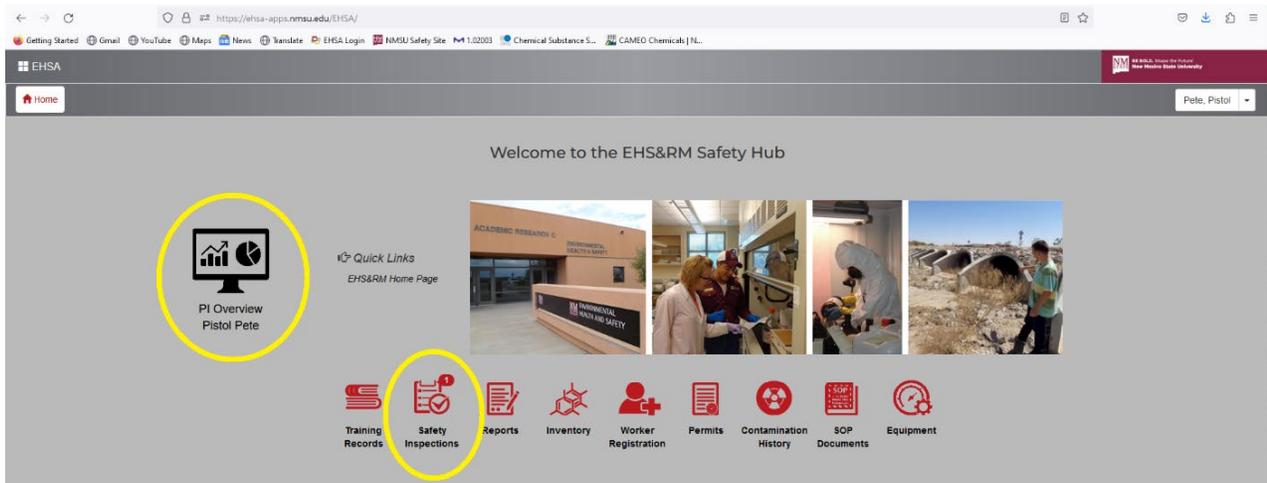




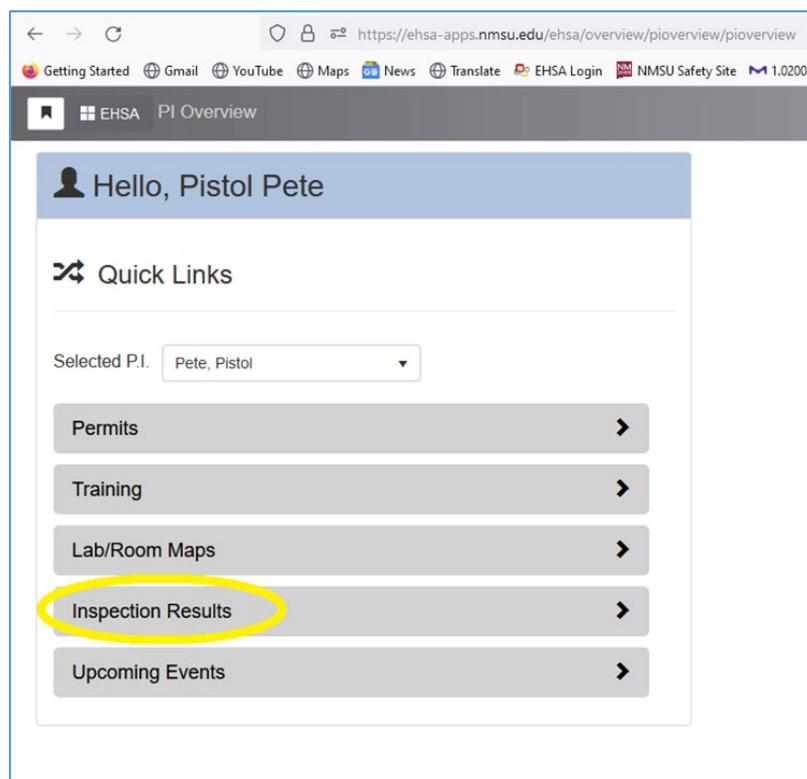
## EHS&RM SAFETY HUB PI GUIDE

### Responding to an Inspection Finding

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



3. In PI Overview menu, open Inspection Results



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

The screenshot shows the 'PI Overview: Pistol Pete' page. It features a table with columns for Description, Answer, Location, Recommendation, Response, and Observations. The first finding (ID 1920) is highlighted with a red 'X' in the 'Description' column and a red 'Findings' button in the 'Answer' column. A blue 'Edit Response' button is circled in red in the 'Response' column, with a red arrow pointing to it.

