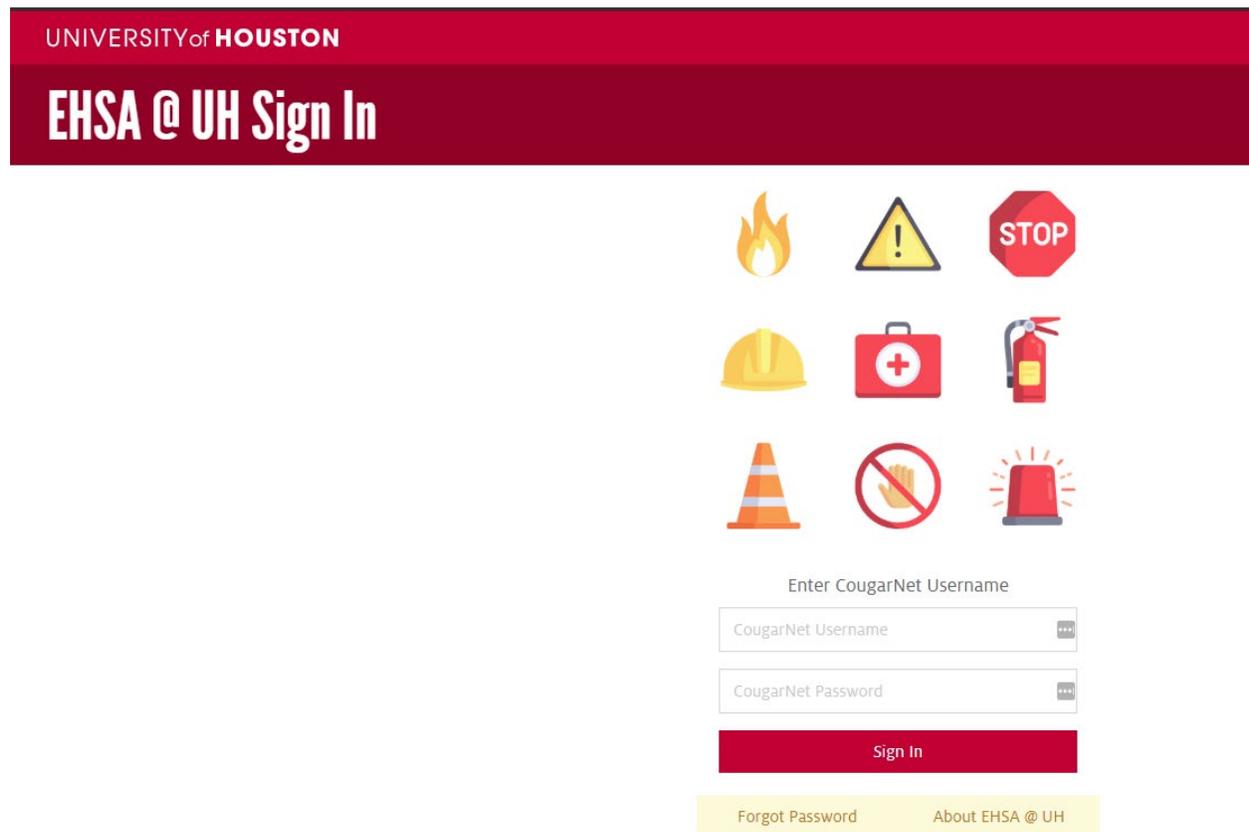


## How to Respond to Safety Inspection Findings in EHSA

After a UH EHS safety inspection, you may have open violations or findings that require a response. You can respond to these findings by logging in to EHS Assistant, our safety program management software. Go to:

<https://ehlsa.cougarnet.uh.edu/ehsa/>

You should see this screen. Log in with your CougarNet name and password. This is the same login you use for UH email, AccessUH, and other University sites.



You should see a similar screen to the following. Click the **Safety Inspections** icon.

EHS A

Home Inspections

Safety is Our Business!

Quick Links

- Online Training
- Training Session Registration

Hazardous Waste Training Records **Safety Inspections** Registration Forms Reports Inventory Permits Equipment

On the next screen, click **Violation Deficiency Response**

EHS A

Home Inspections

Inspections

Violation Deficiency Response

Inspection History

The next screen will show one line per “open response” you have on your safety inspection. To write a new response, or edit an existing response, click **Edit Response**.

