

Entering the Lab Assessment Response

An online assessment response form is available to PIs via the PI Web Interface. An ONID username is required. To set up your access contact EH&S at 541-737-2273, or contact [OSU's Chemical Safety Officer](#) by email.

Procedure:


- Sign in to the [PI Web Interface](#) with your ONID ID and password. The EH&S Assistant web interface will open. The categories you can access are lab dependent.
- Under Assessments, Click on “Assessment Results.”

EH&S Assistant

Log Off





Choose PI
PI: TEST: TEST last name, TEST first name

RAM





Inventory/Disposals



CHEM

 Inventory
 Permit Worker Registration
 Chemical Inventory Verification
 Reports


ASSESSMENTS

 Assessment Results ←
 Assessment History

ADMINISTRATION

 Labs
 Reports

- The Open Inspection Results screen appears. Only the list of safety guidelines which still need attention will be listed.
- Click **Select** to view the details for a particular item.

Main Menu < BACK		TEST TEST last name, TEST first name						Log Off		
Open Assessment Results										
 Pictures Available										
		Inspection #	Inspection Category	Inspection Date	Date Corrected	Corrected By	Violation Code	Description	Significant Risk?	Location/Lab
Select		6562	LAB	05/01/2014			IN01	Lab Hazard / Contact Information sign is current, accurate, and clearly posted at entrance(s)	-	TEST :01fake,TEST :02fake
Select		6562	LAB	05/01/2014			EQ06	Fire alarm pull stations unobstructed	-	TEST :01fake,TEST :02fake
Select		6562	LAB	05/01/2014			CH10	Chemical storage cabinets properly labeled	-	TEST :01fake,TEST :02fake

- The Editing Assessment Response screen appears.

Editing Assessment Response

ASSESSMENT DATE: 05/01/2014 PI: TEST TEST last name, TEST first name

SIGNIFICANT RISK?

LOCATIONS/LABS

Location	Building Name	Lab
	Not Found	Not Found

GUIDELINE REQUIRING ATTENTION

Lab Hazard / Contact Information sign is current, accurate, and clearly posted at entrance(s)

RECOMMENDATION

Submit an updated Lab Hazard Sign request.
<http://oregonstate.edu/ehs/LabHazSign>

REGULATORY REFERENCE

SPECIFIC DETAIL

Contact info is out of date

Please Enter Response Below

RESPONSE: Lab hazard sign request has been submitted

DATE CORRECTED: 5/21/2014 CORRECTION DUE DATE: 06/02/2014

CORRECTED BY: Program Director

Enter responses here

- Enter the Response (correction or correction plan), the date corrected, and corrected by. Click Save to Submit.
- The response will be reviewed by EH&S.

Assessment Histories will also be available from the Assessments menu. Only assessments logged into the EH&S Assistant will be listed.

EH&S Assistant

Log Off

Choose PI
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To download the report associated with each assessment number, click the “Highlight” link and select Safety Assessment Report from the available report formats under the “---Reports---” drop down menu.

Main Menu < BACK
TEST TEST last name, TEST first name
Log Off

Assessment History (highlight inspection and select report)

Reports

Safety Assessment Report

---Reports---

Safety Assessment Report

	Inspection #	Inspection Category	Inspection Date	Inspector	Inspector Name	Locations/Labs
Highlight	6562	Lab Safety Inspection	05/01/2014	TAK	Terese Keller	TEST ONLY: 02fake, TEST ONLY: 01fake

