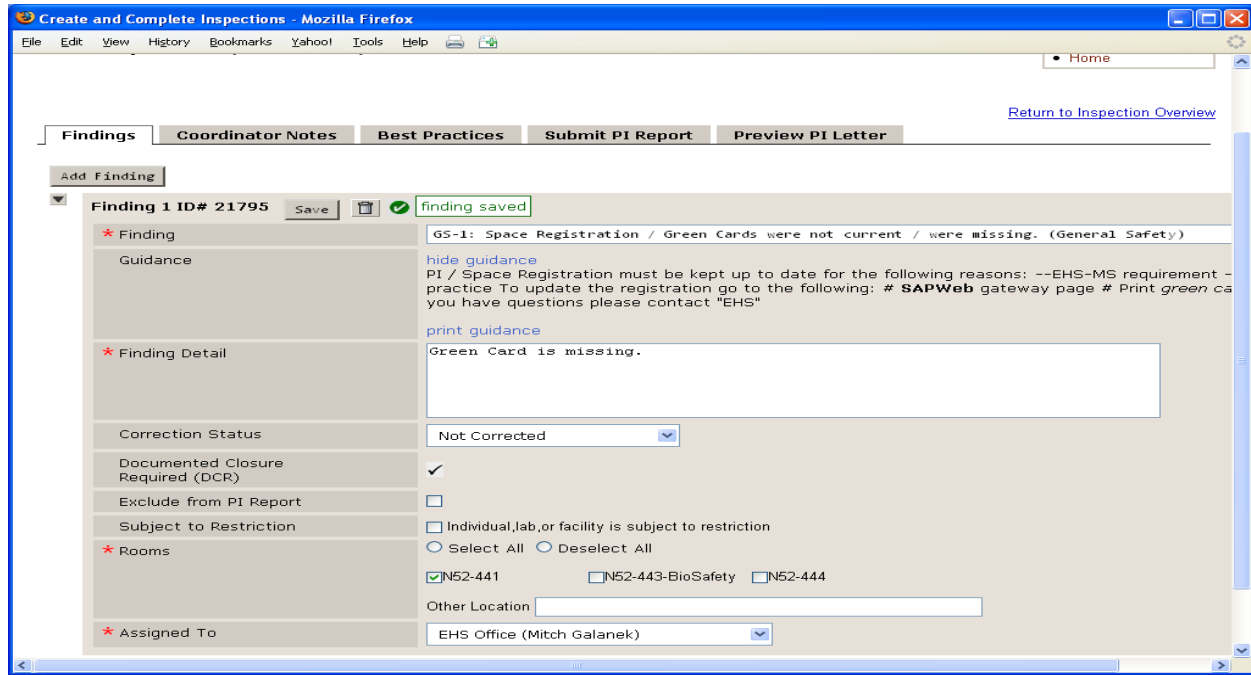
When the **Create Inspection** button is clicked, the *Edit Inspection* screen launches where you enter the details for a new Inspection Report. Use the *Edit Inspection* screen to:

- create a new Inspection Report and add Findings
- submit a new Inspection Report that resulted in no Findings
- enter Coordinator Notes
- enter Best Practices
- submit the PI Report
- preview the PI Letter

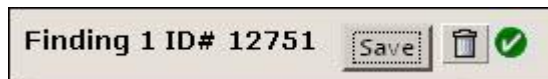
The screenshot shows a web browser window titled "Create and Complete Inspections". The page header includes "insideMIT" on the left and "Welcome Laurie E Veal, 09/02/2008" on the right. The main heading is "Edit Inspection (ID# 21635) : EHS BSP Lab". To the right of the heading is a menu with "Help" and "Home". Below the heading is a navigation bar with tabs: "Findings", "Coordinator Notes", "Best Practices", "Submit PI Report", and "Preview PI Letter". The "Findings" tab is currently selected. Below the navigation bar is a button labeled "Add Finding". At the bottom left is the MIT IST logo, and to its right is the text: "Need business help or technical support? Review our [contact information](#) for assistance."

