VIEWING AND RESPONDING TO INSPECTION FINDINGS

- After Radiation Safety conducts a Routine or Annual Lab Inspection, the lab permit contact (PC) or principal investigator (PI) may receive an email with information regarding any findings.

- If a contamination survey was conducted in conjunction with the inspection, a hot map will be included at the end of the email.
To respond to the findings, log into the EHS main page either by clicking the link on the email or entering https://ehsa.ehs.washington.edu/ on your web browser. Once logged in the EHS main page Select “Safety Inspections”

Note: The number in the upper right hand corresponds to the number of findings requiring a response.
• Select “Inspection Response”

The following screen allows you to review inspections with findings that require a response.

• Select a finding to respond to by double clicking on the line item, or clicking on the blue “Edit Response” button on the left.

• Review the information and notes regarding the finding, view any pictures provided by the inspector and follow any recommendations or notes left by the inspector.
Near the bottom of the page enter actions taken in response to the finding.
Enter the day of the corrective action, and who performed the action.

To include a photo with your response, click on “Add Photo”, to add a photo saved on the computer.

Alternatively if using an electronic device with a camera (mobile phone or tablet), you can directly upload a picture into your response by clicking “Use Camera”
  o Multiple pictures can be taken with each click of the “Take Picture” button
  o Once the desired picture(s) have been taken click “Close”

NOTE: Browser privacy settings may need to be adjusted to allow the use camera function to work.
Include an appropriate description in the caption box below each picture.

Click “Save” to return the Inspection Response screen, or click “Save and View Next” to open and respond to the next finding.

The main EHSA screen will now show the number of findings still requiring a response and those findings that have been responded to and are awaiting inspector approval.

Once the inspector approves of the response taken, notification will disappear from the main screen and the finding will be removed from the inspection response screen.

Once all the inspection findings have been approved, an email will be sent out to the permit contact or principal investigator.