

## Review / Respond to Research Safety Audit Deficiencies

When you receive an email with the Research Safety Audit results, you will be able to identify any deficiencies noted.

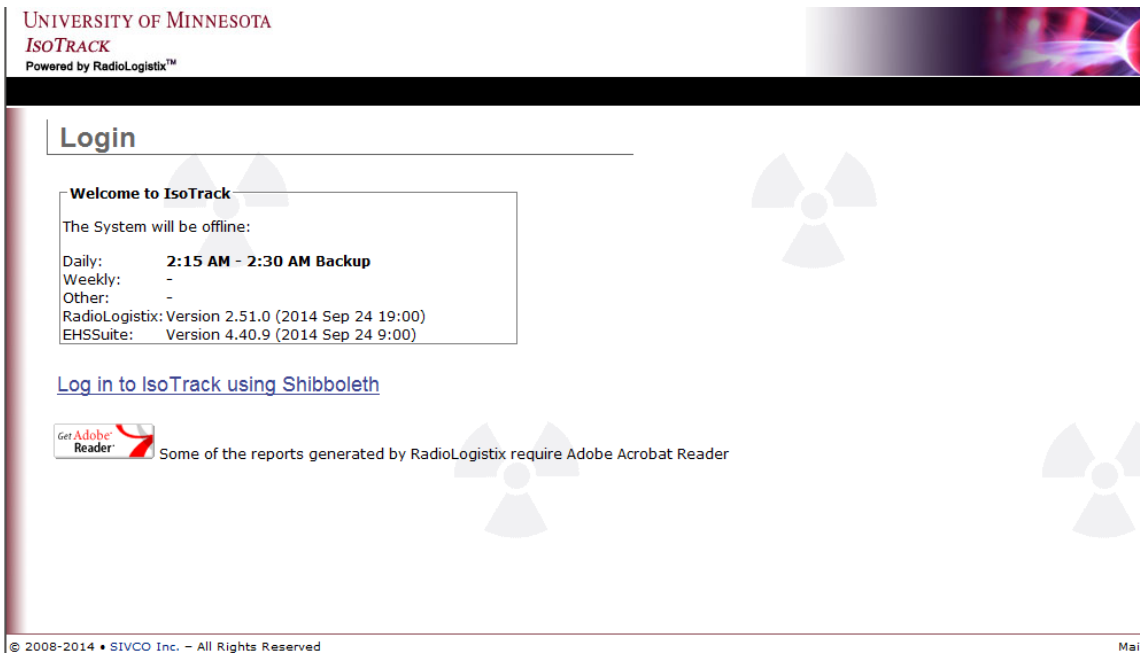
- If **No Deficiencies** are noted, you have no further actions that need to be completed
- If **there are Deficiencies** noted, complete the following steps.

## Log-In to the EHS Compliance System / Locate Audit Deficiencies Needing Response

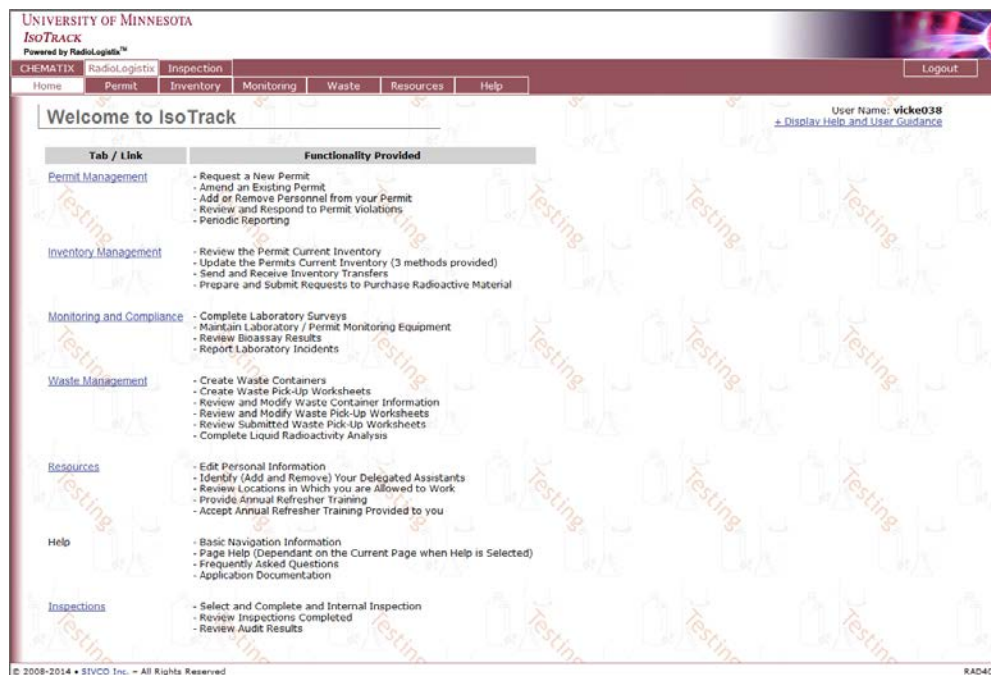
1. Enter the URL - <https://www.dehs-tools.umn.edu/> into your WEB Browser address line, followed by "Enter". The "Sign In: University of Minnesota" page is presented as shown below:

