



University of
CINCINNATI

**IACUC
Semiannual
Inspection
System Guide**

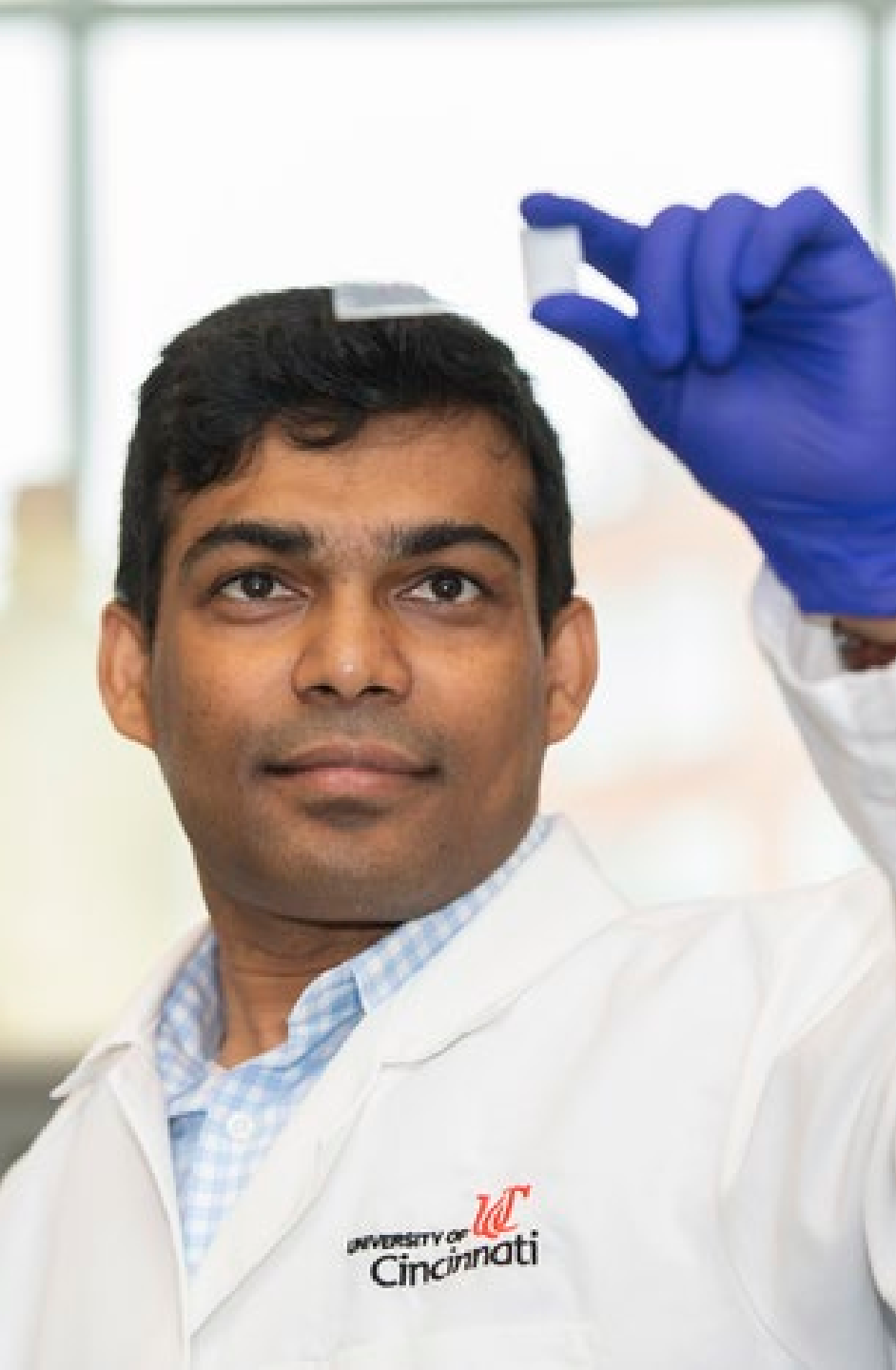


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Semiannual Inspection Results Email

After an inspection has occurred, an email from UCEHSA@uc.edu with the inspector copied, will be sent stating that there are inspection findings for review. The key points in the email are:

- 1) The link to access the EHSA system to view full audit results
- 2) Instructions on how to enter resolutions to the findings in EHSA system (this PowerPoint).
- 3) The link to EHSA system training

You can respond to the email to get into contact with the inspector for questions.