VI. Add Finding







Click **Add Finding** to open the *Add Finding* form. Complete the *Add Finding* form and then click **Save**.



When saved, the EHS system will assign the Finding an ID number and a checkmark appears as a confirmation that the data is saved. You can still edit the information on the *Add Findings* form, but you must save your changes.



Following is a brief description of the *Add Finding* fields, buttons, and icons:

-  Click to save the *Finding*.
-  Click to delete the *Finding*.
-  Indicates that changes have been made to the *Finding*. Do not exit the *Finding* before you save or your change(s) will be lost.
-  Confirmation icon appears when the *Finding* is saved, or when changes to the form have been saved.
-  Required Field. Data must be entered into any field that shows an asterisk before the *Finding* can be saved.
-  Error icon appears with a message telling you what needs to be addressed.

Finding: Click the cursor in the **Finding** field to highlight any text and then enter the first letter of the Finding label (if you know it), or a keyword that is in the finding text. A drop-down list of

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Findings opens for you to choose the relevant Finding. Using your cursor, select the appropriate Finding text to enter it into the **Finding** field.

Guidance: After a Finding is entered, click **show guidance** to see the guidance for the Finding issued by the EHS Office, if any guidance exists. Use this information to check that you have selected the most accurate Finding for the issue being documented. Click **print guidance** to print the Guidance information. Click **hide guidance** to close the Guidance description.

Finding Detail: Enter any additional information about the Finding. This is a required field for findings identified as **Other Finding** or **Multiple Findings**.

Correction Status: Used to indicate if a Finding was closed during an inspection. For a new finding, choose between *Not Corrected and Corrected During Inspection*. If the finding is a *DCR* carried over from a prior inspection, choose among the above and *Corrected Prior to Inspection*. The default selection is *Not Corrected*. Some choices are not available due to the circumstances of the Finding; e.g. *Corrected Prior to Inspection* is not a choice available when assigning a finding to the Department of Facilities.

Documented Closure Required: Check this option if the Finding requires documented closure in the system. There are some Findings which are automatically marked as *DCR* and cannot be changed to a non-*DCR* Finding (e.g. Findings such as "Exposed electrical wiring was observed" and Findings assigned to Department of Facilities, the EHS Office, or the EHS Issues Escalation.)

Exclude from PI Report: Check this option if you want to exclude the Finding from the PI Report.

Subject to Restriction: Check this option if an individual, lab, or facility is restricted as a consequence of an inspection finding. When checked, a *Restrictions Details* text box opens for you to enter information about the restriction, which is included in the Inspection Report. Only users with DLC EHS Coordinator or DLC EHS Lead Contact authorizations will be able to see restrictions. **Note: details about restrictions should be retained locally by the DLC central office and communicated to the EHS Director as required by the EHS Management System.**

Rooms: This is a required field and must be answered. Check the room, lab, department, or center that the Finding applies to. If it applies to all of the roomsets, check **Select All**. To clear all checked rooms on this form, check **Deselect All**. If the Finding is associated with a space outside those listed in the list of rooms for the roomset, enter details about the location in the **Other Location** text box. Note: The **Other Location** field is not active when a Finding is assigned to a Facilities Repair Order. In this case, one of the rooms listed in this section must be checked.

Assigned To: Click the down arrow to open a drop-down list of persons that the Finding may be assigned to. Select a person on this list to enter it in the **Assigned To** field. *Facilities Repair Order* is not included on this list unless the Finding is a type that can be assigned to a *Facilities Repair Order*.

When **Individual** is selected as the Assignee, you must search for the name of the person. Searches are not case-sensitive. To search, do one of the following:

- Enter the **Last Name** of the individual in the **Name** field. All matches are listed below the **Name** field. Select the correct name from the list.

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Individual [v] * Name Webster

- MICHAEL **WEBSTER** (WEBST)
- Diane **Webster** (DWEBSTER)
- Meghan **Webster** (MGREEN4)
- Melissa **Webster** (MELSTER)

- Enter the First Name Initial followed by a space and then the Last Name.

d webster

- Diane Webster (DWEBSTER)

- Enter the First Name Initial followed and asterisk, a space, and then the Last Name.

d* webster

- Diane Webster (DWEBSTER)

To select the name, place your cursor on the appropriate name and click.

