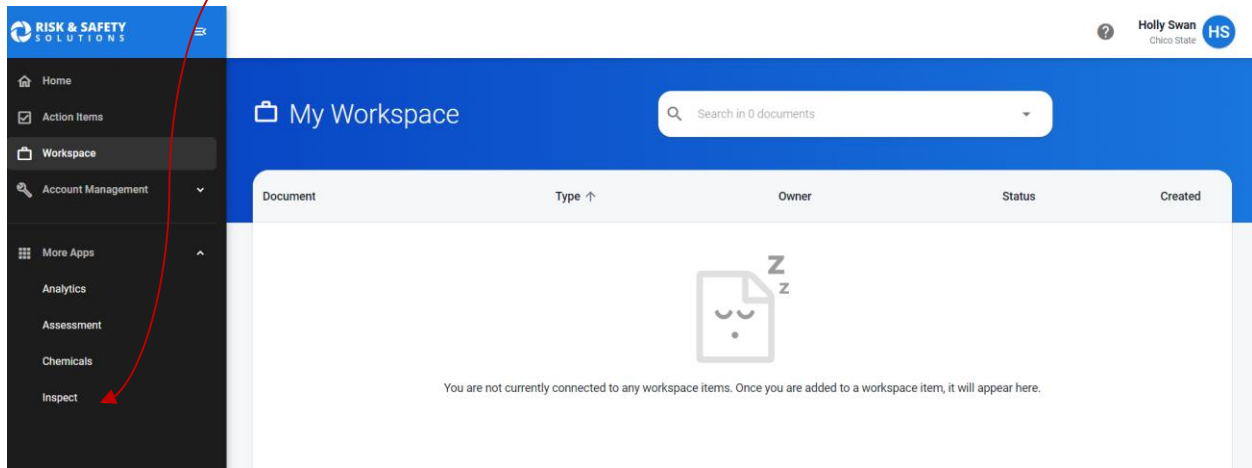
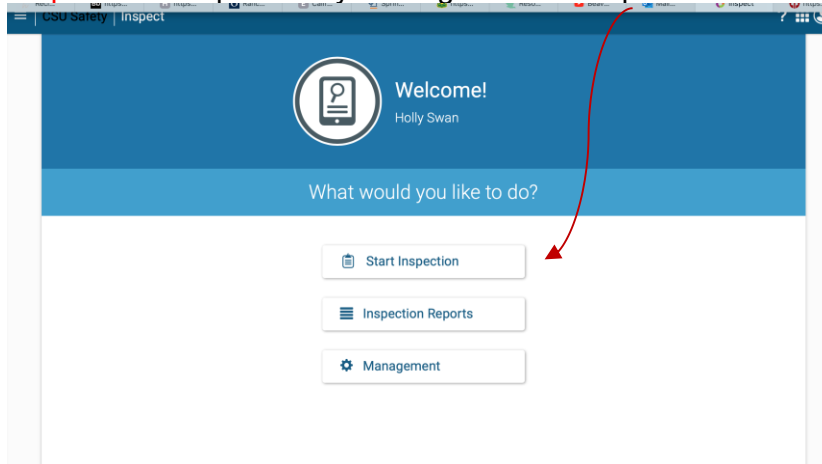


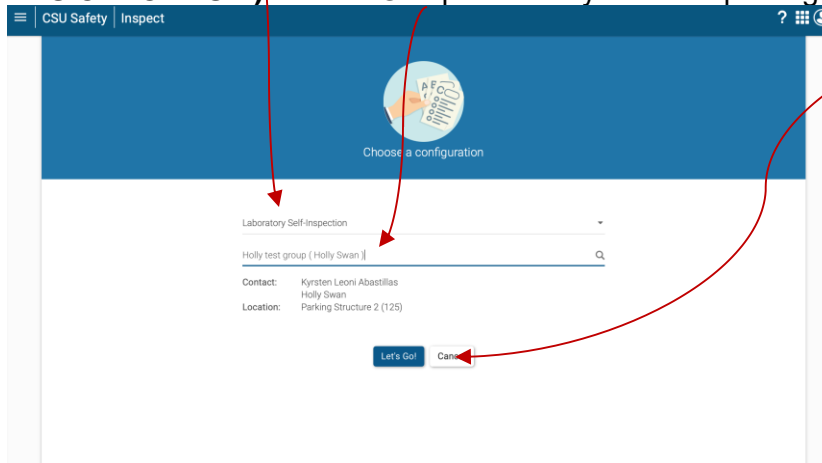
Step 1: Open [RSS](#) using your single sign-on.
Step 2: Go to Inspect app



Step 3: Start inspection by clicking on “Start Inspection”.



