### HOW TO READ YOUR SURVEY REPORT

#### Part I: Sample Report

**EH&S Prevention Assessment Survey Report**

<table>
<thead>
<tr>
<th>Survey#</th>
<th>Building</th>
<th>Date of survey</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>115169444</td>
<td>Magnuson Health Sciences Y-wing</td>
<td>6/30/2006</td>
<td>Public Health Sciences</td>
</tr>
</tbody>
</table>

**Building Coordinator:** Anne Smith  
**Phone:** 555-6000  
**Email:** buildingcoordinator@u.washington.edu  
**Box:** 351000

**Principal Investigator 1:**  
**Phone:** 555-7000  
**Email:** Pphone@u.washington.edu

**Principal Investigator 2:**  
**Email:**

**Principal Investigator 3:**  
**Email:**

**Other Responsible Person(s):** Elle Adams  
**Phone:** 555-5555  
**Email:** otherperson@u.washington.edu  
**Box:** 353000

**EH&S Surveyor:** Hal Merrill  
**Phone:** 543-2835  
**Email:** hm2971@u.washington.edu  
**Box:** 354400

**Research Activities/Comments:** Works with mice, studies the physiological effect of nitrous oxide.

<table>
<thead>
<tr>
<th>Room/Item</th>
<th>Location</th>
<th>Correction Needed</th>
<th>Date Corrected</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 Y105A</td>
<td>No deficiencies. Animal Area. O.K.</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>1 Y105</td>
<td>Perform annual test and provide test label for emergency safety shower.</td>
<td>FS</td>
<td>4</td>
</tr>
<tr>
<td>2 Y105B</td>
<td>No deficiencies. Animal Area. O.K.</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>3 Y105C</td>
<td>No deficiencies.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Y105D</td>
<td>Extension cords may not be used as permanent wiring. Instead, consider a power Occ strip with built-in circuit breaker plugged directly into a wall receptacle. Provide permanent circuitry for instrument supply.</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>6 Y105D</td>
<td>Label secondary solution containers. Labels must include chemical name and hazard warnings. Labels can be ordered from University Stores. Provide label for large container of liquid, approximately 100 gallons in capacity.</td>
<td>Occ</td>
<td></td>
</tr>
<tr>
<td>7 Y106</td>
<td>No deficiencies. Gas storage closet. O.K.</td>
<td>Occ</td>
<td></td>
</tr>
<tr>
<td>8 Y107</td>
<td>Apply for, obtain, and post a hazardous materials permit from Seattle Fire Department.</td>
<td>Occ</td>
<td></td>
</tr>
</tbody>
</table>

**Occ = Occupant**  
**OH = Occupational Health and Safety**  
**R/T = Referred To**  
**HW = Hazardous Waste**  
**PA = Prevention and Assessment**  
**RBS = Research and Biological Safety**

Please fill in the date that corrections are made and return to Environmental Health and Safety, Box 354400

Thursday, August 10, 2006
HOW TO READ YOUR SURVEY REPORT

Part II: Survey Form Descriptions

1
This section includes the EH&S survey number used for recordkeeping. Also included in this section are the building name, the department, and the date that the survey was performed.

2
This section lists the contact information for the building coordinator, principal investigators (as many as 3), and any other parties who may have an interest or responsibility for the survey results.

3
This section lists the contact information for the EH&S surveyor. Contact this person first with any questions or clarifications needed from the survey report.

4
These headings indicate:

- **Item:** A numerical number for each identified deficiency.
- **Room/Location:** Describes the room number and/or the specific location of an identified deficiency.
- **Correction Needed:** Describes the deficiency and/or the action needed to correct the identified deficiency.
- **R/T:** This is an abbreviation for Referred To. This lists the party who is responsible for correcting each deficiency. Listed in the column below this header is an abbreviation for the responsible party. The abbreviations and their full descriptions are listed at the bottom of the survey report. The most frequently used abbreviations are Occ for Occupant and FS for Facilities Services.
- **Date Corrected:** This column is blank in the survey report when it is mailed. EH&S requests that you write in the date corrected in this column when the corrections are made. Then please return a copy of this to EH&S. We input this date into our database for tracking purposes.

5
This section lists the survey results. Each item lists a room number and/or location of the correction needed, a description of the correction needed, and the responsible party for correcting the deficiency in the R/T column. For entries with Occ in the R/T column, please read the full description of the correction needed/deficiency and identify how this can be corrected and by whom. *Listed deficiencies should be corrected within 30 days. We will inform you if the hazard is serious or imminent; these hazards must be corrected immediately.* If you need further clarification, please do not hesitate to contact the surveyor listed in your survey report or the FSO office at 206-543-0465.

For entries with FS in the R/T column, EH&S has requested a work order through FSWorks to repair. We will track this work order to completion. See above section (4) for more information about this section. Abbreviations used in this area are fully described at the bottom of the form.

6
This lists abbreviations used in the survey report. OH, HW, PA, and RBS are offices within EH&S. CHS is the occupational health medical services staff located in Hall Health.

_A friendly reminder to fill in the date that corrections are made and return to EH&S within 30 days._