VII. Coordinator Notes

NOTE: This feature is only available to the:

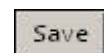
- DLC/EHS Coordinators with access to the DLC
- DLC/EHS Lead Contacts with access to the DLC
- EHS Office

The 'Coordinator Notes' screen gives Coordinators an opportunity to create a personal note for each finding. These notes are confidential and will not be submitted in the inspection report, but can be viewed by the Coordinator and members of the EHS Office who have the requisite permissions.


Click **Add Note** to open the *Add Note* form. Complete the *Add Note* form and then click **Save**.


Enter text notes regarding the Finding. The first note for a Finding will not have an ID number until the note is saved.


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 Click to save the Note and Finding.

 Click to delete a Note and Finding.

 Indicates that changes have been made to the *Add Notes* form. Do not exit the form before you save or your change(s) will be lost.

 Confirmation icon appears when the Note and Finding are saved.

 Required Field. Data must be entered into any field that shows an asterisk before the Note can be saved.

 Error icon appears with a message telling you what needs to be addressed.

Finding: Required Field. Click the cursor in the **Finding** field to highlight any text and then enter the first letter of the Finding code, if you know it, or part of a keyword from the Finding text. A drop-down list of Findings opens for you to choose the relevant Finding. Select a Finding by placing your cursor on the appropriate finding and click to enter it into the **Finding** field.

Notes: Required Field. Enter the confidential text notes the EHS Coordinator wishes to retain that pertain to the Finding.

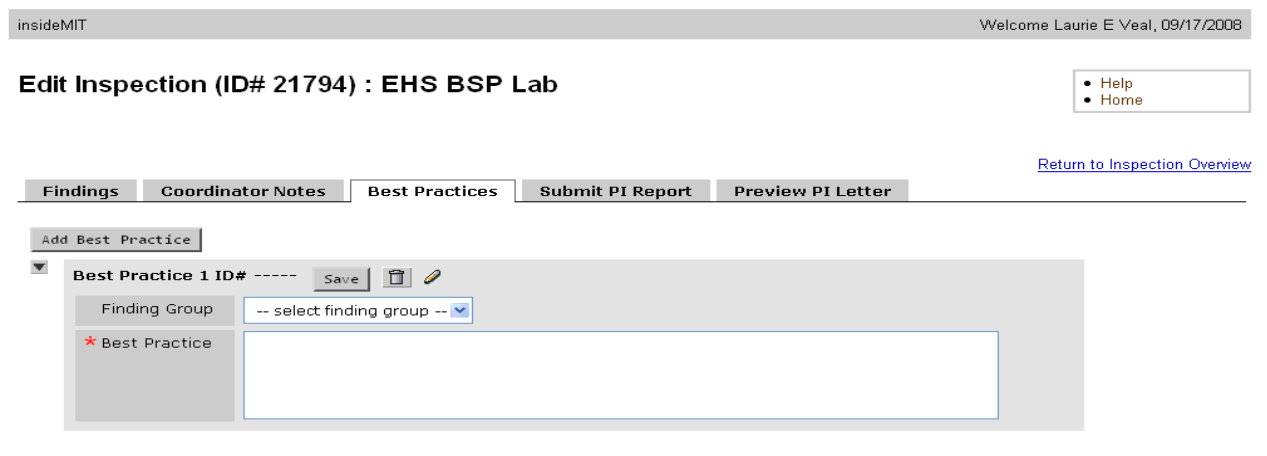
VIII. Best Practices

NOTE: This feature is only available to the:

- DLC/EHS Coordinators with access to the DLC
- DLC/EHS Lead Contacts with access to the DLC
- EHS Office


A new feature in the EHS system, the *Best Practice* form is where you document practices that were observed during the inspection that are a good practice to share with other roomsets, DLCs and EHS.


