University of CINCINNATI

IACUC Semiannual Inspection System Guide

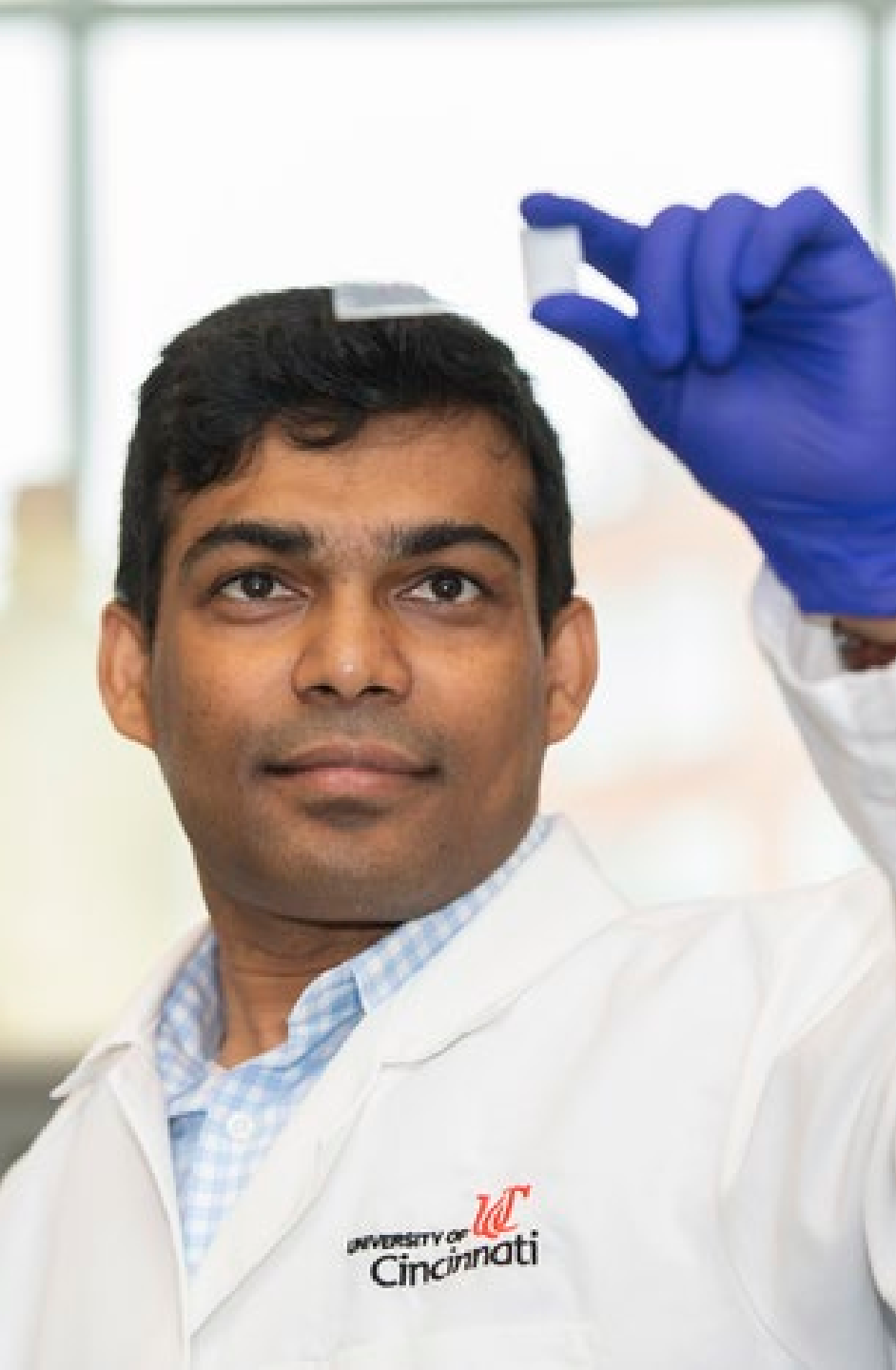# Table of Contents

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. <u>The key points in the email are:</u>

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

Findings for Inspection: 15

Description	Location	Recommendation	Observations/Notes	Correct By Date	Picture(s)
Defective equipment is not in use.	1000 / Crosley Tower	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 https://www.osha.gov/OshDoc/data_Hurricane_Facts/elect_safety.pdf		03/07/2024	
Hazardous chemicals are labeled properly.	1000 / Crosley Tower	Labels should be written in English without any abbreviations. https://www.ehs.uc.edu/Advisories/Advisory_7_3.PDF https://www.osha.gov/sites/default/files/publications/OSHAquickfacts-lab-safety-labeling-chemical-transfer.pdf		03/07/2024	

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.

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.

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

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.
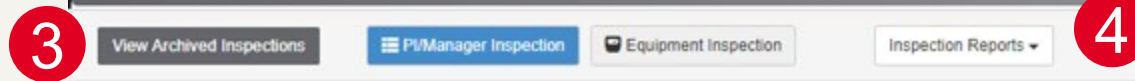
Viewing Inspection History

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

2) The **Inspection History** page will open and by default, all active inspections will be displayed.
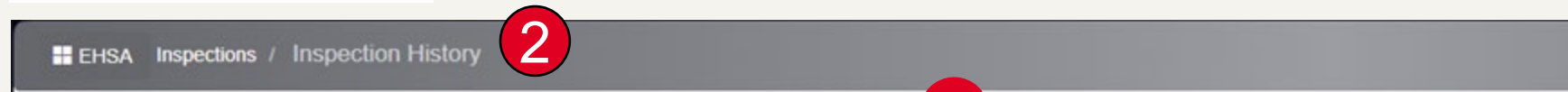
3) If you would like to display the previous inspections, click the dark grey **View Archived Inspections** button.

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

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

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.