

Finding Assignees and Responding to Assigned Findings Quick Guide

Level II Inspection



Finding Assignees

When the EHS Coordinator drafts a Level II Inspection report, they need to assign each finding to an “assignee” who can best address the finding.

Per finding, the assignee options are:

- PI / Supervisor (of the roomset)
- EHS Representative (of the roomset)
- DLCI EHS Coordinator (for the DLCI)
- EHS Office (the DLCI's EHS Lead Contact)
- EHS Issues Committee*
- Individual**

*By selecting the EHS Issues Committee, the finding is assigned to recipients of the environment@mit.edu queue.

**Upon selecting “Individual,” the user will be asked to enter the first/last name or Kerberos ID of an MIT recipient. EHS Coordinators use this assignee option when the finding can best be addressed by a member of the lab or work area who isn’t either the PI or EHS Rep.

Email Notifications to Assignees

Persons who are assigned a Level II finding as an “Individual” will receive an email (see example below) with information about the finding. A URL is listed at the bottom of the email that will take them directly to the assigned finding.

Sample Assigned Finding Email

Sent directly to the “Individual” assigned to the finding

Finding Assignees and Responding to Assigned Findings Quick Guide

Level II Inspection



Subject: SH2:Finding# 108237,108238 assigned to Hao B Nguye
Date: Thursday, March 20, 2025 at 3:12:45 PM Eastern Daylight Time
From: MOLLYAN@MIT.EDU
To: ist_ehsmis_r3_sh2
CC: Jessica Van, UFT Test, Corne Mukheibir

Finding# 108237,108238 assigned to Hao B Nguyen
The update was performed on 03/20/2025 at 15:12:23 by MollyAn Killingbeck

Subject: Finding# 108237,108238 assigned to Hao B Nguyen

Dear Hao B Nguyen,

An inspection of Li Lab was completed on 03/19/2025.

The following findings were assigned to you.

Finding 108237

Finding: Freezer had excessive ice build-up.

Finding Detail:

Sample Finding Detail Text for non DCR

Rooms: 68-247

Please correct this finding as soon as possible

Note: you DO NOT need to record your actions taken to address this finding in the online EHS-MS application.

Finding 108238

Finding: Biowaste was not being appropriately managed.

Finding Detail:

Sample Finding Detail Text for DCR finding

Rooms: 68-217

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://adminappsts-test.mit.edu/inspection/pr.jsp?key=32638&r3=SH2>

If you have any questions, please contact your DLC Coordinator Test User R3edui03 or the EHS Office 617-452-3477.

Link to assigned finding(s) at bottom of emails.

Click the link in the email and it will take you to the finding. See the section "[How to Record Action Taken in Response to Assigned Findings](#)" for next steps.

Finding Assignees and Responding to Assigned Findings Quick Guide

Level II Inspection



A PI / Supervisor, EHS Representative, the DLCI EHS Coordinator, and the EHS Lead Contact ***does not*** receive the email notification shown above. Instead, these assignees receive an email (see below) with the full Level II report, including all findings submitted in the report for that particular roomset. These recipients do ***not*** need to respond to every finding listed in this email; they only need to respond to the findings specifically assigned to them.

Sample Level II Inspection Report email:

Subject: SH2:Level II Inspection Report for Support Pack Te

Date: Thursday, November 14, 2024 at 2:47:31 PM Eastern Standard Time

From: GMLADY@MIT.EDU

To: ist_ehsmis_r3_sh2

CC: Jessica Van, UFT Test, Corne Mukheibir

To: Hao B Nguyen

CC: Kyle Eads, Chris Sain, Lu Zhong

Subject: Level II Inspection Report for Support Pack Testing Lab

Overall Inspection Finding: Minor

Recently the EHS Inspection Team conducted an inspection of you registered spaces. The team identified a few issues that are minor in nature regarding environment, health and safety, but do require your immediate attention. Please refer to the section below:

Finding 1 108066

Finding: There was evidence of eating and/or drinking in the area.