Click **Add Best Practice** to open the *Add Best Practice* form. Complete the *Add Best Practice* form and then click **Save**.





 Click to save the information entered on the *Best Practice*.

 Click to delete a *Best Practice*.

 Indicates that changes have been made to the *Best Practice*. Do not exit the *Best Practice* before you save or your change(s) will be lost.

 Confirmation icon appears when the *Best Practice* is saved.

 Required Field. Data must be entered into any field that shows an asterisk before the *Best Practice* can be saved.

 Error icon appears with a message telling you what needs to be addressed.

Finding Group: Choose a category from the drop-down list that the *Best Practice* relates to.

Best Practice: Required Field. Enter text notes of the process improvement or best practice information.

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IX. Submit PI Report

The *Submit PI Report* tab is where you review or edit the contents of a PI Report before it is submitted. There are several active fields where you can:

- note the date the inspection was conducted
- select the applicable inspection round
- select the *Overall Inspection Findings* category
- add or remove Report Recipients and Inspection Team Members as needed
- indicate whether a follow-up inspection is required
- either use the default, or customize the Report Overview and Report Footer information.

Save - Click to save any changes entered on the *Submit PI Report* form. Changes can still be made to the draft report and the draft report can be deleted.

Submit Report: Click to submit the PI Report. Once a report is submitted, no further edits can be made to the report and it cannot be deleted.

Inspection Header: The information in this section is included in the PI Letter. The following is a brief description of the *Inspection Header* fields:

Edit Inspection (ID# 21794) : EHS BSP Lab

Welcome Laurie E Veal, 09/17/2008

• Help
• Home

[Return to Inspection Overview](#)

Findings | Coordinator Notes | Best Practices | **Submit PI Report** | Preview PI Letter

Save | Submit Report

Inspection Header

Click the 'Preview PI Letter' tab to view an unformatted version of your letter to the PI/Supervisor. Enter your own custom header/footer text below or use the standard text provided.

DLC	Environment, Health, and Safety Office	* Inspection Team	<input checked="" type="checkbox"/> Mitchell S Galanek
Roomset	EHS BSP Lab		<input checked="" type="checkbox"/> Fixyfd G Ytguftth
PI/Supervisor	Znuatou U Qozpynhil		<input type="button" value="Add new team member"/>
* Inspection Date	09/17/2008	Follow up by Inspection Team Required?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Inspection Round	2008 Round 2	Overall Inspection Findings	[Minor]
Email Recipients	Fixyfd G Ytguftth, DLC EHS Coordinator Mitchell S Galanek, DLC EHS Lead Contact		
Send Report to:	<input checked="" type="checkbox"/> Znuatou U Qozpynhil <input checked="" type="checkbox"/> Rhonda W O'Keefe		<input type="button" value="Add new recipient"/>

Report Overview

The default report overview text will appear in all your reports unless you change it.

Recently the EHS Inspection Team conducted an inspection of your

DLC: The DLC of the Roomset being inspected.

Roomset: The name of the Roomset being inspected.

PI/Supervisor: The current PI or Supervisor of the Roomset as listed in the PI Space Registration application.

Historical PI/Supervisor: The PI or Supervisor of the Roomset at the time of the inspection. This field only displays if the PI/Supervisor at the time of the inspection is different than the PI/Supervisor listed in current the PI Space Registration application.

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Inspection Date: Required field. The date the inspection took place. This field defaults to today's date. The user can change the date, but you cannot set a date in the future. To select a date using a calendar, double-click your cursor in the *Inspection Date* field to display the calendar. The Inspection Date is grayed in; today's date is highlighted in red.

Inspection Round: Required field. The Inspection Round when the Finding was recorded. To change the Inspection Round, make a selection from the drop-down list.


Email Recipients: The DLC EHS Coordinator(s) and DLC EHS Lead Contact(s) of the Roomset being inspected.