The screenshot shows the top navigation bar of the University of Minnesota website with the logo and the slogan "Driven to Discover". A search bar is visible on the right. The main content area features a "Sign In" section with two input fields: "Internet ID:" and "Password:". Below each field is a "Forgot your ID?" and "Forgot your password?" link, respectively. A red "Sign In" button is positioned below the password field. To the right of the sign-in form are two sections: "Need an Account?" with a link to find the right account type, and "Need More Help?" with a link to contact technology help staff or visit the Internet accounts site.

2. Enter your Internet ID, Password and click on the "Sign In" Button. The IsoTrack Login page is presented as shown below.

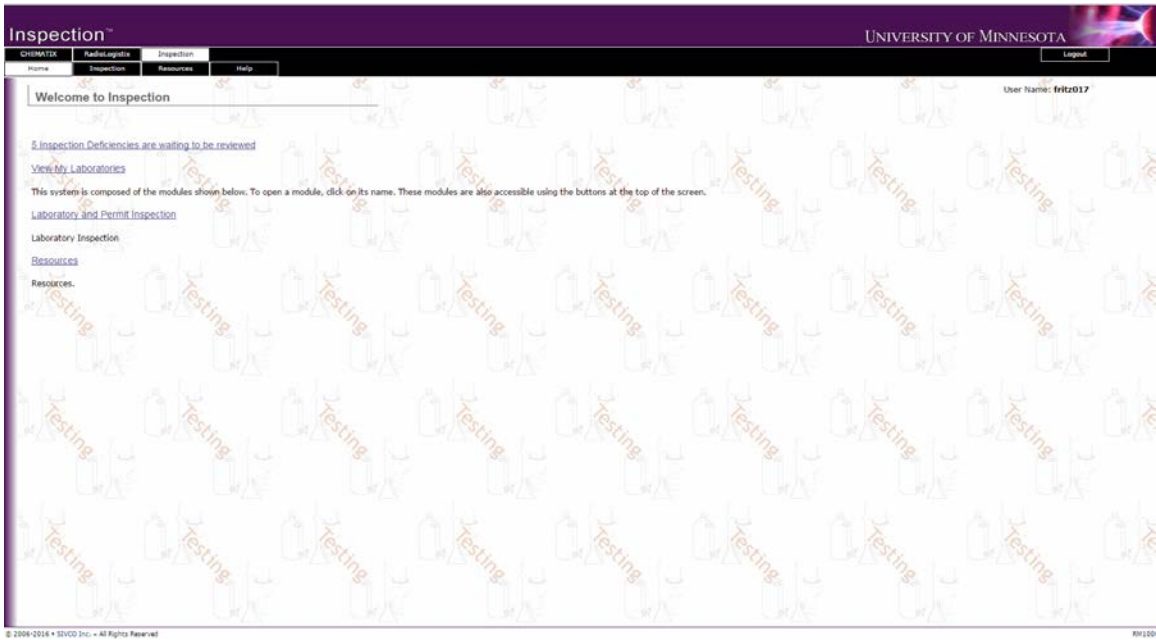


3. Click on the “Log in to IsoTrack using Shibboleth” link. The IsoTrack Welcome page is presented as shown below.

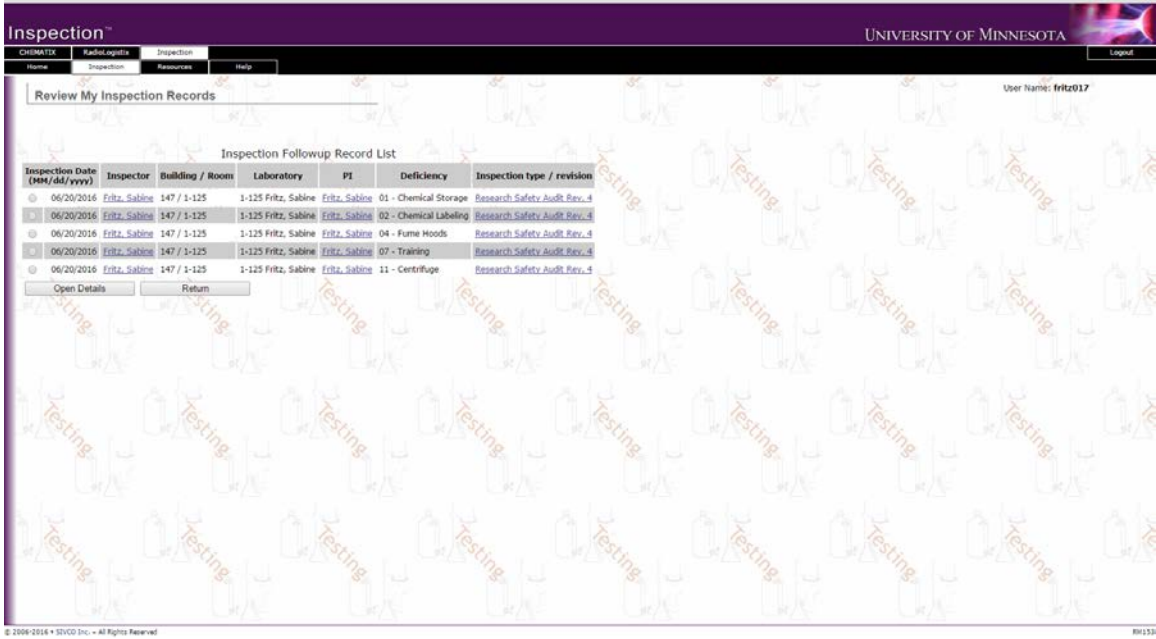


4. Click on the “Inspection” Menu Tab item. The Welcome to Inspection page is presented as shown below, with a count of any Inspection Deficiencies associated to you laboratory noted. For example, in the illustration below you will see the information presented as:

“5 Inspection Deficiencies are waiting to be reviewed”



5. Click on the line indicating the inspections to be reviewed. A list of all deficiencies noted for your laboratories is presented as shown below.



## Responding to Inspection Related Deficiencies

For each deficiency noted on an inspection, the Principle Investigator or designate will be responsible to resolve the deficiency. Beginning from the Inspection Follow-up Record List shown below, complete the following steps.

The screenshot shows the 'Inspection' web application interface. At the top, there is a navigation bar with 'CHSMATIX', 'Radialogix', and 'Inspection' tabs. The 'Inspection' tab is active. Below the navigation bar, there is a 'Review My Inspection Records' section. The main content area displays the 'Inspection Followup Record List' as a table with the following columns: Inspection Date (MM/dd/yyyy), Inspector, Building / Room, Laboratory, PI, Deficiency, and Inspection type / revision. The table contains