Documented Closure Required: No

Rooms: N52-135A-Nguyen

Other Location:

Testing this field

Assigned To: EHS Representative

Status at Time of Inspection: Not Corrected

Thank you for your time and attention to these matters. If you have any questions or need assistance, please don't hesitate to reach out.

Best regards,
Kyle Eads

Please click the link below to address any findings assigned to you that are 'Documented Closure Required' findings or to view any current updates to the inspection status.

<https://adminappsts-test.mit.edu/inspection/pr.jsp?key=32594&r3=SH2>

Accessing Assigned Findings

There are two ways that Assignees can access the findings assigned to them.

First, Assignees can click the link in the [email](#) that they receive to access the finding(s) they have been assigned.

Or, Assignees can view all Findings that have been assigned to them by following the steps

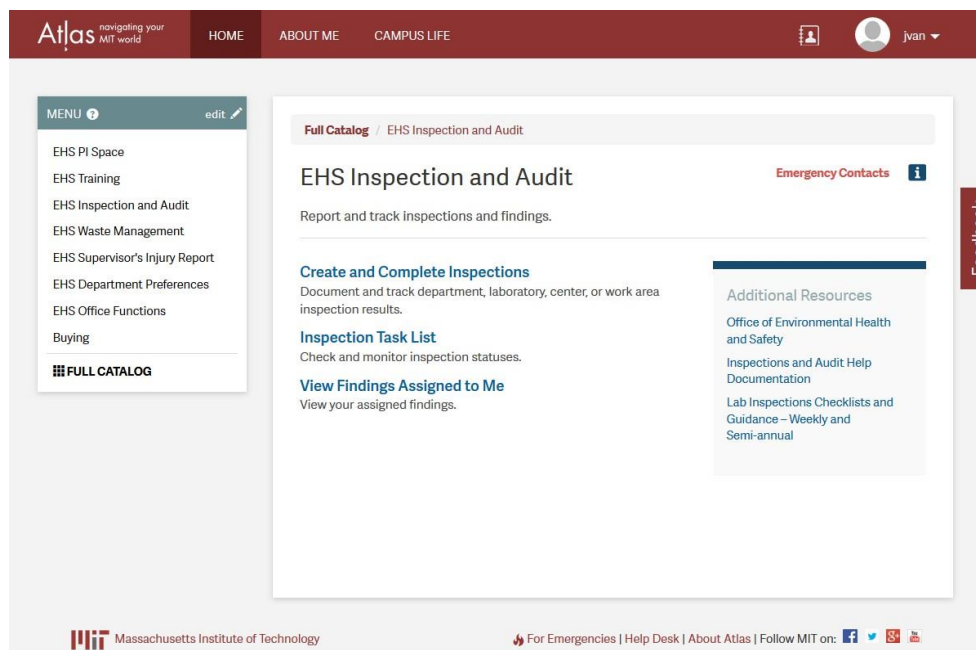
Finding Assignees and Responding to Assigned Findings Quick Guide

Level II Inspection



below:

1. Go to Atlas: <http://atlas.mit.edu/>
2. 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**.
3. 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 Label*, a description of the *Finding*, the *Room(s)* where the Finding is located, 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.

Finding Assignees and Responding to Assigned Findings Quick Guide

Level II Inspection



Note: The sample assigned findings screen grab below does not contain actual results, rather it's a simulation of multiple inspections created in the system test environment.