Send Report To: Persons other than the DLC EHS Coordinator(s) and DLC EHS Lead Contact(s) who should receive a copy of the report. The default is the PI/Supervisor and the EHS Representative of the roomset. Add more email recipients for the report by selecting **Add new recipient**, then searching for and selecting the person's name. Uncheck a person's name on this list if they should not receive the report.

Inspection Team – Persons who are part of the team that inspected the Roomset. Uncheck a person's name to indicate they are not currently on the team. The default Inspection Team list is set in the **DLC Preferences Settings** that can be access from the EHS SAPWeb home.

Add New Team Member - Click to search for a person's name to add to the inspection team.

Follow up by Inspection Team Required? – Indicate whether a follow-up is required.

Overall Inspection Findings: Required field. The *Overall Inspection Findings* selection dictates the default *Report Overview* text that is included in the report. Choose between **None**, **Minor**, **Medium**, and **Major**. You cannot choose **None** if you have a Finding. This field will always show “select a value” as the default. A selection must be made before the report can be submitted. If you need guidance as to which selection best fits with the Finding, click the Information icon .



Overall Inspection Findings -- select a value --

NOTE: If you do not make a selection for the *Overall Inspection Findings*, and try to submit the form, you will get the error message:



You will not be able to submit the report until “select a value” is changed to **None**, **Minor**, **Medium**, or **Major**.

Report Overview – Each *Overall Inspection Findings* selection generates a default *Report Overview* that will appear in all of your reports as shown, unless you choose to change it.

You can customize the *Report Overview* and enter your own text, or edit the default text. Select the checkbox located under the text field to use a customized version as the default for a specific *Overall Inspection Findings* category. The DLC's default custom *Report Overview* text for each *Overall Inspection Findings* rating can also be reset via the **DLC Preferences Settings** that can be access from the EHS SAPWeb home.

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Report Overview

The default report overview text will appear in all your reports unless you change it.

Recently the EHS Inspection Team conducted an inspection of your registered spaces.

There were no findings observed by the team during that inspection.

Use this text as my default custom overview for minor overall findings

Findings – When a Finding is added to a Roomset, it is included on the submitted PI Report with the pertinent details unless it is checked *Exclude from PI Report* on the *Add Findings* page. This section is populated from the *Add Findings* tab when a Finding is added and saved.

Findings

Finding 1	ID# 12874
Type	GS-4: The appearance of the laboratory/shop was not neat, orderly and clean. (General Safety)
Finding Detail	Darkroom needs to be cleaned up and scrubbed.
Correction Status	Not corrected
Documented Closure Required	No
Rooms	68-440B
Assigned To	EHS Representative

Report Footer – A default *Report Footer* is included with each report. You can customize the default text and enter your own text. Select the checkbox located under the text field to use a customized version on your reports. The DLC's default custom *Report Footer* text for each *Overall Inspection Findings* rating can also be reset via the **DLC Preferences Settings** that can be accessed from the EHS SAPWeb home.

Report Footer

The default custom footer text will appear in all your reports unless you change it.

Thank you for your time and attention to these matters. If you have further questions or need assistance please contact your EHS Coordinator.

Use this text as my default custom footer

If the inspection report is incomplete, select **Save** to continue editing or adding to the report. If you are satisfied with the content, submit the report to the report recipients by clicking the **Submit Report** button. Once submitted, the report goes to the *Report Recipients* in an email. A link is provided in the email for the recipients to respond to the Findings.

X. Preview PI Letter

Preview what the final report looks like before it is submitted. Once submitted, the report goes to the *Report Recipients* in an email. A link is provided in the email for the recipients to respond to the Findings. If you are satisfied with the content, you can submit the report by clicking the **Submit Report** button.

XI. Inspection Task List

Inspection Task List


When a user is logged into the EHS system with DLC EHS Coordinator or DLC EHS Lead Contact authorizations, they can quickly view all the Findings for their DLCs by selecting the **Inspection Task List** link on the EHS Inspection and Audit page.

The **Inspection Task List** is the view of all the Findings associated with a DLC, including closed Findings. The Task List table summarizes the *Finding ID#*, the *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*.

This view is limited to findings in the current inspection round and previous inspection round.