Step 4: Select checklist (make sure you select “Laboratory Self-Inspection” if your Group is a lab and the “Shop Safety Checklist” if your Group is a shop. **DO NOT SELECT THE EHS CHECKLIST!**) and the Group in which you are inspecting. Hit “Let’s Go”.



Step 5: You are now viewing the inspection checklist.

Click “X” to questions that are not compliant in your lab/shop (i.e. you answered No to the question). A check mark = compliant (i.e. you answered Yes).

N/A = not applicable to your lab/shop space.

N/O = Not observed while performing inspection.

The screenshot shows the 'Holly test group' inspection page. At the top, it displays 'Laboratory Self-Inspection' and key details: Managers (Kyrsten Leoni Abastillas, Holly Swan), Inspection Date (Apr 27, 2021), Status (Draft), Inspection Contributors (-), Report Created By (Holly Swan), and Done Date (-). A Reference ID field is also present. Below this is a navigation bar with 'Back to Reports', 'View Findings Only', 'Public View', and 'Print Report' options.

The main section is titled 'Notes' and currently shows 'No Notes'. Below that is the 'Hazard Communication' section, which contains a table of checklist items:

Question	X	✓	N/A	N/O
Hazard assessment accurate/up-to-date? All members of Group have reviewed and acknowledged hazard assessment?	X	✓	N/A	N/O
Chemical containers (including secondary containers not immediately being used and synthesized chemicals) are GHS compliant?	X	✓	N/A	N/O
Chemical inventory and safety data sheets accurate and up-to-date?	X	✓	N/A	N/O
Appropriate hazard communication (i.e. biohazardous, laser, etc.) and PPE which is REQUIRED TO ENTER LAB signs	X	✓	N/A	N/O

Step 6: For all questions that you answered No and hit the “X”, you will be taken to a new screen. Here you can do several things for that specific finding: add comments, select the specific location (great option for those labs/shops that have numerous rooms), and check corrected on site if finding was fixed during inspection. The Action Plan for the question is also found on this screen telling you what must be done to resolve the finding.

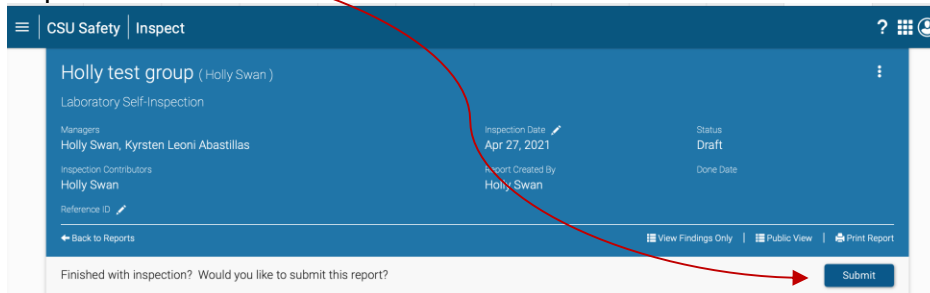
Click “Save” once you are finished with that finding.

This screenshot shows the detailed view for the finding 'Hazard assessment accurate/up-to-date? All members of Group have reviewed and acknowledged hazard assessment?'. It includes sections for 'Public Comments' (No public comments added), 'Private Comments (Visible to Inspector and Admin)' (No private comments added), and 'Attachments' (a dashed box for selecting or dropping files, with a 10MB limit).

Below the attachments is a 'Location' dropdown menu. A 'Corrected On Site' checkbox is present, with a 'Status' field showing 'X', '✓', 'N/A', and 'N/O'. The 'Action Plan' section provides instructions: 'Complete hazard assessment in Assess Module of RSS. Assessments need to be re-certified on an annual basis. All members must review and acknowledge assessment.'