From: UCEHSA@uc.edu
To: PI Email
Cc: Inspector email

Greetings,

In accordance with federal mandated duties, the IACUC is responsible for conducting regular inspections of facilities where animals are housed or used in procedures. Any deficiencies found must be promptly addressed and corrected. The IACUC has identified the non-compliance(s) listed below during recent semiannual inspections. Please login to the inspection system by clicking the link: [IACUC Semiannual inspections](#) **1** the audit results and enter the resolution actions for any finding(s).

You will be required to enter your 6+2 username and password to gain access to this page. Please note: off-campus access to the EHSA system requires logging into the UC network using the VPN. Please see [this IT@UC page](#) regarding SSLVPN usage. Once logged in:

- 2**
 - Click on the **Safety Inspection Icon**
 - Go into the **Inspection Finding Response** menu
 - Click on the **Add Response** button next to the findings noted from the inspection and fill out the appropriate corrective action taken. You will also be able to upload photos from this screen as proof of the correction.

Please email the IACUC office IACUC@ucmail.uc.edu, with any questions. **3**

For help navigating the EHSA system, please access this short and comprehensive guide by [clicking this link](#) (PowerPoint file will download).

Thank you,

IACUC office

Semiannual Inspection Results Email

At the bottom of the email, a table of findings will be displayed.

- 4) **Inspection Number** – Every inspection is assigned a unique number and is useful for searching within the EHSA system
- 5) **Finding Description** – a listing of each finding from the inspection
- 6) **Location** – where the inspection took place, and the finding was recorded
- 7) **Recommendation** – If a finding is found, what the recommended course of action might be
- 8) **Observations/Notes** – additional notes given by an inspector
- 9) **Correct By Date** is an automatically set number of days after the inspection
- 10) **Pictures** associated with each finding

4

Findings for Inspection: 15

Description	Location	Recommendation	Observations/Notes	Correct By Date	Picture(s)
<p>5</p> <p>Defective equipment is not in use.</p>	<p>6</p> <p>1000 / Crosley Tower</p>	<p>Defective equipment must be repaired or replaced.</p> <p>https://www.osha.gov/Publications/laboratory/OSHAquickfacts-lab-safety-electrical-hazards.pdf</p> <p>http://www.ehs.uc.edu/Advisories/Advisory_9_0.PDF</p> <p>https://www.osha.gov/OshDoc/data_Hurricane_Facts/elect_safety.pdf</p>	<p>8</p>	<p>9</p> <p>03/07/2024</p>	<p>10</p>
<p>Hazardous chemicals are labeled properly.</p>	<p>1000 / Crosley Tower</p>	<p>Labels should be written in English without any abbreviations.</p> <p>https://www.ehs.uc.edu/Advisories/Advisory_7_3.PDF</p> <p>https://www.osha.gov/sites/default/files/publications/OSHAquickfacts-lab-safety-labeling-chemical-transfer.pdf</p>		<p>03/07/2024</p>	

Safety Inspections Module

Whether you click the EHSA system link in the email you received or login to EHSA directly (<https://ehsa.uc.edu/EHSA>), you will need to navigate to the **Safety Inspections** module on the EHSA homepage to respond to any findings you may have received.

- 1) The **Safety Inspections** module icon might display red and/or orange notification bubbles above it.

Red – Response Needed

Orange – Pending Approval

- 2) In the **Inspections** section, click **Inspection Findings Response**.
- 3) The number that follows is the total number of findings assigned to you across all inspections.