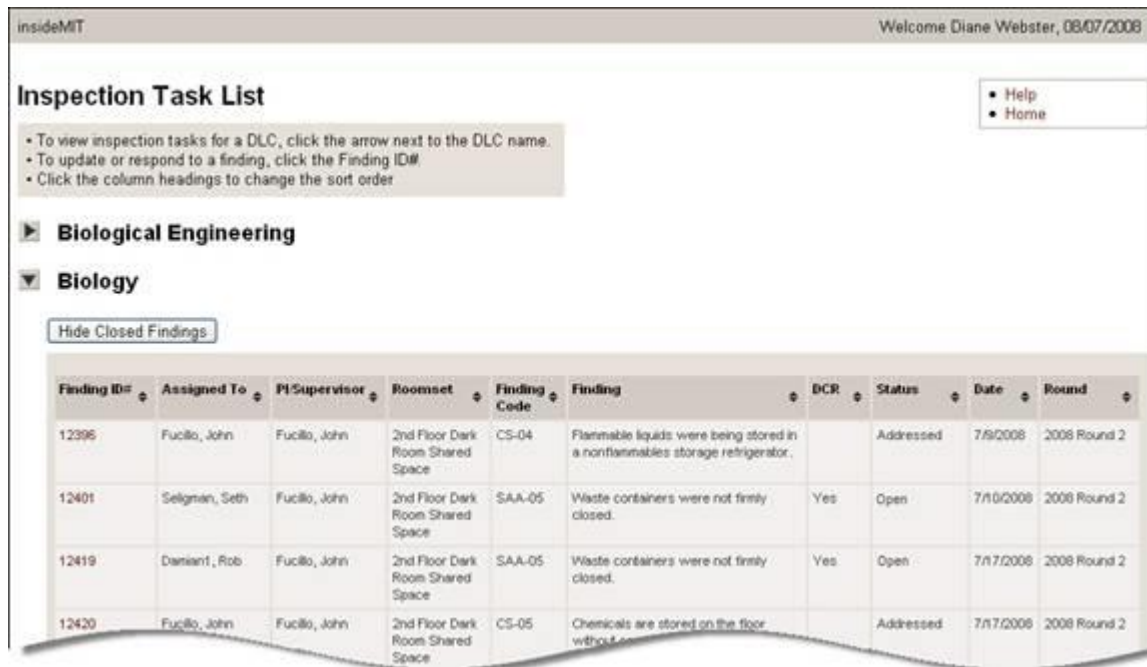
The Inspection Task List table can be sorted by ascending or descending order by clicking on the column heading. The indicator arrows tell you what the order is:

 Ascending order

 Descending order

Click **Hide Closed Findings** to view only Open Findings in the Task List.

Click a **Finding ID#** to view the details, update, or respond to a Finding. The sample task list screen grab below does not contain actual results, rather it's a simulation of multiple inspections created in the SAP test environment.



The screenshot shows the 'Inspection Task List' interface. At the top, it says 'insideMIT' and 'Welcome Diane Webster, 08/07/2008'. There are links for 'Help' and 'Home'. A help box contains instructions: 'To view inspection tasks for a DLC, click the arrow next to the DLC name.', 'To update or respond to a finding, click the Finding ID#.', and 'Click the column headings to change the sort order'. Below this, there are expandable sections for 'Biological Engineering' and 'Biology'. A 'Hide Closed Findings' button is present. The main table has columns: Finding ID#, Assigned To, PI/Supervisor, Roomset, Finding Code, Finding, DCR, Status, Date, and Round. The table contains four rows of simulated data.