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Assigned Findings for mollyan

- 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 Label	Finding	Room(s)	DCR	Status	Date	Round
108092	Killingbeck, MollyAn	Killingbeck, MollyAn	Killingbeck Lab - TEST	EP-6	Fire extinguisher was missing, discharged, or inaccessible.		Carried Over	Open	04/05/2024	2024 Round 1
108032	Killingbeck, MollyAn	Van, Jessica	Van Lab - TEST	SAA-9	The SAA location was not appropriate.			Assigned	11/01/2024	2024 Round 2
108034	Killingbeck, MollyAn	Van, Jessica	Van Lab - TEST	SAA-6	The label identifying the SAA was missing.			Assigned	11/01/2024	2024 Round 2
108033	Killingbeck, MollyAn	Van, Jessica	Van Lab - TEST	EP-4	Area was not equipped with sufficient drench showers and eye wash stations.		Yes	Action Taken	11/01/2024	2024 Round 2
108043	Killingbeck, MollyAn	Killingbeck, MollyAn	Killingbeck Lab - TEST	GS-1	Space registration/Green card was not accurate and/or missing.			Assigned	11/04/2024	2024 Round 2
108062	Killingbeck, MollyAn	Van, Jessica	Test Roomset - Van	GS-9	Personnel were not aware of or following drain disposal guidelines.		Yes	Action Taken	11/13/2024	2024 Round 2

  Need business help or technical support?
Review our [contact information](#) for assistance.

Findings Definitions

There are two types of findings, general findings and findings that require documented closure, also known as “DCR” findings.

- **General Findings:** A General Finding is an identified condition that requires an action to resolve it. General Findings are those that do not require documented closure within the EHS Inspection and Audit application. The status for a General Finding will always show as “Assigned” in the assigned findings table.
- **DCR Findings:** A DCR Finding is a finding that requires online documentation in the EHS Inspections and Audit application of the action taken or the plan to resolve it within a reasonable timeframe, typically within a few days but in most cases not to exceed 30 days (see Note below). Findings with greater risk potential have been coded as Documented Closure Required (DCR) in the application; the EHS Coordinator can also choose to designate a General Finding as a DCR Finding if they would like to monitor the finding more closely. The status for a DCR Finding that hasn’t yet been addressed will show as “Open” in the assigned findings table. When the action has been documented for a DCR Finding, its status will show as “Action Taken” in the assigned findings table.

Finding Assignees and Responding to Assigned Findings Quick Guide

Level II Inspection



Note: Generally, findings should be corrected within 30 days, or, for findings requiring more complex infrastructure changes or repairs, corrective action plans should be initiated within 30 days.

How to Record Action Taken in Response to Assigned Findings

For DCR Findings, if the Assignee enters text in the Action Description text box, but the Action Taken checkbox is left unchecked, the finding status will still be listed as Open. If these fields are left blank and the finding goes unaddressed, then the DCR finding is carried over to the next inspection report once it's created for the roomset.

Upon addressing a DCR Finding, the Assignee should select the Action Taken checkbox and indicate what they did to resolve the finding in the Action Description text box (see below). Then, select the “Save and Submit” button.

MIT

Respond to Inspection Findings (ID# 108031) : Van Lab - TEST

Inspection Header Findings Coordinator Notes Best Practices

Findings

Finding 1 ID# 108032

Finding SAA-9: The SAA location was not appropriate. (Satellite Accumulation Area (SAA))

Save Save and Submit

Finding 2 ID# 108033

Finding EP-4: Area was not equipped with sufficient drench showers and eye wash stations. (Emergency Preparedness)

Guidance [show guidance](#)

Finding Detail TEST

Status at Time of Inspection Not Corrected

Exclude from PI Report No

Subject to Restriction ☐ Individual, lab, or facility is subject to restriction

Rooms N51-0005A-Van

Other Location

Assigned To EHS Representative (MollyAn Killingbeck)

Documented Closure Required (DCR) Yes

Action Taken ☐ 2. Check Action Taken box

Action Description 1. Type in action taken

3. Click Save 4. Click Save and Submit

Save Save and Submit changes have not been saved

Finding Assignees and Responding to Assigned Findings Quick Guide

Level II Inspection



Please refer to [EHS-0017: Level II Inspections Standard Operating Procedure](#) (MIT certificate login required) for roles and responsibilities and additional guidance related to Level II Inspections.