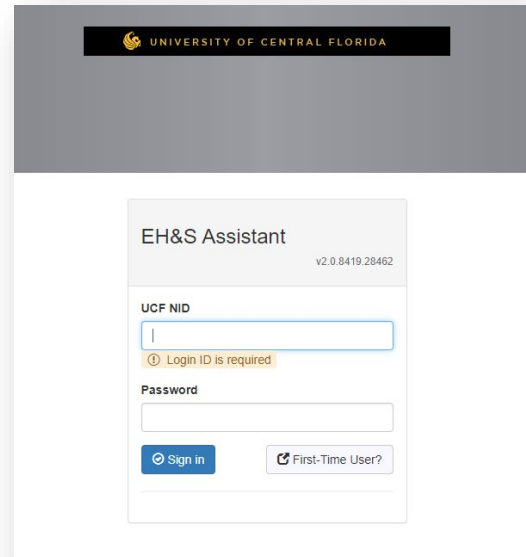


# How to View and Respond to EHS Inspection Findings

## How to Access:

1. Connect to [www.ehs.ucf.edu](http://www.ehs.ucf.edu).
2. Click “EHSA Login” button on the left side of the homepage. Or use the following link: [EHSA LOGIN](#)
3. Enter your UCF NID and NID Password.
4. Once you log in, you will see a welcome screen with options available to you according to your role.
5. Click the “Safety Inspections” icon at the bottom of the page.



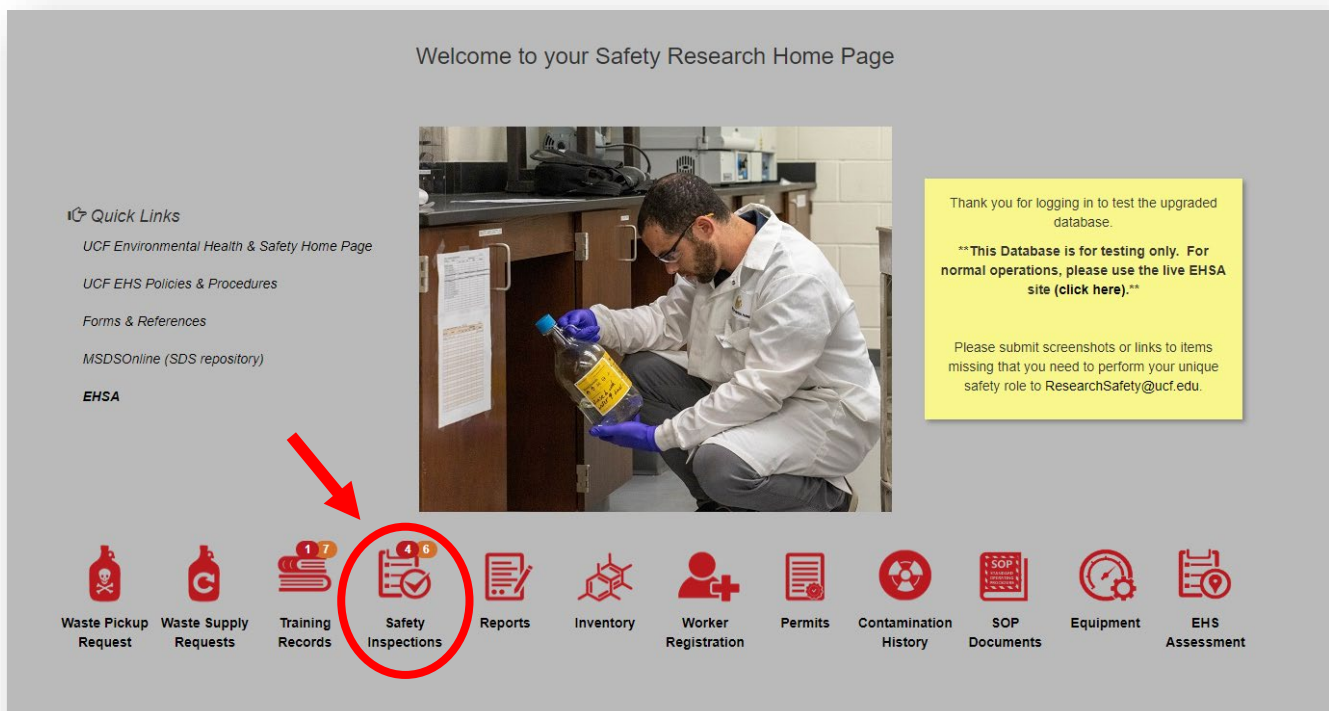
UNIVERSITY OF CENTRAL FLORIDA

EH&S Assistant  
v2.0.8419.28462

UCF NID  
[Input Field]  
Login ID is required

Password  
[Input Field]

Sign in First-Time User?