Inspections Response Page

- 1) The **Inspections Response** page displays all inspection findings assigned to you as a PI/Lab Manager.
- 2) The findings are organized by Inspection number which matches the number in your email.
- 3) You can rearrange columns and apply filters to further organized your findings.
- 4) When you are ready to respond to a particular finding, click the blue **Add Response** button to the left of the finding.

The screenshot shows the 'EHS Inspections / Inspection Response' page. At the top, there is a navigation bar with 'EHS Inspections / Inspection Response' and a red circle with the number '1' pointing to it. Below the navigation bar, there are several filters and buttons: 'Bar Chart', 'PI / Facility Manager: Flask, Erlenmeyer', 'Open Responses', 'Overdue Response', 'PIManager Inspection (1)', and 'Equipment Inspection'. A search bar with 'Inspection #' and a red circle with the number '3' is also present. Below the search bar is a table with columns: 'Ask Order', 'Inspection #', 'Date Generated', 'Date Comple...', 'PI / Facility Manager', 'Department(s)', 'Inspection Category', 'Location / Lab', 'Severity', and 'Deficiency'. A red circle with the number '2' points to the 'Inspection #' column. Below the table, there is a section for 'Inspection # 23' with two rows of findings. Each row has a blue 'Add Response' button with a red circle with the number '4' pointing to it. The first finding has an 'Ask Order' of 64, 'Inspection #' of 23, 'Date Generated' of 02-28-2024, 'PI / Facility Manager' of 'Flask, Erlenmeyer', 'Department(s)' of 'Lab Audit', 'Location / Lab' of 'Crosley Tower : 1018', 'Severity' of 'Finding', and 'Deficiency' of 'Hazardous chemicals are labeled properly.' The second finding has an 'Ask Order' of 95, 'Inspection #' of 23, 'Date Generated' of 02-28-2024, 'PI / Facility Manager' of 'Flask, Erlenmeyer', 'Department(s)' of 'Lab Audit', 'Location / Lab' of 'Crosley Tower : 1018', 'Severity' of 'Finding', and 'Deficiency' of 'Defective equipment is not in use.'

Ask Order	Inspection #	Date Generated	Date Comple...	PI / Facility Manager	Department(s)	Inspection Category	Location / Lab	Severity	Deficiency
64	23	02-28-2024		Flask, Erlenmeyer		Lab Audit	Crosley Tower : 1018	Finding	Hazardous chemicals are labeled properly.
95	23	02-28-2024		Flask, Erlenmeyer		Lab Audit	Crosley Tower : 1018	Finding	Defective equipment is not in use.

How to Respond to a Finding (steps 1-5)

- 1) The **Edit Inspections Response** page displays the finding's information such as Location, Date Generated, Correct by Date, Inspector and more.
- 2) If the inspector added any pictures, they would be displayed here.
- 3) You can also add a photo using the white **Add Photo** or grey **Use Camera** button to access the camera on your device.
- 4) If the inspector added any documents to the finding, they would be displayed here.
- 5) You also can add documents pertaining to the finding by selecting **Add** from the **Documents** section.

1

2

3

4

5

PI Name	Permit #	Responsible Individual
Flask, Erlenmeyer	C-00000	

Upload Date	Document / File Name	Response
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How to Respond to a Finding (steps 6-11)

This is a read-only section of the details of the findings. It will match the email sent out to you along with the information on the **Inspections Response Page**.

This form contains the following information:

- 6) **Category** – type of inspection
- 7) **Finding Description** – the observed finding during the inspection
- 8) **Classification** – what was observed during the inspection
- 9) **Recommendation** – steps to take provided by the EH&S Inspector
- 10) **Comments/Observations** – additional information from the Inspector
- 11) **Regulatory Reference** – any regulatory information attached to the finding

The screenshot shows a web interface for finding details. At the top, there is a 'Documents (0)' section. Below it, the form is divided into several fields, each with a red circular callout number:

- 6** Category: Lab Audit
- 7** Finding Description: Defective equipment is not in use.
- 8** Classification: Finding
- 9** Recommendation: Defective equipment must be repaired or replaced. <https://www.osha.gov/Publications/laboratory/OSHAquickfacts-lab-safety-electrical-hazards.pdf>
http://www.ehs.uc.edu/Advisories/Advisory_9_0.PDF
- 10** Comments / Observations: (Empty text area)
- 11** Regulatory Reference: 29 CFR 1910.334

How to Respond to a Finding (steps 12-16)

This section is where you will directly respond to a finding from the inspector.

