

# myLab: EHS Laboratory Inspection Report

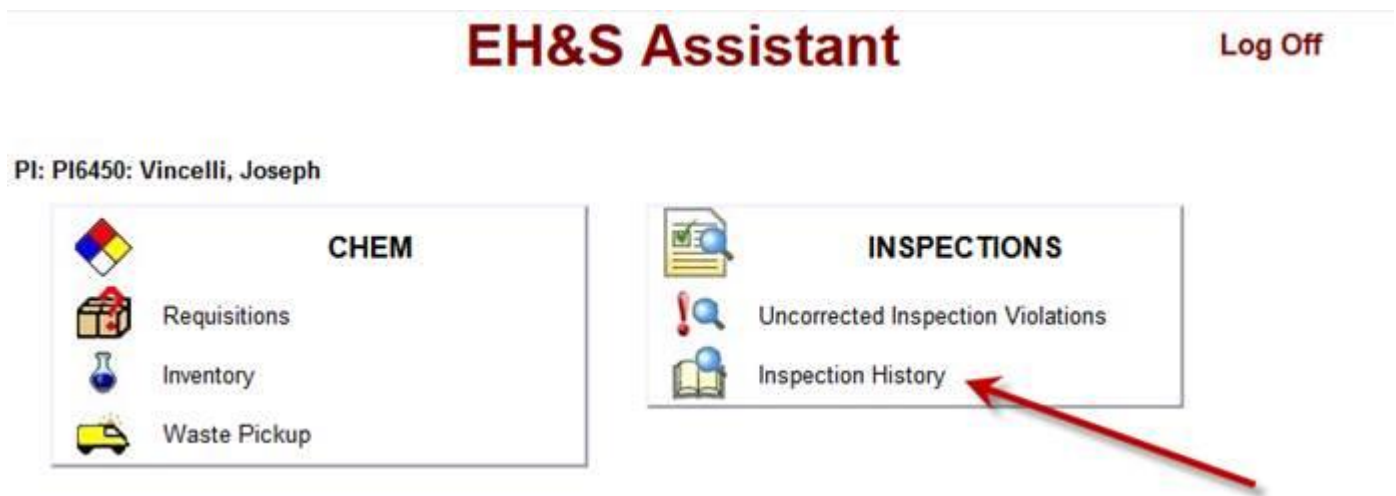
As of today, your EHS laboratory inspection reports will be accessible through myLab. Any **full (editing rights) access users** will be able to view and respond to the EHS inspection report.

An email will be sent by EHS to notify that the inspection reports are ready to view.

## How to view the EHS Laboratory Inspection Report:

Once you log-in to myLab, <https://mylab.mcgill.ca>, a new section titled “Inspections” will now appear.

Select “Inspection History”.



This screen displays the history of all inspections completed for the PI of this lab.

There are three types of EHS Laboratory Inspections:

- 2016-2018 Lab Inspection (includes Fume Hood and Wipe Test report)
- Fume Hood (appears if this inspection is on a different day than the Lab Inspection)
- Wipe Test (appears if this inspection is on a different day than the Lab Inspection)

**Inspection History (highlight inspection and select report)**

Reports ---Reports---

	Inspection #	Inspection Category	Inspection Date	Inspector	Inspector Name	Locations/Labs
Highlight	35	Fume Hood	10/21/2016	2	Teodor Mocanu	STEWART BIOLOGY BUILDING: N3/4
Highlight	27	2016-2018 Lab Inspection	10/07/2016	2	Teodor Mocanu	BURNSIDE HALL: 1005b, BURNSIDE HALL: 1005a, BURNSIDE HALL: 1004, STEWART BIOLOGY BUILDING: N3/4
Highlight	28	2016-2018 Lab Inspection	10/07/2016	2	Teodor Mocanu	BURNSIDE HALL: 1005b, BURNSIDE HALL: 1005a, BURNSIDE HALL: 1004, STEWART BIOLOGY BUILDING: N3/4
Highlight	29	Fume Hood	10/07/2016	2	Teodor Mocanu	ADAMS BUILDING: 0-STAIR1
Highlight	3	2016-2018 Lab Inspection	09/20/2016	2	Teodor Mocanu	STEWART BIOLOGY BUILDING: N3/4
Highlight	8	2016-2018 Lab Inspection	09/20/2016	14	Julian Jara	STEWART BIOLOGY BUILDING: N3/4
Highlight	10	Fume Hood	09/20/2016	2	Teodor Mocanu	STEWART BIOLOGY BUILDING: N3/4
Highlight	11	Fume Hood	09/20/2016	2	Teodor Mocanu	STEWART BIOLOGY BUILDING: N3/4

To open the report that you would like to view,

- 1- Click the appropriate “Highlight” to select the row of the desired report
- 2- Open the “Reports” drop down menu and select the report titled “McGill- Lab Inspection Report”
- 3- The report will be generated and available to download as a PDF.