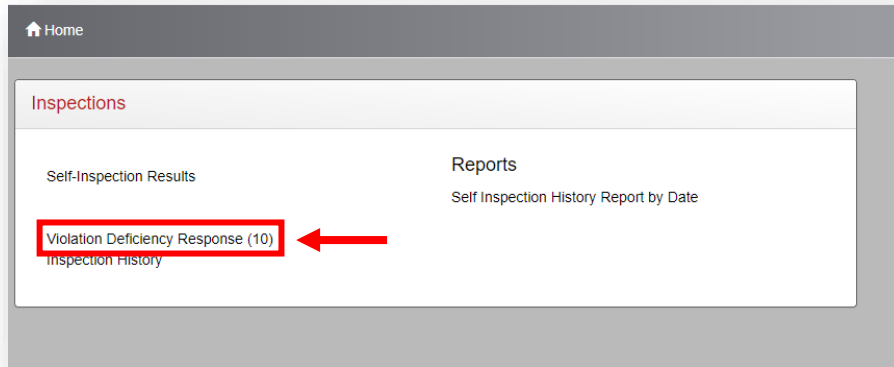
Welcome to your Safety Research Home Page

Quick Links  
UCF Environmental Health & Safety Home Page  
UCF EHS Policies & Procedures  
Forms & References  
MSDSOnline (SDS repository)  
EHSA

Thank you for logging in to test the upgraded database.  
\*\*This Database is for testing only. For normal operations, please use the live EHSA site (click here).\*\*  
Please submit screenshots or links to items missing that you need to perform your unique safety role to ResearchSafety@ucf.edu.

Waste Pickup Request Waste Supply Requests Training Records **Safety Inspections** Reports Inventory Worker Registration Permits Contamination History SOP Documents Equipment EHS Assessment

## 6. Select “Violation Deficiency Response (##)”



7. This will show you the list of all of the current violations found in your labs. Click “Edit Response” on the left of each violation to view the details and respond to the finding.

The screenshot shows a table with the following columns: Ask Order, Inspection #, PI / Facility Manager, Department(s), Inspection Category, Location / Lab, Severity, Violation Description, and P. The table contains four rows of data, each with an 'Edit Response' button on the left. The first row has Ask Order 1, Inspection # 3459, PI Name, Office of Research, Annual, LAB & ENVIRONMENTAL SUPPORT : 120, Unsatisfactory, Personnel have documented Laboratory Safety or Biosafety training and are current. Bloodborne Pathogen training is current if applicable. The second row has Ask Order 34, Inspection # 3459, PI Name, Office of Research, Annual, LAB & ENVIRONMENTAL SUPPORT : 120, Unsatisfactory, Chemical containers are barcoded and the chemical inventory is up to date in the chemical database. The third row has Ask Order 37, Inspection # 3459, PI Name, Office of Research, Annual, LAB & ENVIRONMENTAL SUPPORT : 120, Unsatisfactory, Acids (organic and inorganic) are properly segregated and stored. The fourth row has Ask Order 44, Inspection # 3459, PI Name, Office of Research, Annual, LAB & ENVIRONMENTAL SUPPORT : 120, Needs Improvement, Chemicals are not stacked or on their sides.