The following fields are ***required**:

- 12) **Describe Corrective Action(s)** – the action taken to respond to finding. Images of the resolved finding can also be added.
- 13) **Response Date** – when the corrective action took place
- 14) **Corrected By** – automatically populated by the person performing the corrective action
- 15) Once the form is complete, click the grey **Save** button to send this information to the Inspector.
- 16) If you have other findings to answer, click the green **Save and View Next** button to send the current info to the inspector and open the next finding from the inspection.

The screenshot shows a form titled "Please Enter Resolution to Finding Below". It contains the following fields and buttons:

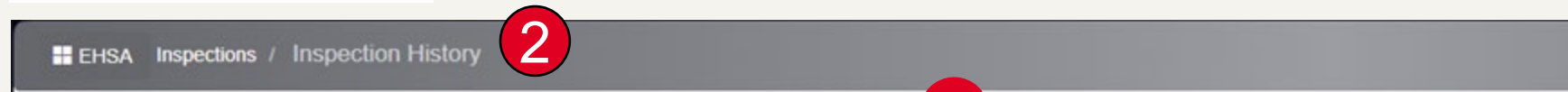
- A large text area for "Describe Corrective Action(s)" with the text "It is now labeled." and a red circle 12 pointing to it.
- A date input field for "Response Date" with the value "3/4/2024" and a red circle 13 pointing to it.
- A text input field for "Corrected By" with the value "Flask, Erlenmeyer" and a red circle 14 pointing to it.
- Two buttons: "Use Camera" and "Add Photo", with a red circle 12 pointing to the "Add Photo" button.
- At the bottom, three buttons: "Save" (grey), "Cancel" (white), and "Save and View Next" (green), with red circles 15 and 16 pointing to them.

Viewing Inspection History

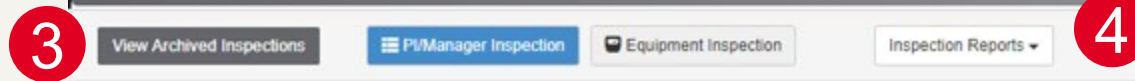
1) In the **Inspections** section, select **Inspection History**.



2) The **Inspection History** page will open and by default, all active inspections will be displayed.



3) If you would like to display the previous inspections, click the dark grey **View Archived Inspections** button.



A report (PDF) can be generated to display an inspection's findings.

4) Click the **Inspection Reports** dropdown and select a report.

Drag a column header and drop it here to group by that column

Inspection Number	Counts	PI / Facility Manager	Equipment	Category ↑	Inspector Name	Lab / Building	Date Generated	Sent to PI
1	Score : 99.6% Finding : 1 Satisfactory : 225 Item of Concern : 0 Information : 0 N/A : 0 Blank : 0	Flask, Erlenmeyer (C-00000)		Lab Audit	Shelby Joslin	1000 / Crosley Tower	01-18-2024	
2	Score : 99.1% Finding : 2 Satisfactory : 224 Item of Concern : 0 Information : 0 N/A : 0 Blank : 0	Flask, Erlenmeyer (C-00000)		Lab Audit	Shelby Joslin	1001 / Crosley Tower	01-18-2024	

Audit System – Additional Info

Find additional IACUC Semiannual information at:

[Post Approval Monitoring on Bearcat's Landing](#)

[ACUP Policy 115 Post Approval Monitoring](#)

Contact the [IACUC office](#) with any questions, concerns or suggestions.