four rows of data, all for the date 06/20/2016 and Inspector Fritz, Sabine. The deficiencies are: 01 - Chemical Storage, 02 - Chemical Labeling, 04 - Fume Hoods, and 11 - Centrifuge. Below the table are 'Open Details' and 'Return' buttons. The footer of the page includes the copyright notice '© 2009-2014 • SIVCO Inc. • All Rights Reserved' and the user name 'fritz017'.

Inspection Date (MM/dd/yyyy)	Inspector	Building / Room	Laboratory	PI	Deficiency	Inspection type / revision
06/20/2016	Fritz, Sabine	147 / 1-125	1-125 Fritz, Sabine	Fritz, Sabine	01 - Chemical Storage	Research Safety Audit Rev. 4
06/20/2016	Fritz, Sabine	147 / 1-125	1-125 Fritz, Sabine	Fritz, Sabine	02 - Chemical Labeling	Research Safety Audit Rev. 4
06/20/2016	Fritz, Sabine	147 / 1-125	1-125 Fritz, Sabine	Fritz, Sabine	04 - Fume Hoods	Research Safety Audit Rev. 4
06/20/2016	Fritz, Sabine	147 / 1-125	1-125 Fritz, Sabine	Fritz, Sabine	07 - Training	Research Safety Audit Rev. 4
06/20/2016	Fritz, Sabine	147 / 1-125	1-125 Fritz, Sabine	Fritz, Sabine	11 - Centrifuge	Research Safety Audit Rev. 4

1. Select the Line Item record that you will review / resolve
2. Click on the "Open Details" Button to display a description of the deficiency. The Follow-Up Inspection Details page is presented as shown below.

The screenshot shows the 'Inspection' web application interface with the 'Followup Inspection Details' page displayed. The page title is 'Followup Inspection Details'. The details shown are: Laboratory: 1-125 Fritz, Sabine; Inspector: Fritz, Sabine; Inspection Date: 06/20/2016; Inspection Name and Revision: Research Safety Audit Rev. 4; Inspection Section: Inspection Items; Inspection Item: 11 - Centrifuge; Failed on: Unsatisfactory; Inspector's comments: No secondary containment. There is a dropdown menu for 'Please select the solution:' with 'Select' and 'Satisfactory' options. Below it is a text input field for 'Please describe the solution:' containing the text 'The Deficiency has been Resolved'. At the bottom of the form are three buttons: 'Resolved and Completed', 'Forwarded', and 'Cancel & Return'. The footer of the page includes the copyright notice '© 2009-2014 • SIVCO Inc. • All Rights Reserved' and the user name 'fritz017'.

