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.

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:

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- C X 💩 🛄 Hear	s://insidemt-apps-test.mit.edu/apps/mspector/RespondToPindings.action?concattley=WA46526&selectedFindingId=000000000	0000021907%returnAction=ListAssignedFindings.action	☆ · G. Inge
at Valled Massachusetts Institu r	NET Certificates 🗋 Yelow Pages		
reponse_auklquide.adf (appication/b	Create and Complete Inspections		
ANT		3. Click Save	Welcome Melissa J Kavlaki, 10/02/2008
espond to Inspection	Findings (ID# 21906) : EHS BSP Lab		Help Home
Inspection Header Findin	gs Coordinator Notes Boot Fractices	4. Click Submit	Beturn ta Assigned Findings
Findings	Subsit 0		
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	Individual,lab,or facility is subject to restriction		
Rooms	N52-441		
Other Location		2. Check Action	
Assigned To	Individual Kavaakii e.g. smith, j* or j* smith	Taken box	
Action Taken			
Action Description	+		
III IST Need business help or t Review our <u>contact infor</u>	technical support?	1. Type in action taken	
			insidemit-apps-test.mit.edu
start 🔰 😻 Create and Complete	🧕 Inbex - Microsoft Out 📲 Kavlald, Helissa J 🍋 Master Findings List 🛛 💆 Document J - Microso	d Search w	h Google 🔹 🖬 🔯 🕏 🔊 🕵 🗟 🥐 🎭 12:00 PP

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.

SAPweb: EHS					
SAP <i>web</i> MIT's web interface to SAP	today's date: 09/02/2008				
	Help About SAPweb Requirements Get Web Certificates				
Inboxes Purchasing Accounting Emp	loyees Building EHS Reporting Support				
DLC Preference Settings	The Environment Health and Safety Management System				
PI Space Registration	Working together to protect people and planet.				
Room: Create/Change/Display	Ÿ				
Roomset: Create New	The following are integral components of the MIT Environment, Health and Safety Management System (EHS-MS). The EHS Management System provides a set of tools				
Roomset: Change/Display	designed to ensure a safe, healthy and environmentally sound workplace. To learn more				
SARA Reporting: Change/Display	about your individual role and responsibilities, please visit <u>intep.//web.init.edu/ens-ins</u> .				
Inspections and Audits	what can I do on the EHS tab?				
Create and Complete Inspections	PI Space Registration				
Inspection Task List	Roomset: Create New and Roomset: Create/Change/Display: Register spaces				
View Findings Assigned to Me	substances and emergency contacts to principal investigators (PI) or supervisors.				
Supervisor's Injury Report	View hazards definitions				
Training	Room: Create/Change/Display: Print out "Greencard" or emergency contact				
Training Reconciliation	View hazards definitions				
Training Needs Assessment	SARA Reporting: Change / Display: SARA Reporters can update and submit annual				
Report on Training	SARA Reporting.				
Training Admin's Page	More mornation and Guidance				
Warehouse Reports	 Training – Lets faculty, students, employees and contractors assess their EHS training requirements based on their work with notential bazards (EHS Training Needs) 				
Download Reports	Assessment) and check training status. On-line registration for live courses and				
Waste	access to web-based training. Lets EHS Office maintain all training records.				
Waste Management	 Warehouse Reports -Source of easy to use standardized reporting for all EHS users: EHS Coordinators, EHS Lead Contacts, EHS Office Staff, etc. Currently provides 				
Chemical Waste Collection	Data Warehouse. (Dashboard Reports)				
Radioactive Waste Collection	Inspections and Audits - Documents and tracks department, laboratory, center or				
EHS Office Only	work area Inspections, Findings, Corrective and Recommended Actions.				

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.

sideMIT							Welcome	Diane Wel	bster, 06/07/20
ssigned	l Findings	for Diane	e Webs	ster				• He	Np vme
This is a list Click the Fin Click the col	of all findings as ding ID# to enter umn headings to	signed to your n actions taken fo change the sort	ame. Ir a finding order						
Hide Closed F	indings								
Finding ID# +	Assigned To o	P1Supervisor e	Roomset	Finding ¢ Code	Finding 8	DCR 0	Status d	Date	Pound d
12883	Webster, Diane	Leneshov, Svetlana	lee insp2 lab	05-13	There was no Lock Out Tag Out kit available where required.		Addressed	08/06/200	18 2008 Round 2
12886	Webster, Diane	Leneshov, Svetlana	lee insp2 lab	05-4	The appearance of the laboratory/shop was not next, orderly and clean.		Corrected During Inspection	08/06/200	18 2008 Round 2
12688	Webster, Diane	Leneshov, Svetlana	lee insp2 lab	05-6	There was evidence of eating and/or drinking in the area.	Ves	Corrected During Inspection	08/06/200	16 2008 Round 2
12690	Webster, Diane	Leneshov, Svetlana	kee inspi2 lab	HF-1	Calcium gluconate gel was not present or was past the expiration date.	Carried Over	Open	08/07/200	0 2008 Round 2
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