



BioRAFT Lab Inspection Report Guidance Document

Understanding and Responding to Your Lab Inspection Report

Inspection Email

The following is an example of an email sent by EHS through BioRAFT notifying you of an inspection report. Be mindful that these emails are **generated by BioRAFT on behalf of EHS.**

The subject line will indicate an Inspection report.

Your lab group will be indicated in the email.

Your building will also be indicated in the email.

NOTE: Click the link to confirm and view your inspection report. All inspection reports must be confirmed, even if there are no findings on the report. An inspection report is not confirmed until you click the link and open the report. Reports with no findings must be confirmed but are already in a finalized status.

From: support@bioraft.com <support@bioraft.com> On Behalf Of n-eaker@tamu.edu

Sent: Thursday, February 20, 2020 1:54 PM

To: VPFA-EHS-BioRAFT-Test <vpfa-ehs-biorafttest@tamu.edu>

Cc: Eaker, Nancy L <n-eaker@tamu.edu>; Kale, Swati G swati_17@tamu.edu

Subject: Inspection Report - 09/11/2019

An inspection has been performed on 09/11/2019 for **Sample Lab,**

1111 Research Parkway Bldg (1602) - 239. Please use the link below to login, view and confirm receipt of the inspection report.

<https://tamu.bioraft.com/node/1964927>

Thank you.

Where to find your inspection report from your BioRAFT homepage.

- See the highlighted arrows and click your Lab Group name.

Welcome to BioRAFT

Please Read: [TAMU COVID-19 Guidance](#)

Your training in the following course is overdue: Working Safely with Cryogenics - EHS [Continue to Course](#)
 Your training in the following course is overdue: Introduction to Laboratory Safety (Online) - EHS [Continue to Course](#)
 Your training in the following course is overdue: Hazard Communication [Continue to Course](#)

Announcements

01/11/2021: Training Records Not Updating in...
We are experiencing issues with training records not being updated in BioRAFT once courses are t... [\[more\]](#)

10/13/2020: Lessons Learned: U Penn vacuum p...
The explosion of a vacuum pump in a chemistry lab at the University of Pennsylvania highlights t... [\[more\]](#)

08/24/2020: Please UPDATE!! Laboratory Shutd...
To assist EHS to determine which labs we should prioritize in our efforts to support, I would li... [\[more\]](#)

[View All Announcements](#)

Required Training

Status	Course Name	Renewal Date
	Hazard Communication	Overdue!
	Introduction to Laboratory Safety (Online) - EHS	Overdue!
	Working Safely with Cryogenics - EHS	Overdue!

[Training History](#) [Course Directory](#)

Compliance E-Mail Inbox

11/05/2020 [Chemical Inventory Reminder](#)
10/15/2020 [Action Required: Please Certify...](#)
09/08/2020 [Chemical Invenotry - ACTION REQU...](#)
03/05/2020 [Inspection Report - Follow Up Re...](#)

[View Entire Inbox](#)

Compliance Summary for Sample Lab

Training:
Equipment:

[View Dashboard](#)

