Level II Inspection User Guide

Respond to Assigned Findings:

You will receive and 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: [Ist_ehsms_r3_sf5] Finding# 20988 assigned to Carolyn S Stahl

Finding# 20988 assigned to Carolyn S Stahl
The update was performed on 08/26/2008 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 08/26/2008.

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.

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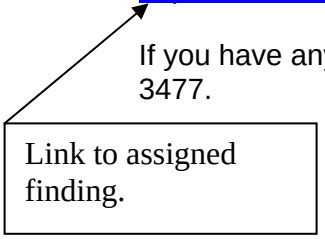
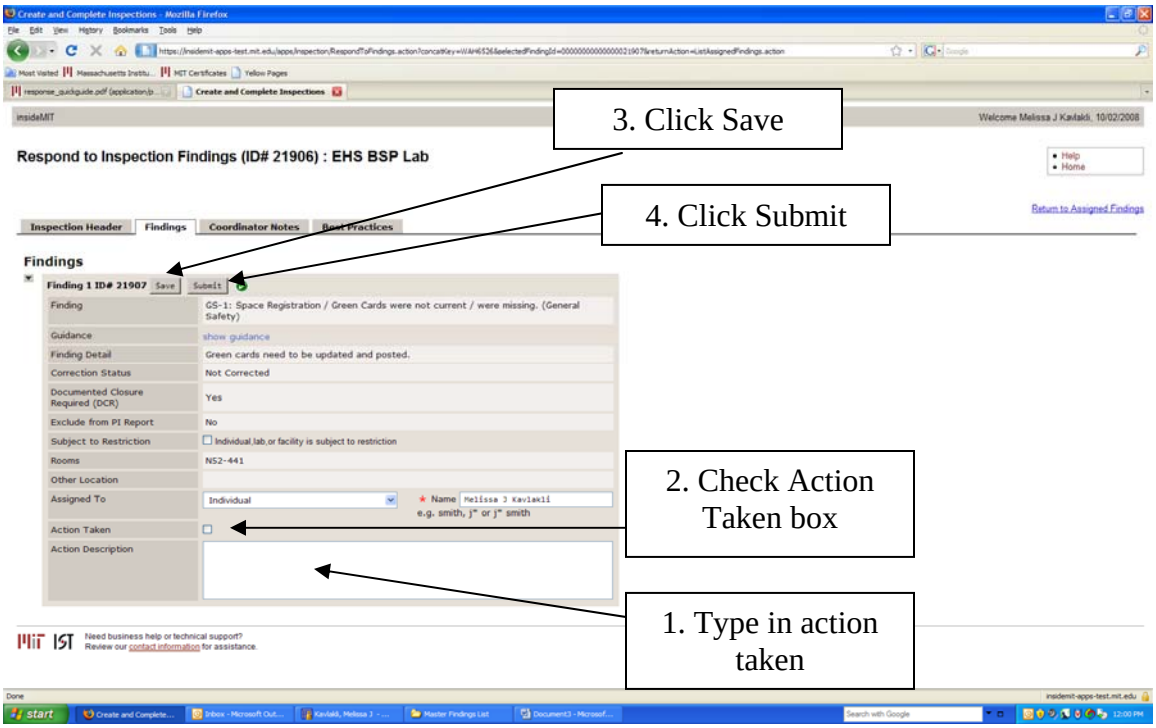
https://insidemit-apps-test.mit.edu/apps/inspection/pr.jsp?key=5838&r3=SF5

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



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



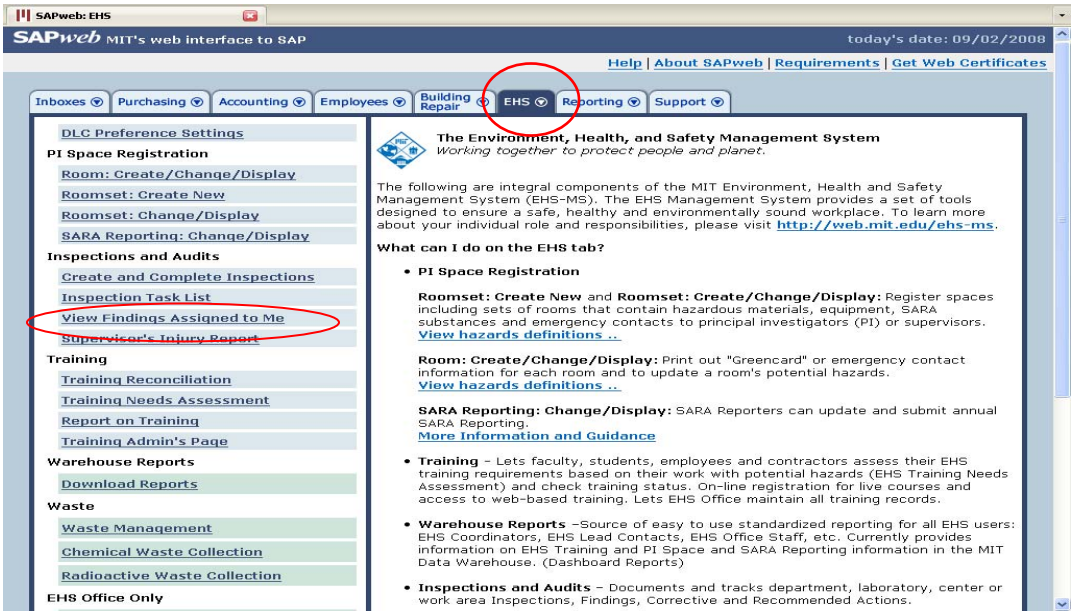
If you misplace your assigned finding email follow the directions below.

Respond to Findings (View Findings Assigned to Me)

Users who are logged in to the EHS homepage on SAPWeb can immediately see what Findings have been assigned directly to them as a result of an environment, health and safety management system Level II Inspection of their lab or space.

First go to the EHS home page by via SAPWeb: **http://web.mit.edu/sapweb/**

Choose the **EHS** tab on the SAPWeb *Home* page to load the EHS-MS application. Locate the **Inspections and Audits** section on the left-hand navigation panel and choose 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 F*inding 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.