

# Self-Inspection FAQs

This document addresses frequently asked questions about doing Laboratory Self-Inspection within the MISP system.

If you cannot find an answer to your question(s) here, please review the MISP Self-Inspections Instructions document, which can found under the [Quick Links section on the MISP homepage or on the EHS website](#), contact [MiSafetyPortal@umich.edu](mailto:MiSafetyPortal@umich.edu), or contact your EHS Safety Specialist.

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## Q. Do I have to complete these within a certain time-frame?

A: All assigned Self-Inspections are expected to be completed within 30-days of the date they are assigned, typically the 1<sup>st</sup> Monday of each month. You may get periodic emails or MISP message “alerts” to remind you to complete any open Self-Inspections.

## Q. Why can't I complete (close) an inspection after clicking on the Complete button?

A: The **Open (In Progress)** and **Complete** “buttons” directly under the Status column are simply indicators of the inspection(s) being displayed.

Archive		View Archived Inspections		Status: Show All	Self Inspection Reports	PI: Safe, lam
Inspection #	Counts	Status	PI / Facility Manager	Inspection Type		
<a href="#">View 8284</a>	Acceptable : 6 Action Item : 3 Not Applicable : 1 Blank : 0	<input type="radio"/> Open (In Progress) <input checked="" type="radio"/> <b>Complete</b>	Safe, lam (C-00078, C-01493, C-01686)	Electrical Safety		
<a href="#">View 8273</a>	Acceptable : 6 Action Item : 0 Not Applicable : 4 Blank : 0	<input checked="" type="radio"/> <b>Open (In Progress)</b> <input type="radio"/> Complete	Safe, lam (C-00078, C-01493, C-01686)	Chemical Waste Management		
<a href="#">View 7058</a>	Acceptable : 10 Action Item : 2 Not Applicable : 3 Blank : 0	<input type="radio"/> Open (In Progress) <input checked="" type="radio"/> <b>Complete</b>	Safe, lam (C-00078, C-01493, C-01686)	Administration and Recordkeeping		

At the very bottom of each Self-Inspection, to the right of the **Update Inspection Status** is the actual **Complete** “button” to select and close/complete the inspection.

CWM06	Are all sharps containers disposed of within 90 days of the accumulation start date indicated on the waste label?	Acceptable Action Item Not Applicable	/
Inspection Status <span>Set To Not Applicable</span>			
999IC	Update Inspection Status	<input checked="" type="radio"/> <b>Open (In Progress)</b> <input type="radio"/> Complete	

NOTES:

- 1) All edits and comments that you make are automatically saved so you do not have to answer all of the questions. Exit the checklist and then access it at a later time to complete.
- 2) **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="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">View 7063</a>	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

## Q. How do I complete the Self-Inspection if I'm inspecting multiple labs?

A: Each month's Self-Inspection is assigned to a PI for every MISP Chemical Permit they have and for **all** Building(s) + Room(s) associated with each Chemical Permit.

Therefore, answer each month's questions as they relate to the lab spaces you work in. If you find any **Action Items**, note the location(s), and provide your Recommended Corrective Actions. If you ID the **same Action Item** in more than one location, e.g., "daisy chain issue" depicted in the example below, note the other location(s) in the Recommended Corrective Actions or in the Observations/Notes section.

Similarly, if you only are responsible for only some of the Building + Room combinations, answer all questions, note the Location(s) and your particular Corrective Actions, **but do not click** on the **Complete** button at the end, because doing so would close-out this inspection and others could not work on it later.

Then another Lab Worker(s) in the other Building + Room locations could then review all of the questions as well. And if they find any **Action Items** in **their** spaces (*the same or different Action Items*), they too could note their Recommended Corrective Actions, along with the Location(s) where they ID'ed the **Action Item(s)**.

For example, if a "daisy chain" **Action Item** was ID'ed in more than one of your Locations and/or if this same Action Item was ID'ed by another member in one of their Locations, the different Locations could be added in the Recommended Corrective Actions or in the Observations/Notes section of the Self-Inspection, as depicted in the example below.

ELEC05	Are there any "daisy chains", e.g., multi-outlet plugged into another multi-outlet, observed?  <a href="https://ehs.umich.edu/research-clinical/equipment-tools/extension-cord-power-strip/">https://ehs.umich.edu/research-clinical/equipment-tools/extension-cord-power-strip/</a>	Acceptable	This was removed from the lab.	A daisy chain was also found in room A123 and was replaced with a multi-outlet (RW).	1000742:TEST01
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The same Action Item, but another location was noted.

