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## EHS&RM SAFETY HUB PI GUIDE

## **Responding to an Inspection Finding**

- 1. Log into EHS&RM Safety Hub
- 2. Click PI Overview or Safety Inspections menu

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EH5A							New Mexico State University
# Home							Pete, Pistol •
		W	elcome to the EHS	S&RM Safety Hub			
	PI Overview Pistol Pete	K& Quick Links EHS&RM Home Page					
		Training Safety Records	ts Inventory Worke Registrat	r Permits Contaminatio	n SOP Equipment		

3. In PI Overview menu, open Inspection Results



- 4. Open findings have a red X and red Findings button.
- 5. To enter your response in the PI Overview menu, click the blue Edit Response button to open the Finding Detail screen

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EHSA	PI Overview / Inspection Results						
Overvi	riew : Pistol Pete						
	Description	Answer	Location	Recommendation	Response	Observations	
1920 Finding	05-04-2023	Sent To PI Information : 0 N/A :	GENERAL INSPECTIONS 0 Blank : 0		112 /	WIND TUNNEL/RESEARCH BUILDING	
×)	ACCESS DOOR POSTINGS and OTHER SAFETY POSTINGS / SIGNS Primary & secondary emergency contact information (names & phone #'s) is not posted at	Findings	1117/ WIND TUNNEL/RESEARCH BUILDING	Update contact information	/ Edit Response		
	entrance.						
1919 Finding	04-27-2023         Image: 2           05: 2         No Findings: 18	Sent To PI Information : 0 N/A :	GENERAL INSPECTIONS 0 Blank : 0		112A	/ WIND TUNNEL/RESEARCH BUILDING	
1919 Finding	entrance. 04-27-2023 → → gs : 2 No Findings : 18 Item of Concern : 0 CHEMICAL SAFETY Area chemical inventory is not accurate or up to date.	Sent to Pi Information : 0 N/A : Findings	GENERAL INSPECTIONS 0 Blank : 0 112A / WIND TUNNEL/RESEARCH BUILDING	Update chemical inventory.	112A Chemical Inventory has been updated. By: Pete, Pistol Date: 04-28-2023	/ WIND TUNNEL/RESEARCH BUILDING	
1919 Finding	CHEMICAE: 04-27-2023 Green Strain S	Sent 10 PI Information : 0 N/A : Findings Findings	GENERAL INSPECTIONS 0 Blank : 0 112A / WIND 112A / WIND 112A / WIND 112A / WIND 112A / WIND 112A / WIND	Update chemical inventory. Post No Food or Drink sign on refrigerator	Chemical inventory has been updated.         By: Pete, Pistol         Date: 0:42-82:023         End Response         Fixed the damn thing         By: Schoep, David         Date: 0:42-2023         / End Response	/ WIND TUNNEL/RESEARCH BUILDING	
1919 Findinş	CHEMICAL SAFETY Area chemical inventory is not accurate or up to date.  LAB REFRICERATORS, FREEZERS and MICROWAVE OVENS Lab refingerators, freezers, or microwave ovens are not posted with a "No Food or Drink" sign.  04-27-2023 CHEMICRO LAB AREA COMPARED AND AND AND AND AND AND AND AND AND AN	Sent 10 PT Information : 0 N/A : Findings Findings	GENERAL INSPECTIONS 0 Blank : 0 112A / WIND TUNNEL/RESEARCH BUILDING 112A / WIND TUNNEL/RESEARCH BUILDING GENERAL INSPECTIONS	Update chemical inventory. Post No Food or Drink sign on refrigerator	Chemical inventory has been updated.       By: Pete, Pistol       Date: 04-28-2023       Cidit Response       Fixed the damn thing       By: Schoep, David       Date: 05-02-2023       Cidit Response	/ WIND TUNNEL/RESEARCH BUILDING	

6. In the Findings Detail screen, scroll to the bottom to find the Response box.

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🍅 Getting Started 🕀 Gmail 🕀 YouTube 🕀 Maps 💿 News 🕀 Translate 💩 E	HSA Login 📓 NMSU Safety Site 💌 1.02	003 🤵 Chemical Substance S	ZAMEO Chemicals   N					
EHSA Inspections / Inspection Response / Edit Inspection							Submit To Inspector	Cancel O Help
Violation Defi	ciency Information							
Inspection Da	te 5/4/2023	Lab/Building Name	WIND TUNNEL/RESEARCH BU	ILDING : 112				
Correct By Da	te 6/3/2023	PI(s)						
Inspector	David Schoep							
Responsible	Party	PI Name		Permit #	Responsible Individual ↓			
Deficiency Va	lue 0	Pete, Pistol		C-800123456		^		
						~		
				Pictures (0) Use C	amera Add Photo			
Category	GENERAL INSPECT	TONS						
Description	Primary & secondary	emergency contact informati	on (names & phone #'s) is not poste	ed at entrance.				
						11.		
Severity	Findings							

7. In the Response box, enter detailed information on how the finding was addressed, then select the date and submit your response to the inspector for review / approval.

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Gategory	GENERAL INSPECTIONS	
Descripti	ion Primary & secondary emergency contact information (names & phone #'s) is not posted at entrance.	
		16.
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Recomm	endation Update contact information	^
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Specific	Detail	
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Reference	Ce	
Please E	nter Response to Violation Deficiency Below	
Correction	on Notes	
		4
Respons	e Date	
Correcte	d By	
Submit To	Inspector Cancel	
https://translate.google.com		

8. After submitting your response the Findings Summary will show a yellow check mark indicating a response has been submitted and inspector review / approval is pending.

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PI Overview : Pistol Pete									
		Deficiency	Answer	Lab/Building	Recommendation	Response	Observations		
	1920 Findin	05-04-2023	Sent To PI G Information : 0 N/A :	ENERAL INSPECTIONS 0 Blank : 0		112 / WINE	TUNNEL/RESEARCH BUILDING		^
	-	ACCESS DOOR POSTINGS and OTHER SAFETY POSTINGS / SIGNS Fimary & secondary emergency contact information (names & phone #s) is not posted at entrance.	Findings	112 / WIND TUNNEL/RESEARCH BUILDING	Update contact information	Contact information updated By: Pete, Pistol Date: 05-04-2023 ✓Edit Response			
	1919 04-27-023 Sent To PI GENERAL INSPECTIONS Findings : 2 No Findings : 18 Item of Concern : 0 Information : 0 N/A: 0 Blank: 0								
	•	CHEMICAL SAFETY Area chemical inventory is not accurate or up to date.	Findings	112A / WIND TUNNEL/RESEARCH BUILDING	Update chemical inventory.	Chemical inventory has been updated. By: Pete, Pistol Date: 04-28-2023 / Edit Response			
						Eixed the damp thing			

9. After the inspector reviews and approves the response, the checkmark and findings button will be green indicating that the finding is closed.