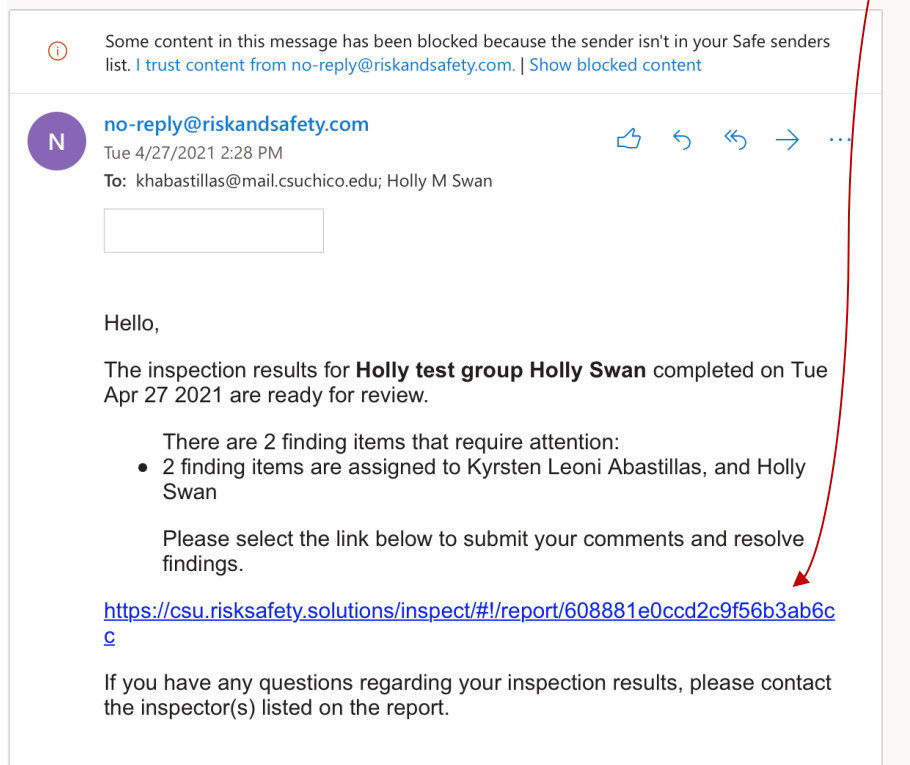
At the bottom, there is a 'Days To Resolve' field set to '30' and 'Save' and 'Cancel' buttons.

Step 7: Once you have answered all the questions, scroll back to the top of the checklist and click “Submit”. Note: ALL questions must be answered, or you will only be able to submit the inspection as a draft.

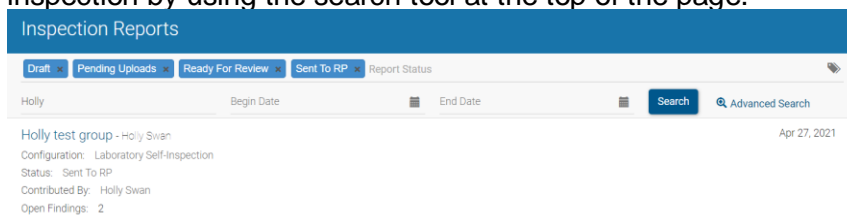


Step 8: Check your email. If you had non-compliant findings you (and all delegates) will receive an email notifying you that there are non-compliant findings. This email will also have a link that will take you directly to the inspection to resolve findings once they have been fixed.

Laboratory Self-Inspection Inspection Results for Holly test group Holly Swan



Note: Alternatively, you can locate your inspection by logging into RSS, going to the Inspect module and clicking on ‘Inspection Reports’ (see Step 1-3 above). Here you can search for your inspection by using the search tool at the top of the page.



Step 9: Resolve findings. Once a finding has been addressed (i.e. you have fixed whatever issue and can now answer Yes to the inspection question) click on the three vertical dots next to the inspection. This will drop down options for you to choose, one being Mark as Resolved. Remember, delegates also have the ability to resolve findings on your behalf using the same method described in Step 8.

The screenshot displays the 'CSU Safety | Inspect' interface. At the top, there is a header with navigation icons. Below this, a blue bar contains inspection details: Managers (Holly Swan, Kyrsten Leoni Abastillas), Inspection Date (Apr 27, 2021), Status (Sent To RP), Inspection Contributors (Holly Swan), Report Sent Date (Apr 27, 2021), and Done Date. A 'Reference ID' field is also present. Below the blue bar, there are navigation links: 'Back to Reports', 'View All Responses', 'Public View', and 'Print Report'. The main content area is divided into sections: 'Notes' (No Notes), 'Hazard Communication' (1 notification), and a specific finding: 'Hazard assessment accurate/up-to-date? All members of Group have reviewed and acknowledged hazard assessment?'. Below this finding, there is a 'Public Comments' section, an 'Action Plan' (Complete hazard assessment in Assess Module of RSS. Assessments need to be re-certified on an annual basis. All members must review and acknowledge assessment.), 'Inspector' (Holly Swan), and 'Due Date' (May 27, 2021). At the bottom, there is a 'Chemical Storage' section. A dropdown menu is open on the right side of the finding, listing options: 'Edit Incident', 'Mark As Resolved', 'Mark As In Progress', 'Mark As No Further Action', 'Start a Discussion', and 'Incident History'. A red arrow points from the text in Step 9 to the 'Mark As Resolved' option in the dropdown menu.

Once you have resolved all non-compliant findings your inspection is considered complete.