

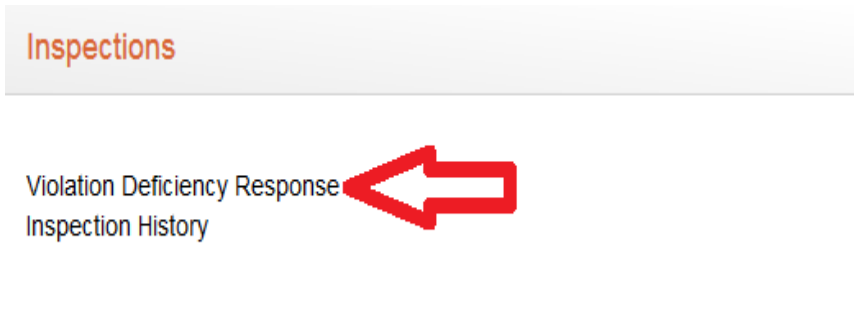
EHSA “How-to” for PIs and Lab Manager access users:

**Respond to Deficiencies from your Safety Inspection**

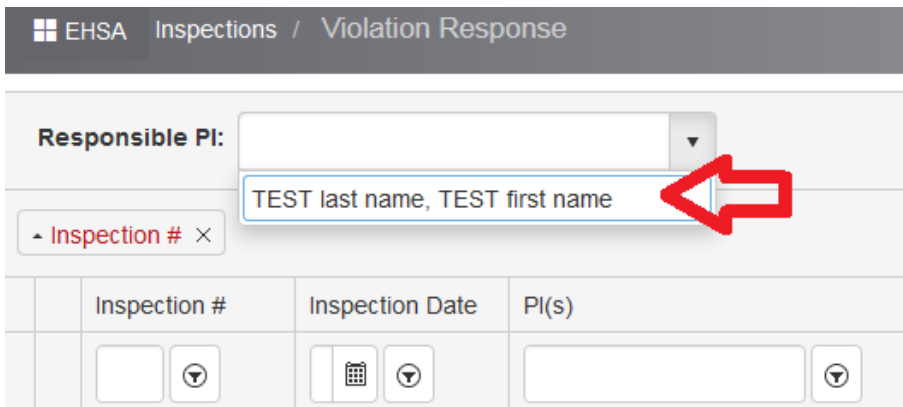
1. Click on the “Safety Inspections” icon to review your safety assessment and to respond to any safety deficiencies noted during the assessment



2. Click on “ Violation Deficiency Response”



3. Choose the PI name in which you want to review the deficiencies



- Click on the Inspection Report # in which you would like to respond to. NOTE: the most recent report will be the highest numbered.

Responsible PI: TEST last name, TEST first name

- Inspection # > <

Inspection #	Correct By Date	Location / Lab	Description	PI(s)
Inspection #: 8142				
Inspection #: 8150				
Inspection #: 8152				
8152	06-10-2017	(Building Not Found)	Containers clearly labeled with chemical names, or abbreviations, or notebook nomenclature if necessary due to container size. Abbreviation list and lab specific labeling scheme/nomenclature are posted.	TEST last name, TEST first name
8152	06-10-2017	N/A(Building not Found)	Containers are compatible with the chemical; container integrity maintained.	TEST last name, TEST first name
8152	06-10-2017	TEST ONLY : 01take	Laboratory chemicals are not visibly deteriorated, or unfit for use due to expiration or degradation.	TEST last name, TEST first name
8152	07-10-2017	TEST ONLY : 01take	Containers kept closed except during transfers.	TEST last name, TEST first name

- Double click on the deficiency in red that you want to address to open the violation/deficiency.
- To respond, scroll to the last box on the bottom that says "Please Enter Response to Violation Deficiency Below." Be sure to fill out all areas in that section (e.g. correction notes, response date, corrected by.) Then click "Save."

**Please Enter Response to Violation Deficiency Below**

**Correction Notes**

**Response Date**

**Corrected By**

Note: Once you mark a deficiency as corrected, it will no longer show as a deficiency.