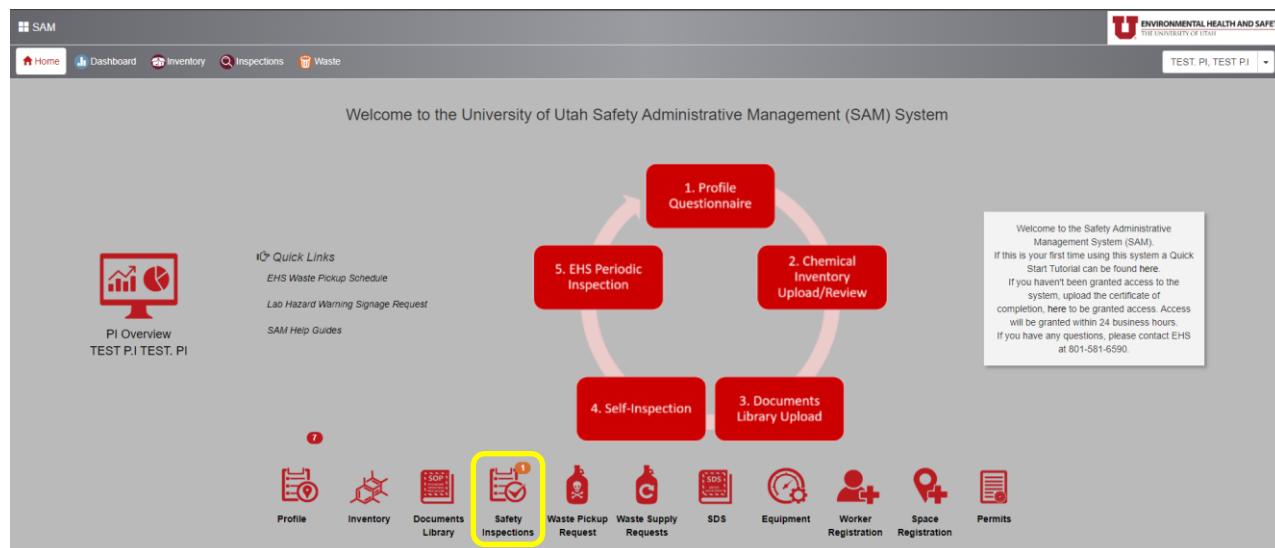




# Performing a Self-Inspection

Log on to the **Safety Administrative Management System** website to perform your assigned self-inspection by the due date.

Click on the **Safety Inspections** icon on the home page to begin.

