

Level II Inspection User Guide:

Inspection Task List

If you have DLC Coordinator or DLC Lead Contact authorizations you can quickly view all the Findings for their DLCs by selecting the **Inspection Task List** link on EHS Inspection and Audit page.

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 **Inspection Task List** link.


The screenshot shows the Atlas web interface for EHS Inspection and Audit. The top navigation bar includes the Atlas logo, navigation links (HOME, ABOUT ME, CAMPUS LIFE), and a user profile (jvan). A left-hand menu lists various EHS applications, with 'FULL CATALOG' highlighted. The main content area is titled 'EHS Inspection and Audit' and includes a sub-header 'Full Catalog / EHS Inspection and Audit'. Below the title, there is a description: 'Report and track inspections and findings.' Three main action links are listed: 'Create and Complete Inspections', 'Inspection Task List' (circled in red), and 'View Findings Assigned to Me'. A right-hand sidebar titled 'Additional Resources' contains 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 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.

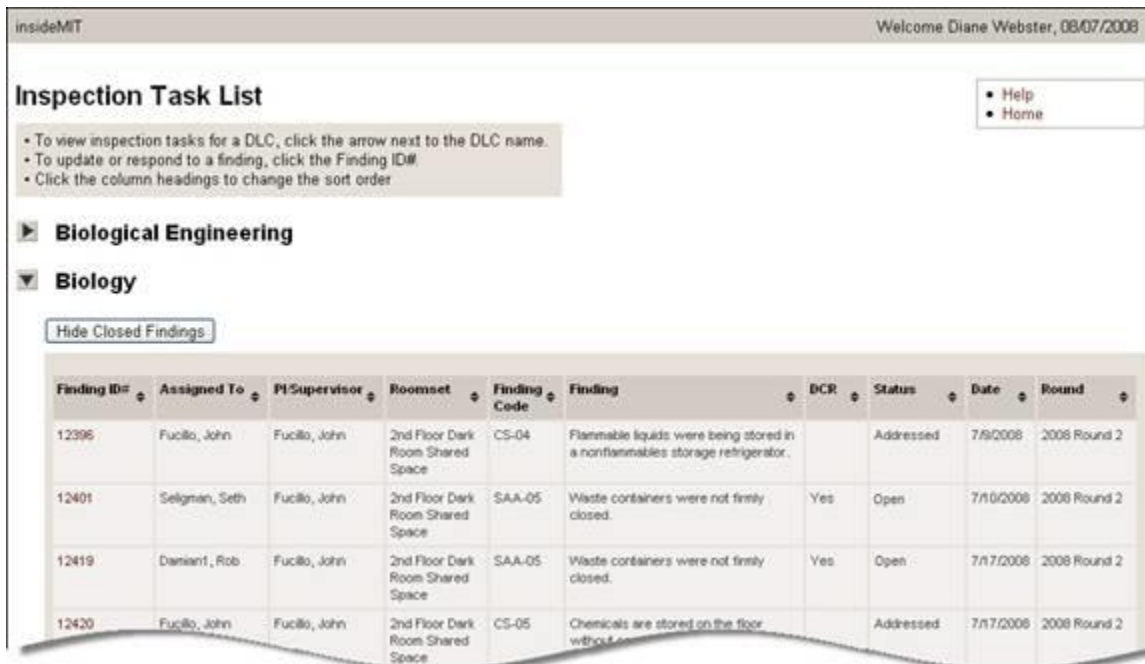
The Inspection Task List table can be sorted by ascending or descending order by clicking on the column heading. The indicator arrows tell you what the order is:

 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.



insideMIT Welcome Diane Webster, 08/07/2008

Inspection Task List

- 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#
- Click the column headings to change the sort order

▶ Biological Engineering

▼ Biology

Finding ID#	Assigned To	PI Supervisor	Roomset	Finding Code	Finding	BCR	Status	Date	Round
12395	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	Damiant, 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