**Inspection History (highlight inspection and select report)**

	Inspection #	Inspection Category	Inspection Date	Inspector	Location
<a href="#">Highlight</a>	35	Fume Hood	10/21/2016	2	Teodor Mocanu STEWART BIOLOGY BUILDING: N3/4
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<a href="#">Highlight</a>	29	Fume Hood	10/07/2016	2	Teodor Mocanu ADAMS BUILDING: 0-STAIR1
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<a href="#">Highlight</a>	8	2016-2018 Lab	09/20/2016	14	Julian Jara STEWART BIOLOGY BUILDING: N3/4
<a href="#">Highlight</a>	10			2	Teodor Mocanu STEWART BIOLOGY BUILDING: N3/4
<a href="#">Highlight</a>	11			2	Teodor Mocanu STEWART BIOLOGY BUILDING: N3/4

Reports: McGill - Lab Inspection PI Responses  
 ---Reports---  
 McGill - Lab Inspection PI Responses  
**McGill - Lab Inspection Report**

Step 1: Highlight the correct report

Step 2: Select "McGill- Lab Inspection Report"


## How to Respond to Violations:

Once you have reviewed the Laboratory Inspection reports, you will need to respond to any violations.

Select “Uncorrected Inspection Violations”. Each question marked as “Fail” shall appear in this section individually.

To respond to an item, click “Select”.

**Open Inspection Results**

 **Pictures Available**

	Inspection #	Inspection Category	Inspection Date	Date Corrected	Corrected By	Violation Code	Checklist Item	Location/Lab
<a href="#">Select</a>	27	TEST	10/07/2016			5.2.5	Number 5.2.5	110:1004,110:1005a,110:1005b,111:N3/4
<a href="#">Select</a>	29	FUME	10/07/2016	11/30/2016	Parisa Parang	1.0	1.0 Clutter and/or permanent storage in fume hood	ADAMS BUILDING: 0-STAIR1
<a href="#">Select</a>	3	TEST	09/20/2016			1.1.8	Hand washing sink has soap and paper towels	STEWART BIOLOGY BUILDING: N3/4

The “Editing Inspection Results Correction Information” screen will appear for this item.

At the bottom, you will be able to

- 1- Indicate your corrective measures in the “Response” box
- 2- Select the date that this item has been corrected
- 3- View the due date for this item to be corrected
- 4- Enter the name of the person who corrected this item

**Editing Inspection Results Correction Information**

Help

INSPECTION DATE: 10/07/2016    PI: PI7118    Abouheif, Ehab

Location	Building Name	Lab
	Not Found	Not Found

CHECKLIST ITEM: Number 5.2.5

INSPECTION COMMENTS: Fail    REGULATORY REFERENCE: See documents

ADDITIONAL COMMENTS:

**Please Enter Response to Violation Deficiency Below (250 characters or less)**

RESPONSE: [Text Area]

DATE CORRECTED: [Dropdown]

RESPONSE DUE DATE: 10/10/2016

CORRECTED BY: [Text Field]

Save    Cancel

Once you have entered all the required information, click “Save”.

The information will appear on the main page. Once EHS has reviewed the corrected information for the violation, the item will disappear from the list.

**Open Inspection Results**

Pictures Available

Inspection #	Inspection Category	Inspection Date	Date Corrected	Corrected By	Violation Code	Checklist Item	Location/Lab
Select	TEST	10/07/2016	11/30/2016	Parisa Parang	5.2.5	Number 5.2.5	110:1004,110:1005a,110:1005b,111:N3/4
Select	FUME	10/07/2016			1.0	1.0 Clutter and/or permanent storage in fume hood	ADAMS BUILDING: 0-STAIR1
Select	TEST	09/20/2016			1.1.8	Hand washing sink has soap and paper towels	STEWART BIOLOGY BUILDING: N3/4

If needed, once you have corrected all your violations, you can view your responses in a report.

To open the report that you would like to view,

- 1- Click the appropriate "Highlight" to select the row of the desired report.
- 2- Open the "Reports" drop down menu and select the report titled "McGill- Lab Inspection PI Responses"
- 3- The report will be generated and available to download as a PDF.

**Inspection History (highlight inspection and select report)**

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Reports: McGill - Lab Inspection PI Responses

---Reports---

McGill - Lab Inspection PI Responses

McGill - Lab Inspection Report

Step 1: Highlight the correct report

Step 2: Select "McGill- Lab Inspection PI Responses"

If you have any questions, please do not hesitate to contact us by email [ehs@mcgill.ca](mailto:ehs@mcgill.ca) or by telephone 514-398-4563