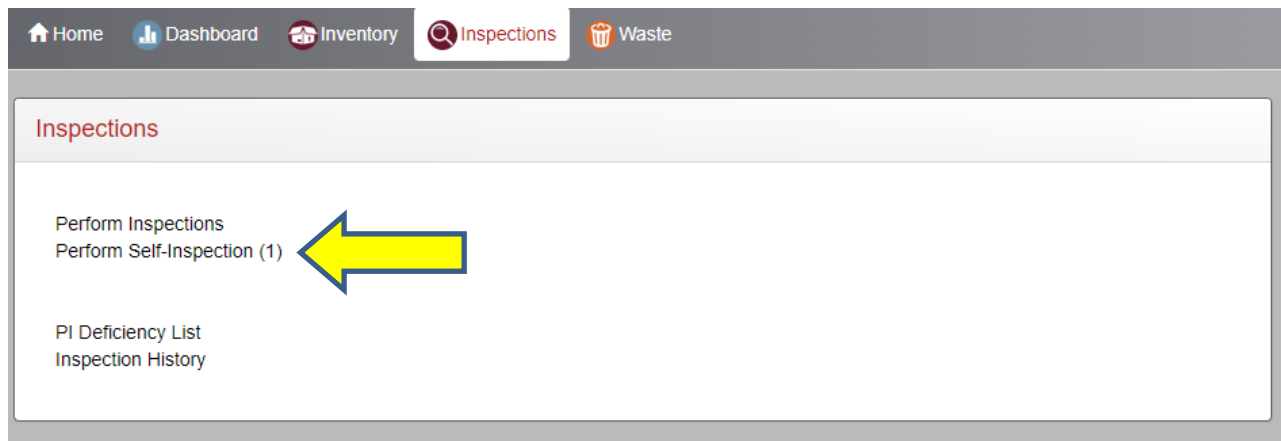


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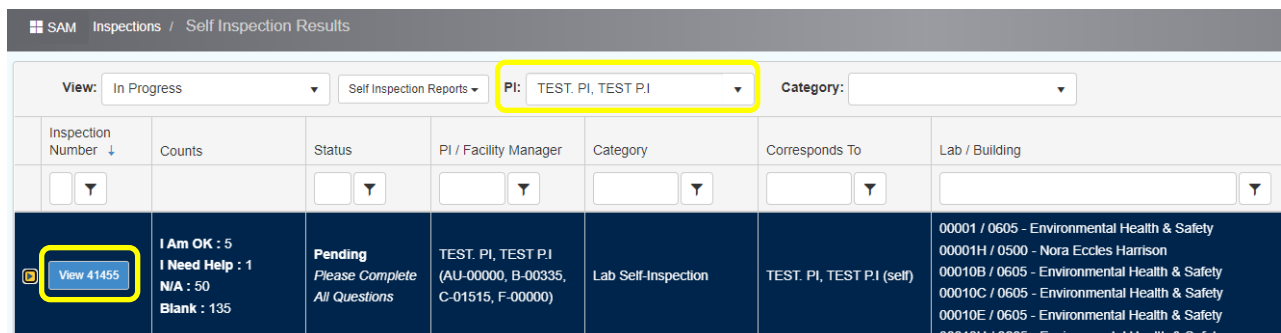
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Select the **Perform Self-Inspection** option from the menu.



Choose the assigned PI/Group from the **User/PI** drop-down.



Then click on the blue **View** button to open the inspection.

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Answer each self-inspection item by selecting either **I Am OK**, **I Need Help**, or **N/A**.

On any items where **I Need Help** is selected; you can describe the issue or question in more detail in the Observation/Notes memo field.

| Code                                  | Deficiency   | Status  | Recommendation  | Observations/Notes |
|---------------------------------------|--|---|---|--------------------|
| Documentation <span>Set To N/A</span> |  |   |   |                    |
| D17                                   | Annual Profile assessment was completed in SAM.                | <input type="radio"/> I Am OK<br><input checked="" type="radio"/> <b>I Need Help</b><br><input type="radio"/> N/A | A profile assessment for the current year is required to be completed in SAM prior to the on-site EHS inspection. For an instructional guide on this topic please follow the link to the EHS webpage: <a href="https://oehs.utah.edu/topics/lab-management-system">https://oehs.utah.edu/topics/lab-management-system</a>   |                    |
| D1                                    | Hazard Warning Sign is complete, current, and properly posted. | <input checked="" type="radio"/> <b>I Am OK</b><br><input type="radio"/> I Need Help<br><input type="radio"/> N/A | Laboratory hazard warning signage is posted for each lab on campus. The purpose of the sign is to inform non-lab personnel in a general manner of any hazardous conditions that may exist within the lab as well as any requirements that must be fulfilled prior to entry. The sign also provides contact information for use by maintenance and emergency response personnel in the event that access to the lab is required or an emergency condition exists within the lab. To request a sign please use the following link <a href="https://oehs.utah.edu/resource-center/forms/hazard-warning-signage-questionnaire">https://oehs.utah.edu/resource-center/forms/hazard-warning-signage-questionnaire</a> |                    |

After you have answered all of the self-inspection questions, there will be a status question at the very end. When you're ready to submit, change the status from **In Progress** to **I'm Finished/Submit**. This will automatically send a submission notification to EHS and you have now successfully completed the self-inspection.

**\*Note** – If all questions are not answered the system will not complete the final submission. The system will alert you if there are unanswered questions in each category.

| Chemical (1) Unanswered <span>Set To N/A</span> |   |   |
|---|---|---|
| C1  | All chemical containers are clearly and properly labeled. | <input type="radio"/> I Am OK<br><input type="radio"/> I Need Help<br><input type="radio"/> N/A |

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| Inspection Status |                          | Set To N/A  |
|-------------------|--------------------------|---|
| 999IC             | Update Inspection Status | <input checked="" type="radio"/> <b><i>In Progress</i></b><br><input type="radio"/> I'm Finished/Submit |

Change the status from **In Progress** to **I'm Finished/Submit**

You may also change your inspection status on the header at the top of the self-inspection page.

|   |  |  |   |
|---|--|--|---|
| SAM Inspections / Self Inspection Results |  |  |   |
| View:                                     | <input type="text" value="I'm Finished/Submit"/> | <input type="text" value="Self Inspection Reports"/> | PI: <input type="text" value="TEST. PI, TEST P.I"/> |

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