Finding ID#	Assigned To	PI/Supervisor	Roomset	Finding Code	Finding	DCR	Status	Date	Round
12396	Fucillo, John	Fucillo, John	2nd Floor Dark Room Shared Space	CS-04	Flammable liquids were being stored in a nonflammables storage refrigerator.		Addressed	7/9/2008	2008 Round 2
12401	Selgman, Seth	Fucillo, John	2nd Floor Dark Room Shared Space	SAA-05	Waste containers were not firmly closed.	Yes	Open	7/10/2008	2008 Round 2
12419	Daniant, Rob	Fucillo, John	2nd Floor Dark Room Shared Space	SAA-05	Waste containers were not firmly closed.	Yes	Open	7/17/2008	2008 Round 2
12420	Fucillo, John	Fucillo, John	2nd Floor Dark Room Shared Space	CS-05	Chemicals are stored on the floor without...		Addressed	7/17/2008	2008 Round 2

XII. View Assigned Findings


View Findings Assigned To Me

Users who are logged in to EHS can immediately see what Findings have been assigned directly to them by clicking the **View Findings Assigned to Me** link on EHS Inspection and Audit page.

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*.

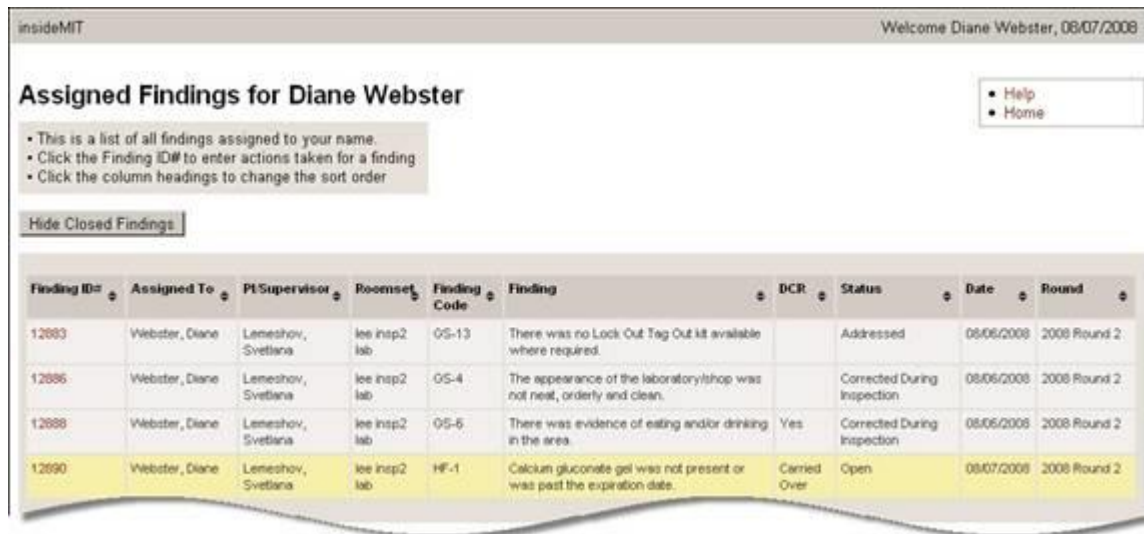
The **View Findings Assigned to Me** table can be sorted by ascending or descending order by clicking on the column heading. The indicator arrows tell you what the order is:

 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.



insideMIT Welcome Diane Webster, 08/07/2008

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

[Hide Closed Findings](#)

Finding ID#	Assigned To	PI/Supervisor	Roomset	Finding Code	Finding	DCR	Status	Date	Round
12883	Webster, Diane	Lemeshov, Svetlana	lee insp2 lab	OS-13	There was no Lock Out Tag Out kit available where required.		Addressed	08/06/2008	2008 Round 2
12886	Webster, Diane	Lemeshov, Svetlana	lee insp2 lab	OS-4	The appearance of the laboratory/shop was not neat, orderly and clean.		Corrected During Inspection	08/06/2008	2008 Round 2
12888	Webster, Diane	Lemeshov, Svetlana	lee insp2 lab	OS-6	There was evidence of eating and/or drinking in the area.	Yes	Corrected During Inspection	08/06/2008	2008 Round 2
12890	Webster, Diane	Lemeshov, Svetlana	lee insp2 lab	HF-1	Calcium gluconate gel was not present or was past the expiration date.	Carried Over	Open	08/07/2008	2008 Round 2