

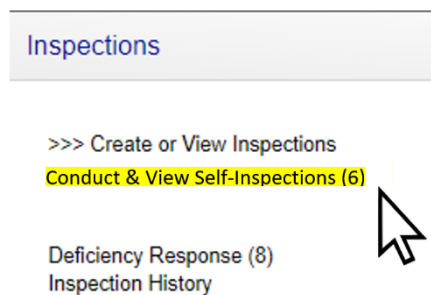
Self-Inspections

1. Log into the MI Safety Portal and click on the [Safety Inspections module](#).



2. Click on [Conduct & View Self-Inspections](#).

- a. The number in the orange oval (above) and in the parenthesis (below) shows how many self-inspections you must complete.



3. The screen will show all the **Open (In Progress)** monthly self-inspections that the lab must complete.

- a. If you are linked to more than one PI in MISP, make sure you [choose the correct PI](#) by selecting their name from the drop down in the PI filter.

MISP

Inspections / Self Inspection Results

Help

UNIVERSITY OF MICHIGAN

U-M's EHS Department is requesting that you perform a monthly Laboratory Self-Inspection.

Please select the current monthly Laboratory Self-Inspection by clicking on its blue View button, then click on the appropriate response (**Acceptable** or **Action Item** or **Not Applicable**) in the **Answer** column for each question.

For any items that you select the **Action Item** answer, enter your Corrective Action(s) or applicable information, in the **Recommended Corrective Action** column. Provide additional information in the **Observations/Notes** box, if you wish. You can also record other comments to any Acceptable or Not Applicable questions.

After you have completed the Self-Inspection, change the Status to "**Complete**" **at the end of the Inspection Checklist**, so the Researcher or their designee can review or address and correct any uncorrected deficiencies.

Should you have any questions, please send an email to MISSafetyPortal@umich.edu.

Thank you.

Archive

View Archived Inspections

Status: Open (In Progress)

Self Inspection Reports

PI: Please Select a PI

Category:

Options

Inspection #	Counts	Status	PI / Facility Manager	Inspection Type	Completed By	Inspection Notes	Date Insp. Assigned
<div>View 7910</div>	<div>Acceptable : 0</div> <div>Action Item : 0</div> <div>Not Applicable : 0</div> <div>Blank : 13</div>	<div>Pending</div> <div>Please Complete</div> <div>All Questions</div>	Safe, Iam (C-01234)	Chemical Safety	Safe, Iam (self)		04-01-2021

4. Select the current month's self-inspection by clicking on the blue **View button**.

Inspection #	Counts	Status
View 6348	Acceptable : 8 Action Item : 3 Not Applicable : 3 Blank : 0	<input checked="" type="radio"/> Open (In Progress) <input type="radio"/> Complete

5. A list of questions will drop down. Every single monthly self-inspection will have a list of “Monthly Core Questions” that will be consistent throughout all of the self-inspections. Underneath the “Monthly Core Questions” will be a list of questions that are unique to that month.

a. You can click the arrow next to the header to expand or collapse that section.

Deficiency	Deficiency Description	Answer	Lab/Building Name	Recommendation / Resource Link	Additional Comments / Observations
<div> <div>Hide 14655</div> <div> Acceptable : 0 Action Item : 0 Not Applicable : 1 Blank : 13 </div> <div> Pending Please Complete All Questions </div> <div> Safe, Iam (C-00078, C-01493, C-01686) </div> <div> Emergency Equipment and Preparedness </div> <div> Safe, Iam (self) </div> <div> 09-22-2021 </div> </div>					
<div> <div>Monthly Core Questions</div> <div>Set To Not Applicable</div> </div>					
MCQ01	A monthly flush of each eyewash station has been performed and documented? https://ehs.umich.edu/wp-content/uploads/2021/04/EHS-Documents-Binder.docx	<div>Acceptable</div> <div>Action Item</div> <div>Not Applicable</div>	/		
MCQ02	Have all injuries/spills/near misses been reported? https://ehs.umich.edu/research-clinical/reporting-incidents/	<div>Acceptable</div> <div>Action Item</div> <div>Not Applicable</div>	/		
MCQ03	Has the successful completion of training class BLS025w or EHS_BLS025w_TAB (in MyLinc) been documented for all lab members? https://ehs.umich.edu/education/ehs-training-login/	<div>Acceptable</div> <div>Action Item</div> <div>Not Applicable</div>	/		
MCQ04	Are good housekeeping practices observed and work areas cleaned upon completion of an operation (or at day's end), e.g., chemicals, equipment and lab supplies are being properly stored?	<div>Acceptable</div> <div>Action Item</div> <div>Not Applicable</div>	/		
MCQ05	Do all members wear lab coats when actively working with chemicals or biological materials in the lab?	<div>Acceptable</div> <div>Action Item</div> <div>Not Applicable</div>	/		

NOTE: If you do not see many rows of questions, you may have to **maximize** your screen display, then click on the **Reload (Refresh)** button:

Browser: ehsa.oseh.umich.edu/ehsa/inspections/inspectionresult/selfinspectionlist

Page: MISP / Self Inspection Results

Buttons: Hide 14655, Acceptable : 0, Action Item : 0, Not Applicable : 1, Blank : 13, Pending, Please Complete, All Questions, Safe, Iam (C-00078, C-01493, C-01686), Emergency Equipment and Preparedness, Safe, Iam (self), 09-22-2021

Buttons: Archive, View Archived Inspections, Status: Open (In Progress), Show Instructions, Self Inspection Reports, PI: Please Select a PI, Options

Category: [Dropdown]

Inspection #	Counts	Status	PI / Facility Manager	Inspection Type	Completed By	Inspection Notes
View 6348	Acceptable : 8 Action Item : 3 Not Applicable : 3 Blank : 0	<input checked="" type="radio"/> Open (In Progress) <input type="radio"/> Complete				

Deficiency	Deficiency Description	Answer	Lab/Building Name	Recommended Corrective Action	Observations/Notes
<div> <div>Chemical Waste Management</div> <div>Set To Not Applicable</div> </div>					
CWM01	Are all hazardous waste containers labeled with the required (EHS-HMM) hazardous waste label? https://ehs.umich.edu/haz-waste/request-collection-and-supplies/	<div>Acceptable</div> <div>Action Item</div> <div>Not Applicable</div>	/		
CWM02	Are all hazardous waste container labels filled out completely? https://ehs.umich.edu/wp-content/uploads/2016/11/HW_Proc-CW-Label.pdf	<div>Acceptable</div> <div>Action Item</div> <div>Not Applicable</div>	/		
CWM04	Are all hazardous waste containers properly closed?	<div>Acceptable</div> <div>Action Item</div> <div>Not Applicable</div>	/		
	Are all in-line waste containers equipped with in-line waste caps? (Correctly collection of EHS C-01686)	<div>Acceptable</div> <div>Action Item</div> <div>Not Applicable</div>	/		

6. There are three answer options when responding to a question:

- a. **Acceptable**
- b. **Action Item** – the lab must provide corrective action information
- c. **Not Applicable**

7. To select the answer, simply click on the **answer's box/button next to each question**.

Emergency Equipment and Preparedness			Set To Not A
EEP01	Have all lab members been shown emergency exits, fire extinguishers, emergency showers and eyewashes, SDSs and directions to OHS and U-M Hospital? https://ehs.umich.edu/living-safely/fire-prevention/fire-evacuation/	<input checked="" type="button" value="Acceptable"/> <input type="button" value="Action Item"/> <input type="button" value="Not Applicable"/>	
EEP02	Have all emergency showers and eyewashes been checked by Facilities Services Center annually (check green and white tag)?	<input checked="" type="button" value="Acceptable"/> <input type="button" value="Action Item"/> <input type="button" value="Not Applicable"/>	
EEP03	Does the lab have a stocked spill kit? https://ehs.umich.edu/haz-waste/spill-response/	<input type="button" value="Acceptable"/> <input checked="" type="button" value="Action Item"/> <input type="button" value="Not Applicable"/>	
EEP04	If using Hydrofluoric (HF) Acid, does the lab have calcium gluconate (check expiration date!)? https://ehs.umich.edu/wp-	<input checked="" type="button" value="Acceptable"/> <input type="button" value="Action Item"/>	

8. If you choose “Action Item” for any of the question, you must **provide a corrective action** and **select the room** where the “Action Item” was found.

- a. To select the room, click in the “**Lab/Building Name**” field and a drop down will appear showing all the rooms attached to that permit. Choose the applicable room.

Deficiency	Deficiency Description	Answer	Lab/Building Name	Recommendation / Resource Link	Additional Comments / Observations
MCQ04	Are good housekeeping practices observed and work areas cleaned upon completion of an operation (or at day's end), e.g., chemicals, equipment and lab supplies are being properly stored?	<input type="button" value="Acceptable"/> <input checked="" type="button" value="Action Item"/> <input type="button" value="Not Applicable"/>	TEST01 / Campus Safety ...		The work areas have been cleaned and equipment is being put into its proper storage area at the end of each day.
MCQ05	Do all members wear lab coats when actively working with chemicals or biological materials in the lab?	<input type="button" value="Acceptable"/> <input type="button" value="Action Item"/> <input type="button" value="Not Applicable"/>	1503-01 / Campus Safety Services Building TEST01 / Campus Safety Services Building		
Emergency Equipment and Preparedness					
EEP01	Have all lab members been shown emergency exits, fire extinguishers, emergency showers and eyewashes, SDSs and directions to OHS and U-M Hospital?	<input type="button" value="Acceptable"/> <input type="button" value="Action Item"/>	TEST02 / Campus Safety Services Building TEST03 / Campus Safety		

- b. To input a corrective action, simply click in the “**Recommendation/Resource Link**” box or **preferably** the “**Additional Comments/Observation**” box and type in the corrective action. Type in any notes or observations in the “**Additional Comments/Observation**” box, as needed.

