

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: [lst_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.

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

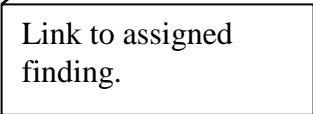
Please correct this finding as soon as possible

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.

<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:

The screenshot shows a web browser window titled "Create and Complete Inspections - Mozilla Firefox". The URL is <http://resident-apps-test.mit.edu/apps/Inspection/RespondToFindings.action?concatKey=10A46526&selectedFindingId=400000000000021907&returnAction=LastAssignedFindings.action>. The page header includes "insideMIT" and "Welcome Melissa J Kavlaki, 10/02/2008". The main heading is "Respond to Inspection Findings (ID# 21906) : EHS BSP Lab". There are tabs for "Inspection Header", "Findings", "Coordinator Notes", and "Best Practices". The "Findings" tab is active, showing a list of findings. The selected finding is "Finding 1 ID# 21907" with a "Save" button and a "Submit" button. The finding details are as follows:

Finding	GS-1: Space Registration / Green Cards were not current / were missing. (General Safety)
Guidance	show guidance
Finding Detail	Green cards need to be updated and posted.
Correction Status	Not Corrected
Documented Closure Required (DCR)	Yes
Exclude from PI Report	No
Subject to Restriction	<input type="checkbox"/> Individual lab or facility is subject to restriction
Rooms	N52-441
Other Location	
Assigned To	Individual <input type="text" value="Melissa J Kavlaki"/> * Name Melissa J Kavlaki e.g. smith, j* or j* smith
Action Taken	<input type="checkbox"/>
Action Description	<input type="text"/>

Numbered callouts indicate the following steps:

1. Type in action taken (points to the "Action Description" text box)
2. Check Action Taken box (points to the "Action Taken" checkbox)
3. Click Save (points to the "Save" button)
4. Click Submit (points to the "Submit" button)

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 screenshot shows the Atlas web application interface. At the top, there is a dark red navigation bar with the Atlas logo (tagline: navigating your MIT world) on the left, and navigation links for HOME, ABOUT ME, and CAMPUS LIFE in the center. On the right of the navigation bar, there are icons for a group of people and a user profile labeled 'jvan'. Below the navigation bar is a main content area. On the left side of this area is a 'MENU' sidebar with an 'edit' link and a list of items: EHS PI Space, EHS Training, EHS Inspection and Audit, EHS Waste Management, EHS Supervisor's Injury Report, EHS Department Preferences, EHS Office Functions, and Buying. Below the menu is a 'FULL CATALOG' button. The main content area is titled 'Full Catalog / EHS Inspection and Audit' and 'EHS Inspection and Audit'. It includes a sub-header 'Emergency Contacts' with an information icon. The main text reads 'Report and track inspections and findings.' Below this are three sections: 'Create and Complete Inspections' (Document and track department, laboratory, center, or work area inspection results.), 'Inspection Task List' (Check and monitor inspection statuses.), and 'View Findings Assigned to Me' (View your assigned findings.). To the right of these sections is a box titled 'Additional Resources' containing links to 'Office of Environmental Health and Safety', 'Inspections and Audit Help Documentation', and 'Lab Inspections Checklists and Guidance - Weekly and Semi-annual'. A vertical 'Feedback' button is located on the right edge of the main content area. At the bottom of the page, there is a footer with the MIT logo and text 'Massachusetts Institute of Technology', and a row of links: 'For Emergencies | Help Desk | About Atlas | Follow MIT on:' followed by social media icons for Facebook, Twitter, YouTube, and LinkedIn.

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

- [Help](#)
- [Home](#)

- 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-5	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