**NOTE: Only after all questions are answered by all applicable Lab Members, should the Complete button be selected.**

## Q. Who is allowed to complete these Self-Inspections?

A: Anybody that is associated with a particular PI's MISP Chemical Permit can complete these inspections.

## Q. Who gets the Self-Inspection notifications/emails?

A: Typically, emails will include everybody that is associated with a particular PI's MISP Chemical Permit. That's not always the case because sometimes EHS will only send an email to the PI and some months there will be no emails sent.

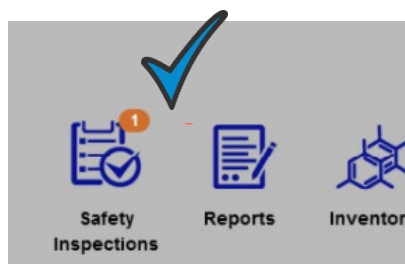
## Q. Can I "opt-out" of getting Self-Inspection notifications/emails?

A: Currently there is no "opt-out" method, but EHS is working on options to minimize unwanted ("spam") emails, e.g., by using a custom MCommunity Email Group as well as other options to better target recipients of these emails.

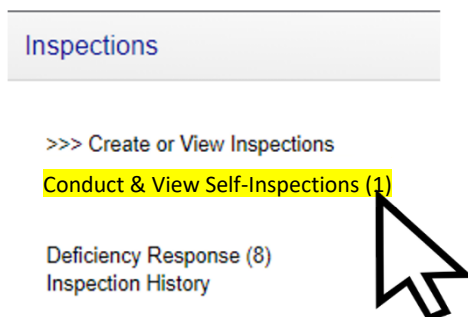
## Q. How do I know that I have one or more Self-Inspections to complete?

A: In addition to possibly receiving an email, you'll know if one or more Self-Inspections need to be completed by the number within an orange "bubble" next to the **Safety Inspections Module**, in addition to a number in parentheses next to the **Conduct & View Self-Inspections**. If there's no number, then there's none to complete. Also, towards the end of each month, an alert message will be displayed for a few days as another reminder to complete any open Self-Inspections. These examples are depicted below.

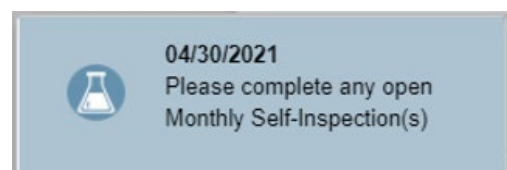
Orange bubble with "1"



A "1" indicating an open self-inspection

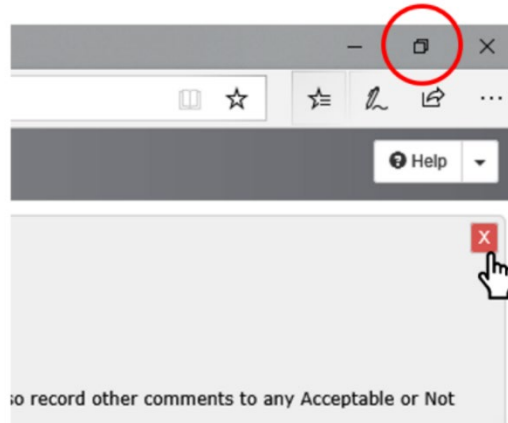


End of month Alert

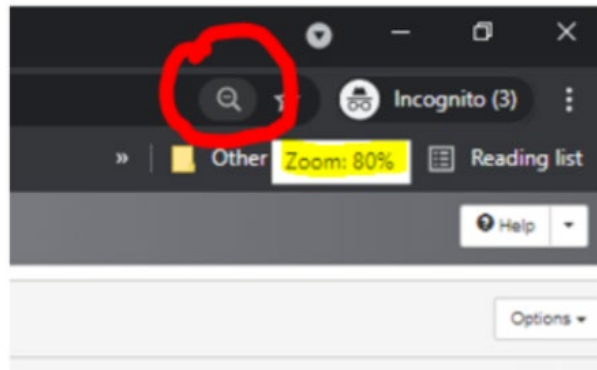


## Q. Why don't I see any questions (or only 1 or 2) after clicking on the View Button?

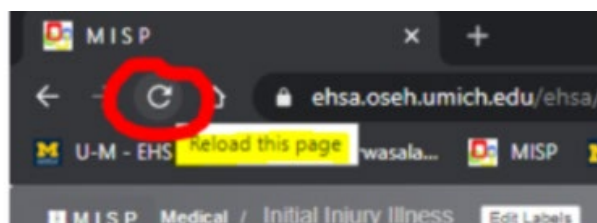
A: Make sure that your screen (view) is maximized, rather than tiled or otherwise minimized. You can also click on the "X" in the red box in the upper right corner to close the Instructions Header to make more room to see the questions.