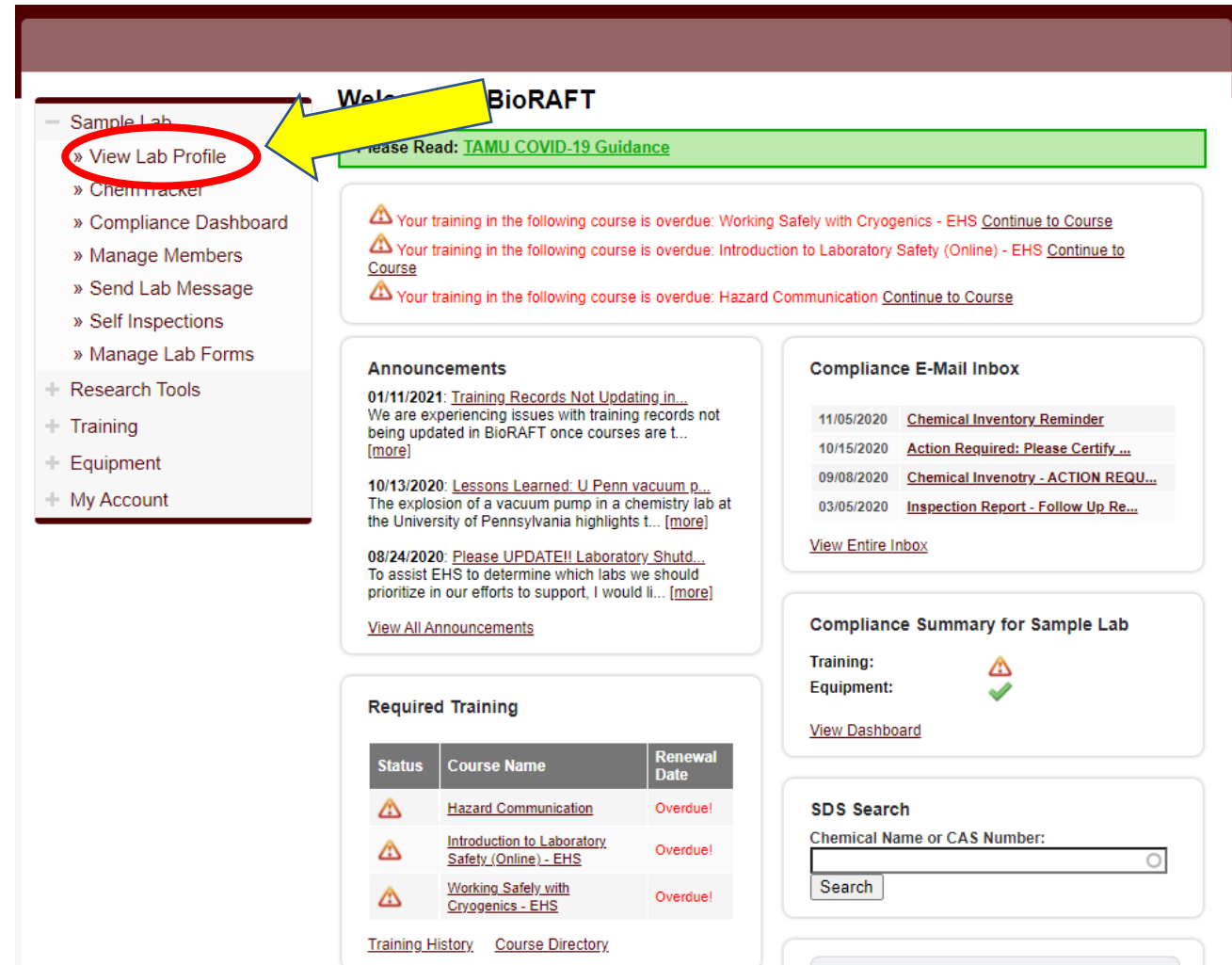
SDS Search

Chemical Name or CAS Number:

ObserveNow

Where to find your inspection report continued...

See the highlighted arrows and click "View Lab Profile".



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Compliance E-Mail Inbox

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[View Entire Inbox](#)




Compliance Summary for Sample Lab

Training: 

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[View Dashboard](#)

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[Training History](#) [Course Directory](#)