Analytics Responsible PI: Curtis, Keel (Non-PI) All Open Responses Overdue Response

↓ Inspection # ×

	Inspection #	Inspection Date	PI(s)	Department(s)	Response	Deficiency	Rec
↕ Inspection # 946	946	07-10-2020	Curtis, Keel	ENV. HEALTH & LIFE SAFETY		Chemical Inventory not available or updated to the EHLS electronic format.	Sub labo prov durit
	946	07-10-2020	Curtis, Keel	ENV. HEALTH & LIFE SAFETY		Electrical panel not easily accessible.	Enst dooi clea

If there are no lines on this screen, try clicking **Overdue Response** to view open violations that are past their due date.

Analytics Responsible PI: Curtis, Keel (Non-PI) All Open Responses Overdue Response

↓ Inspection # ×

	Inspection #	PI(s)	Department(s)	Response	Deficie
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The next screen will show the details of the violation or finding as written up by the inspector. It will include the date, location, inspector name, deficiency, recommendation, and any comments the inspector has. *Scroll down* to view the area where you can input a written response. You must complete **Correction Notes**, **Response Date**, and **Corrected By**.

This screenshot shows a form titled "Please Enter Response to Violation Deficiency Below". It contains three required fields: "Correction Notes" (a large text area), "Response Date" (a date picker), and "Corrected By" (a text input field). At the bottom of the form are two buttons: "Submit To Inspector" and "Cancel".

The inspector may request pictures of your correction, or you may provide them to show how a finding was addressed. You can include pictures by scrolling back up and clicking the **Add Photo** button.

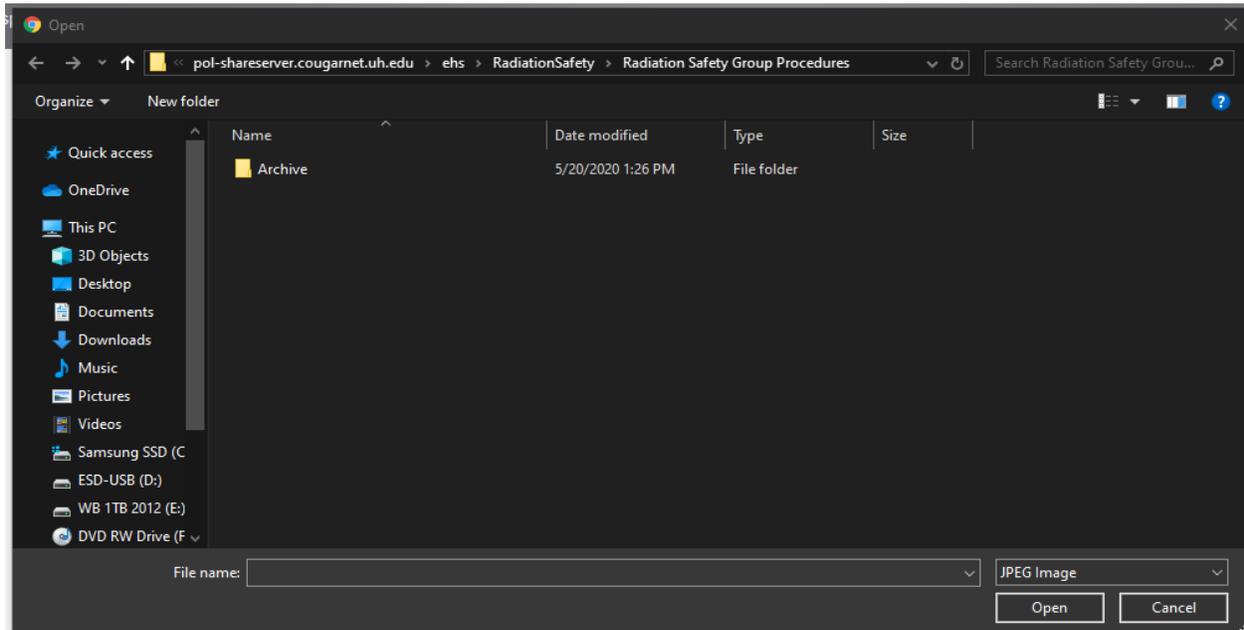
This screenshot shows the "Violation Deficiency Information" form. It includes the following fields and sections:

- Assign Date:** 7/10/2020
- Correct By Date:** 7/25/2020
- Inspector:** Keel Curtis
- Responsible Party:** PI
- Lab/Building Name:** EHRM1 : 100A
- PI(s) Table:**

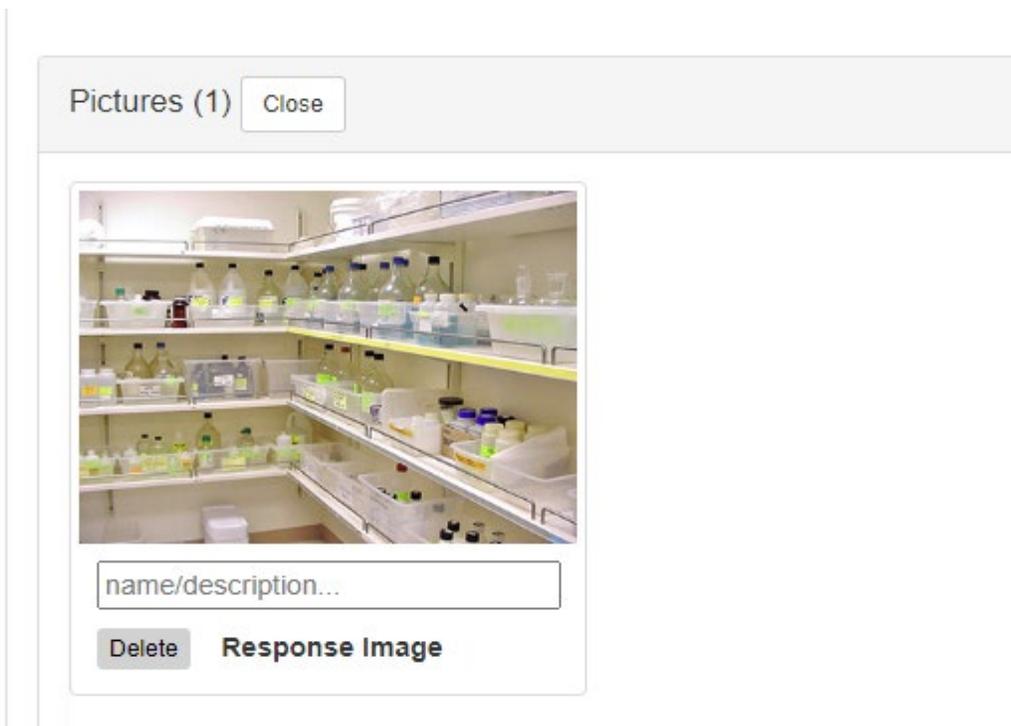
PI Name	Permit #	Responsible Individual
Curtis, Keel	RXYX	<input type="checkbox"/>

At the bottom right of the form, there are three buttons: "Pictures (0)", "Use Camera", and "Add Photo". The "Add Photo" button is circled in yellow.

This should bring up the file location tool for your operating system. This is a Windows 10 PC, Mac and other OSes will look different. Locate the picture on your hard drive and click **Open** to upload it.



Enter a short name or description in the **name/description** field.



Scroll to the top or bottom of the page and click **Submit to Inspector**. This will send an email to the inspector. The inspector will review and either accept your correction or ask for more information. If more information is requested, navigate back to this finding, and click **Edit Response** again to add more information.



You will be taken back to the Inspection Response List. The violation with your response will now have something in the Response field. Violations without a response will still be blank.

↓ Inspection # ×						
	Inspection #	Inspection Date	Pl(s)	Department(s)	Response	Deficiency
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
↳ Inspection # 946						
<a href="#">Edit Response</a>	946	07-10-2020	Curtis, Keel	ENV. HEALTH & LIFE SAFETY	I corrected this violation <b>By:</b> Keel Curtis <b>Date:</b> 07-10-2020	Chemical EHLS elec
<a href="#">Edit Response</a>	946	07-10-2020	Curtis, Keel	ENV. HEALTH & LIFE SAFETY		Electrical

Repeat this process for each violation. When you finish, each violation should have a response and response date. Once the inspector accepts each response, the inspection will be closed out and you will be sent a message confirming that all corrections have been accepted.