ID	Date	Status	Answer	Location	Recommendation	Response	Observations
1920	05-04-2023	Findings: 1	Findings	112 / WIND TUNNEL/RESEARCH BUILDING	Update contact information	Blue Edit Response button	112 / WIND TUNNEL/RESEARCH BUILDING
1919	04-27-2023	Findings: 2	Findings	112A / WIND TUNNEL/RESEARCH BUILDING	Update chemical inventory.	By: Pete, Pistol Date: 04-28-2023 Blue Edit Response button	112A / WIND TUNNEL/RESEARCH BUILDING
			Findings	112A / WIND TUNNEL/RESEARCH BUILDING	Post No Food or Drink sign on refrigerator	Fixed the damn thing By: Schoep, David Date: 05-02-2023 Blue Edit Response button	
1917	04-27-2023	Complete	Complete	100 / FLAMMABLE STORAGE	Entire / FLAMMABLE STORAGE		100 / FLAMMABLE STORAGE

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

The screenshot shows the 'Violation Response Edit' screen. The 'Description' field at the bottom contains the text: "Primary & secondary emergency contact information (names & phone #'s) is not posted at entrance." Other fields include 'Inspection Date' (5/4/2023), 'Correct By Date' (6/3/2023), 'Inspector' (David Schoep), 'Responsible Party' (PI), 'Deficiency Value' (0), 'Lab/Building Name' (WIND TUNNEL/RESEARCH BUILDING : 112), and 'Category' (GENERAL INSPECTIONS).

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.

The screenshot shows a web browser window with the URL <https://ehsa-apps.nmsu.edu/EHSA/inspections/violationresponse/violationresponseEdit?pk=38350>. The browser's address bar and tabs are visible at the top. The main content area is a form with the following fields:

- Category:** GENERAL INSPECTIONS
- Description:** Primary & secondary emergency contact information (names & phone #s) is not posted at entrance.
- Severity:** Findings
- Recommendation:** Update contact information
- Specific Detail:** (Empty text area)
- Regulatory Reference:** 1910.1200(a)(1)

Below these fields is a section titled "Please Enter Response to Violation Deficiency Below" which is circled in red. This section contains:

- Correction Notes:** (Large text area)
- Response Date:** (Date picker)
- Corrected By:** (Text input field)

At the bottom of the form, there are two buttons: "Submit To Inspector" and "Cancel". A red arrow points to the "Submit To Inspector" button.

- 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.

Deficiency	Answer	Lab/Building	Recommendation	Response	Observations
1920 05-04-2023 Findings : 1 No Findings : 22 Item of Concern : 0 Information : 0 N/A : 0 ACCESS DOOR POSTINGS and OTHER SAFETY POSTINGS / SIGNS Primary & secondary emergency contact information (names & phone #'s) is not posted at entrance.	Sent To PI <span style="background-color: red; color: white; padding: 2px;">Findings</span>	112 / WIND TUNNEL/RESEARCH BUILDING	Update contact information	Contact information updated By: Pete, Pistol Date: 05-04-2023 <a href="#">Edit Response</a>	112 / WIND TUNNEL/RESEARCH BUILDING
1919 04-27-2023 Findings : 2 No Findings : 18 Item of Concern : 0 Information : 0 N/A : 0 CHEMICAL SAFETY Area chemical inventory is not accurate or up to date.	Sent To PI <span style="background-color: green; color: white; padding: 2px;">Findings</span>	112A / WIND TUNNEL/RESEARCH BUILDING	Update chemical inventory	Chemical inventory has been updated. By: Pete, Pistol Date: 04-28-2023 <a href="#">Edit Response</a>	112A / WIND TUNNEL/RESEARCH BUILDING

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

Deficiency	Answer	Lab/Building	Recommendation	Response	Observations
1920 05-04-2023 Findings : 1 No Findings : 22 Item of Concern : 0 Information : 0 N/A : 0 ACCESS DOOR POSTINGS and OTHER SAFETY POSTINGS / SIGNS Primary & secondary emergency contact information (names & phone #'s) is not posted at entrance.	Sent To PI <span style="background-color: green; color: white; padding: 2px;">Findings</span>	112 / WIND TUNNEL/RESEARCH BUILDING	Update contact information	Contact information updated By: Pete, Pistol Date: 05-04-2023 <a href="#">Edit Response</a>	112 / WIND TUNNEL/RESEARCH BUILDING
1919 04-27-2023 Findings : 2 No Findings : 18 Item of Concern : 0 Information : 0 N/A : 0 CHEMICAL SAFETY Area chemical inventory is not accurate or up to date.	Sent To PI <span style="background-color: green; color: white; padding: 2px;">Findings</span>	112A / WIND TUNNEL/RESEARCH BUILDING	Update chemical inventory	Chemical inventory has been updated. By: Pete, Pistol Date: 04-28-2023 <a href="#">Edit Response</a>	112A / WIND TUNNEL/RESEARCH BUILDING