The screen allows the Principle Investigator to resolve the deficiency as follows:

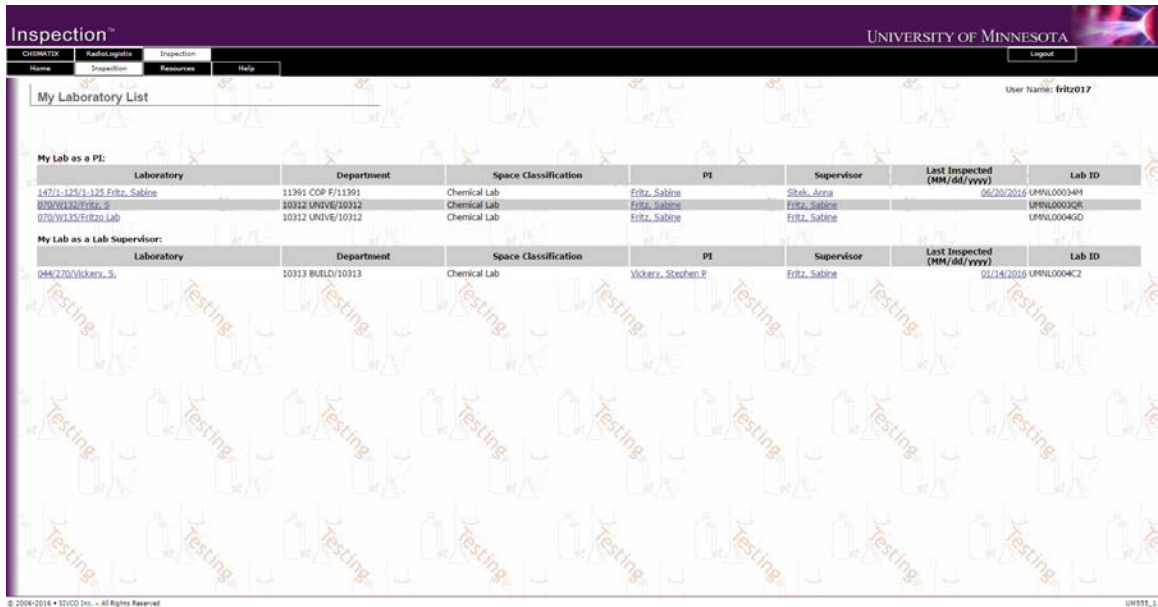
3. Click on the **“Cancel & Return”** Button to cancel this review and leave the deficiency open,
4. Click on the Pull Down list of resolution (solutions) and pick “The Deficiency has been resolved”
5. Enter a description of the action taken to resolve this deficiency
6. Click on the **“Resolved and Completed”** Button to finish the resolution process. Once completed, this deficiency is removed from your list of inspection record for review.

# View Past Inspections

From the Inspection tap



Click on “View My Laboratories”



This will open a list of all laboratories assigned to PI. Choose the one you want to see details for.

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User Name: fritz017

### Laboratory Details

Department: 11391  
 Building: 147 Building Name: WEAVER-DENSFORD HALL  
 Fire Zone: 147 Lab Room: Yes Room: 1-125  
 Room POC: 1-125

Other Labs in this room

Room	Lab Name	Barcode	Lab Status	Last Inspected	PI	Lab Supervisor	Department
No other labs in this room.							

Lab Name: 1-125 Fritz, Sabine  
 Lab Status: Assigned  
 Last Inspected: 6/20/16  
 Principal Investigator: Sabine Fritz

Lab Barcode: 0MNL00034M  
 Last Inventory Date:  
 Last Caution Sign Date:  
 Lab Supervisor: Anna Sitek

#### Lab Personnel

Lab	Lab PI	Lab Super User	Name	Dept.	Home	Phone
X			Fritz, Sabine	10312	(612)625-7227	
X			Sitek, Anna	10312	(612)625-8925	

View Past Inspections

Maintain Lab Perform Self Inspection Back

Click on "View Past Inspections" to see a list of inspections for this space and any attachments.

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User Name: fritz017

### Laboratory Inspection History

Date (MM/DD/YYYY)	Inspection Type/Revision	Inspector	Status	Attachment
06/20/2016	Research Safety Audit Rev. 4	Fritz, Sabine	Deficiency(5)	
02/22/2016	Biosafety Lab Inspection Rev. 9	Fritz, Sabine	Passed	
06/21/2016	Research Safety Audit Rev. 4	Fritz, Sabine	Passed	Chemical Storage Groups poster template 041315.png 2016-06-21 1:21 PM Biosafety Level 2 Centrifuge Sign.doc 2016-06-21 1:22 PM

Back