	Ask Order	Inspection #	PI / Facility Manager	Department(s)	Inspection Category	Location / Lab	Severity	Violation Description	P
<a href="#">Edit Response</a>	1	3459	PI Name	Office of Research	Annual	LAB & ENVIRONMENTAL SUPPORT : 120	Unsatisfactory	Personnel have documented Laboratory Safety or Biosafety training and are current. Bloodborne Pathogen training is current if applicable.	0
<a href="#">Edit Response</a>	34	3459	PI Name	Office of Research	Annual	LAB & ENVIRONMENTAL SUPPORT : 120	Unsatisfactory	Chemical containers are barcoded and the chemical inventory is up to date in the chemical database.	0
<a href="#">Edit Response</a>	37	3459	PI Name	Office of Research	Annual	LAB & ENVIRONMENTAL SUPPORT : 120	Unsatisfactory	Acids (organic and inorganic) are properly segregated and stored.	0
<a href="#">Edit Response</a>	44	3459	PI Name	Office of Research	Annual	LAB & ENVIRONMENTAL SUPPORT : 120	Needs Improvement	Chemicals are not stacked or on their sides.	0

8. On this window you can view the violation details and any pictures that may be attached. (Go to step 12 if no pictures attached and you don't plan to add correction images)

Violation Deficiency Information

Inspection Date: 5/17/2022 Location: All Buildings Designation for Inspection Reports : 000

Correct By Date: 6/16/2022

Inspector: Inspector

Responsible Party: PI

PI(s)

PI Name	Permit #	Responsible Individual
PI Name	PI Permit #	<input type="checkbox"/>

Pictures (2) Use Camera Add Photo

Category: Annual

Violation Description: Laboratory doors: All doors have a laboratory sign with the required emergency information and hazard warnings.

Severity: Unsatisfactory

Recommendation: All Laboratory doors must have a laboratory safety sign posted with names and telephone numbers for personnel to be contacted in the event of an emergency, NFPA hazard ratings for the specific room, and other required hazard warning symbols. Principal Investigators are required to fill out the Laboratory Sign Request Form for each of their labs and check the sign for accuracy annually. Lab Hazard Sign Request: <https://ehs.ucf.edu/lab-sign-request>

Comments / Observations: Lab hazard sign must be updated to reflect current secondary contact.

Regulatory Reference: Regulatory & Institutional References: NFPA 704; UCF Laboratory Safety Manual; NFPA Chap 45, 10.1; Prudent Practices in the Laboratory 5.D.6

9. If available, you can view the attached pictures by clicking the "Pictures (#)" button as shown below.

Pictures (2) Use Camera Add Photo

Category: Annual

Violation Description: Laboratory doors: All doors have a laboratory sign with the required emergency information and hazard warnings.

**10. Right-Click the image and choose “Open image in new tab” to view full size image.**

Pictures (1) Close

CAUTION  
AUTHORIZED PERSONNEL ONLY  
BLOOD ROOM SIG  
USE PROTECTIVE EQUIPMENT  
HARDHAT AT ALL TIMES  
NO OPEN FIRE  
FLAMMABLE GAS  
FLAMMABLE SOLVENTS  
name/description  
Inspection Image

Open image in new tab  
Save image as...  
Copy image  
Copy image address  
Create QR Code for this image  
Search image with Google  
Inspect

Pictures (1) Use Camera Add Photo

Category Annual

Violation Description Laboratory doors: All doors have a laboratory sign with the required emergency information and hazard warnings.

**11. If you would like to add an image of the corrections made, click on the “Add Photo” button, choose the picture you want to use then click “Open”.**

Pictures (2) Use Camera Add Photo


Category Annual

Violation Description Laboratory doors: All doors have a laboratory sign with the required emergency information and hazard warnings.

**12. Fill out the *Response* text box with a description of the corrections made for the violation. Make sure to also add the *Response Date* and fill out the *Corrected By* text box.**

Please Enter Response to Violation Deficiency Below

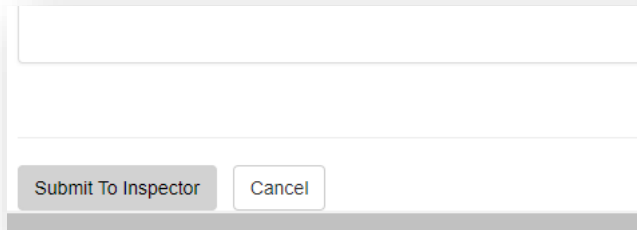
Response

Response Date  

Corrected By

**You can click “Save” at the bottom to save your corrections and return to the violations window. Select “Edit Response” for the remaining violations until all the violations have been responded to, or you can click “Save and View Next” to save and go to the next violation.**

**13. Once a response has been submitted for all the violations, click on the “Submit To Inspector” button that will appear at the bottom of the last violation.**



**14. Click okay when this message appears to return to the violations window.**

