

From the date this report is received, you will have 30 days to correct the findings and return the Laboratory Inspection report to EH&S to the attention of _____ by e-mail or to campus Box # 3500. If more than 30 days are needed to correct the findings the PI will need to request the extension by checking the days needed below and specifying how the items will be corrected. The Chair or Director will be required to sign-off on the proposed correction plan before returning the report to EH&S for approval of an extension.

After the initial 30 days, a follow-up inspection will be performed by EHS. If any of the items are left uncorrected, they will be forwarded to the Chair/Director and a second follow-up inspection will be conducted within 7 calendar days to ensure corrective actions are implemented. A follow-up report will be sent and after 7 days from this follow-up report the second follow-up inspection will be performed. If any of the items are left uncorrected, a report will be generated and forwarded to the Dean or Vice President and a third follow-up inspection will be conducted within 7 calendar days of the follow-up report to ensure corrective actions are implemented. If after a third follow-up inspection remaining non-compliance findings are not corrected all referenced findings will be submitted to the Provost and Executive Vice President along with the Safety Council.

I do understand that you may be busy, and if extra time is needed to make some of these corrections, please contact _____ and this person will help work out a plan.

Request for Extension of Corrections: 07 days 15 days 30 days _____ days Corrective Action _____

Acknowledgment of Department Chair or Director: _____ Date: _____

Corrective Action Taken : _____

Completed By : _____ Date Completed : _____

PI/Responsible Party Signature : _____ Date : _____

EHS USE ONLY

Corrective Action Plan Approved Corrective Action Plan Denied By : _____ Date _____