Deficiency	Deficiency Description	Answer	Lab/Building Name	Recommendation / Resource Link	Additional Comments / Observations
MCQ04	Are good housekeeping practices observed and work areas cleaned upon completion of an operation (or at day's end), e.g., chemicals, equipment and lab supplies are being properly stored?	<input type="button" value="Acceptable"/> <input checked="" type="button" value="Action Item"/> <input type="button" value="Not Applicable"/>	TEST01 / Campus Safety Services Building		The work areas have been cleaned and organized. All equipment is being put into its proper storage area at the end of each day.

NOTES:

- For many checklist items, there will be one or more links to obtain resources to assist you.
- Observations and notes can be written in for any “Acceptable” or “Not Applicable” questions, as well.
- You can click on the “Set to Not Applicable” if a set on non-Core questions doesn’t apply to your lab and operations, e.g., the **Biosafety and Blood-Borne Pathogens** section or the **Radiation Safety and Laser Safety** section:


Radiation Safety and Laser Safety			Set To Not Applicable
RSS01	Are staff current with the annual Radiation Safety refresher training? Has the successful completion of training class EHS_RSS007w_TAB, RSS006_TAB, RSS103w_TAB (in MyLinc) been documented for all lab members? https://ehs.umich.edu/education/ehs-training-login/	<input type="button" value="Acceptable"/> <input type="button" value="Action Item"/> <input type="button" value="Not Applicable"/>	/
RSS02	Are your radioactive materials secured?	<input type="button" value="Acceptable"/> <input type="button" value="Action Item"/> <input type="button" value="Not Applicable"/>	/
RSS03	Are your routine radioactive contamination surveys current and documented?	<input type="button" value="Acceptable"/> <input type="button" value="Action Item"/> <input type="button" value="Not Applicable"/>	/
	Does the lab have a Laser Safety SOP? https://ehs.umich.edu/wp-	<input type="button" value="Acceptable"/>	

9. After you answered all questions for a particular self-inspection, **change the status to “Complete”** under the “Inspection Status” Section, at the very bottom of the checklist.

Inspection Status		Set To Not A
999IC	Update Inspection Status	<input type="radio"/> Open (In Progress) <input checked="" type="radio"/> Complete

NOTE: You must answer all the questions in a Checklist, before you can “Complete” the Self-Inspection:


Inspection # ↓	Counts	Status	PI / Facility Manager	Inspection Type
<input type="text"/> <input type="button" value="Filter"/>		<input type="text"/> <input type="button" value="Filter"/>	<input type="text"/> <input type="button" value="Filter"/>	<input type="text"/> <input type="button" value="Filter"/>
<input type="button" value="View 7063"/>	Acceptable : 0 Action Item : 0 Not Applicable : 0 Blank : 13	Pending Please Complete All Questions	Safe, Iam (C-00078, C-01493, C-01686)	Radiation Safety and Laser Safety

10. You can view all completed inspections by changing the **Status to “Complete”** in the drop-down filter for the Status field at the top of the screen. You can also hide the self-inspection instructions by clicking on the  in the top, right corner.

MISP Inspections / Self Inspection Results

Edit Labels

Help

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For any items that you select the **Action Item** answer, enter your Corrective Action(s) or applicable information, in the **Recommended Corrective Action** column. Provide additional information in the **Observations/Notes** box, if you wish. You can also record other comments to any Acceptable or Not Applicable questions.
After you have completed the Self-Inspection, change the Status to **“Complete”** at the end of the **Inspection Checklist**, so the Researcher or their designee can review or address and correct any uncorrected deficiencies.
Should you have any questions, please send an email to MiSafetyPortal@umich.edu.
Thank you.

Archive View Archived Inspections




Status: Complete

Self Inspection Reports

PI: Please Select a PI

Category:

Options

Inspection #	Counts	Facility Manager	Inspection Type	Completed By	Inspection Notes	Date Insp. Assigned
	Acceptable : 10 Action Item : 2 Not Applicable : 3 Blank : 0	<div><div>Show All</div><div>Open (In Progress)</div><div>Complete</div></div>	Safe, Iam (C-00078, C-01493, C-01686)	Administration and Recordkeeping	Safe, Iam (self)	03-18-2021
	Acceptable : 4 Action Item : 1 Not Applicable : 7 Blank : 0	<div><div>Open (In Progress)</div><div>Complete</div></div>	Safe, Iam (C-00078, C-01493, C-01686)	Personal Protective Equipment (PPE)	Safe, Iam (self)	03-18-2021
	Acceptable : 4 Action Item : 2 Not Applicable : 5 Blank : 0	<div><div>Open (In Progress)</div><div>Complete</div></div>	Safe, Iam (C-00078, C-01493, C-01686)	Chemical Waste Management	Safe, Iam (self)	03-15-2021

If you have any additional questions or concerns about the self-inspection process, please email MiSafetyPortal@umich.edu.