

FACT SHEET

EHS Inspection Process

Profile Assessment/Update - Pre-Inspection

Profile Assessment Questionnaires are assigned at the beginning of the month prior to the onsite inspection. 2 weeks are given to complete and submit the assessment.

Submitted profile assessments are reviewed and email is sent outlining any needed safety program components that will need to be completed and uploaded into SAM prior to the onsite inspection.

Missing program elements may include:

- Chemical Inventory with current annual review
- Chemical Hygiene Plan or Lab Safety Plan with current annual review
- Chemical Hygiene Plan or Lab Safety Plan annual training log with all workers listed
- Needed Standard Operating Procedures (SOPs)
- Needed Exposure Assessments associated with your uploaded SOPs
- PPE hazard assessment
- Hazard specific programs such as Respiratory Protection, Hearing Conservation, etc.
- Biological safety program documents such as Biosafety Manuals, Exposure -Control Plans, annual training logs, etc.

Self-Inspection

- A self-inspection will be assigned at the same time as the profile assessment with a 2 week deadline for completion. NOTE: Failure to complete any assigned self-inspection will result in an inspection deficiency
- The intent of the self-inspection is to identify areas where assistance from EHS is needed to get required elements in place prior to the onsite inspection. Any areas identified as needing help in the self-inspection will prompt a response from EHS personnel to assist with identified items.

On-site Inspection

- EHS will email available dates and times to facilitate scheduling of the on-site inspection. Once scheduling is confirmed, a calendar invite will be emailed to confirm the appointment.
- **All required program elements and documentation must be current & uploaded prior to the inspection or will result in an inspection deficiency**
- The onsite inspection will be conducted by a team of subject matter experts that will complete the inspection and discuss their findings.
- Noted deficiencies will be documented in the SAM system. This will enable correspondence directly via the system to identify and apply needed corrective actions and/or clear any deficiencies.

Deficiency Corrections

Once the on-site inspection is completed, the SAM system will send an automated email identifying all noted deficiencies as well as deadlines for corrective actions.

NOTE: All deficiencies must be corrected and cleared in SAM. The SAM system automatically escalates deficiencies which are not addressed within the given deadlines to the department chair and/or Dean. Continued failure to address noted deficiencies may result in additional escalation.



- Noted deficiencies are viewed by clicking on the **SAM link** provided in the deficiencies email and then clicking on the **Safety Inspections icon, followed by PI Deficiency List**. The screen will list the responsible party (PI/Group), the noted location, recommendations, comments/ observations and regulatory references regarding the deficiency
- Scroll down the page to enter the **Corrective Action Response**. Be as detailed as possible and provide an uploaded photo file if necessary. **NOTE:** All areas with red asterisks are required entries.
- If there is more than one noted deficiency click on **Submit to Inspector & View Next**. Otherwise, click on **Submit to Inspector**.
- The system will send an email confirming the **Inspection Corrective Action Response**. The assigned inspector will review the response and determine if further action is needed or if the deficiency has been sufficiently corrected.
- If the **Inspection Response** is not approved or if there is other action required, you will receive an email from SAM requesting additional information and noting the reason in the **Comment Section**.
- If the **Inspection Response** is approved, you will receive an email notification with the approval date.