You can also zoom out or in (**Ctrl-** or **Ctrl+**) or use the zoom feature of your browser in order to see more or fewer rows & columns.



**NOTE:** after applying any of the steps above, you may have to reload/refresh your page:



## Q. Can I make changes to a Self-Inspection after completing it?

A: Yes you can. Select (filter on) a Status of “Complete” and find the inspection that you want to make changes to. Click on the blue “View” button to expand the inspection and reveal the questions, then make your changes. No need to change its Status to Open or save your changes as they are automatically saved.

## Q. How do I complete a Self-Inspection for multiple PIs?

A: If you assist multiple PIs, simply click on the “Please Select a PI” to display these PIs. Select one, complete the Self-Inspection for the one selected, then repeat for the remaining PIs.

The screenshot shows the top section of the Self-Inspection Reports interface. It includes a status filter set to "Open (In Progress)", a "Self Inspection Reports" dropdown, and a "PI:" dropdown menu. The "PI:" menu is open, displaying a list of names: "Jerome, Derek", "Kimball, Karen", and "Krips, Thomas". A hand cursor is pointing at the dropdown arrow of the "PI:" menu. To the right, there is a "Category:" field.

## Q. Are there any reports I can print-out to keep on file as evidence of completing these inspections?

A: Click on the Self Inspection Reports dropdown to access options to create a PDF report for Open or Closed (Completed) Self-Inspections.

The screenshot shows the full Self-Inspection Reports interface. At the top, there are buttons for "Archive" and "View Archived Inspections", a "Status:" filter set to "Show All", a "Self Inspection Reports" dropdown, a "PI:" dropdown, and a "Category:" field. Below this is a table with columns: "Inspection #", "Counts", "Status", "PI", "Category", "Corresponds To", and "Inspection Notes". The table lists two inspections. The first inspection, #8265, is in "Complete" status and is for "Zhu, Haojie (C-01335)". The second inspection, #8264, is in "Pending" status and is for "Zhou, Bing (C-ZhouBin)". A dropdown menu is open over the "Self Inspection Reports" dropdown, showing options: "OPEN\_PI\_Self Inspection History\_092320", "CLOSED\_PI\_Self Inspection History\_092320", and "Manage Report Menu". A hand cursor is pointing at the "Manage Report Menu" option.

Inspection #	Counts	Status	PI	Category	Corresponds To	Inspection Notes
View 8265	Acceptable : 12 Action Item : 0 Not Applicable : 1 Blank : 0	Open (In Progress) • <b>Complete</b>	Zhu, Haojie (C-01335)	Chemical Safety	Zhu, Haojie (self)	
View 8264	Acceptable : 0 Action Item : 0	Pending Please Complete	Zhou, Bing (C-ZhouBin)	Chemical Safety	Zhou, Bing (self)	

## Q. Can I leave a Recommended Corrective Action for an Action Item blank?

A: You can leave this section blank rather than note your Corrective Action(s) for any Action Items. While these Self-inspections are non-punitive, they **are** intended to assist lab members with their overall adherence to conducting safe research. Therefore, EHS prefers and strongly recommends that you note what you did (or will do) to address each Action Item that you observe or are aware of. And if you are uncertain about how best to address any Action Item, please contact your EHS Representative for assistance.

## Q. Can I add comments for items that are Acceptable or Not Applicable?

A: Yes, you can include any comments or other applicable information about a particular question, e.g., “We also do monthly flushes of our Emergency Shower.”

## Q. Can/will other people at U-M access/view these Self-Inspections and contact the lab about the findings?

A: In addition to the PI and applicable lab members, EHS staff can view these Self-Inspections as well as some U-M Safety Coordinators to periodically review the overall efforts that labs are making towards safe research. And it's not anticipated that EHS or Safety Coordinators would contact labs about the specific contents of any Self-Inspections, other than to possibly remind the labs to complete any inspections that remain open weeks after the time when they should be completed (30-days after they have been assigned).