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: [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
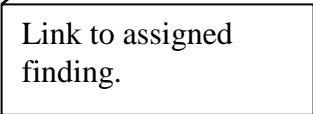Rooms: 13-5037

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.

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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.

Link to assigned finding.

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 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 **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.

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	GS-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	GS-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	GS-6	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