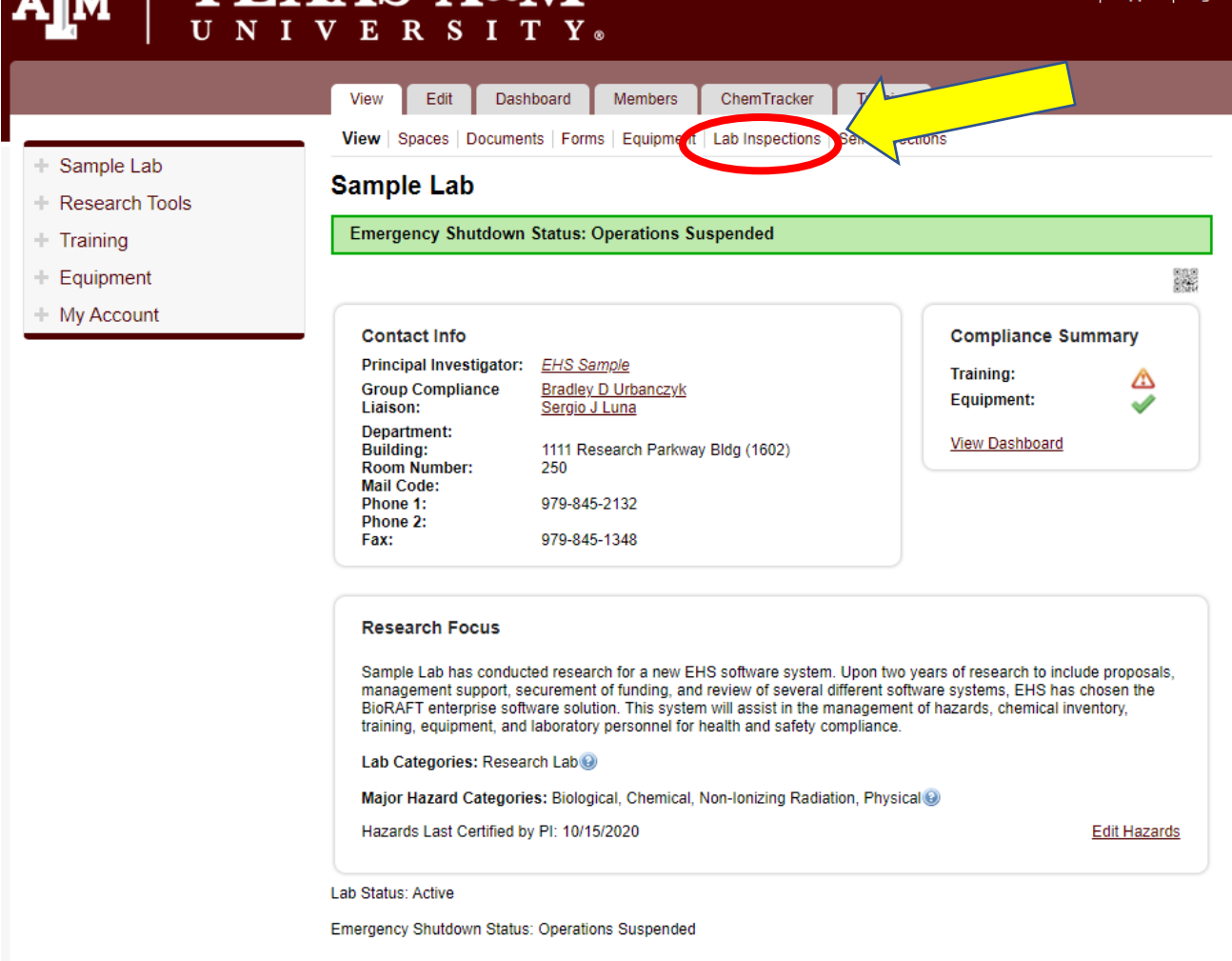
SDS Search

Chemical Name or CAS Number:

Search

Where to find your inspection report continue.

See the highlighted arrows and click “Lab Inspections”.



The screenshot shows the ChemTracker interface for a Sample Lab. The navigation menu at the top includes 'View', 'Edit', 'Dashboard', 'Members', 'ChemTracker', and 'Lab Inspections'. The 'Lab Inspections' item is circled in red, and a yellow arrow points to it from the right. A sidebar on the left contains a menu with items: '+ Sample Lab', '+ Research Tools', '+ Training', '+ Equipment', and '+ My Account'. The main content area is titled 'Sample Lab' and features a green banner for 'Emergency Shutdown Status: Operations Suspended'. Below this are sections for 'Contact Info', 'Compliance Summary', and 'Research Focus'. The 'Contact Info' section lists: Principal Investigator: [EHS Sample](#), Group Compliance Liaison: [Bradley D Urbanczyk](#) and [Sergio J Luna](#), Department: 1111 Research Parkway Bldg (1602), Room Number: 250, Mail Code: 979-845-2132, Phone 1: 979-845-2132, Phone 2: 979-845-1348, Fax: 979-845-1348. The 'Compliance Summary' section shows 'Training' with a warning icon and 'Equipment' with a green checkmark, and a 'View Dashboard' link. The 'Research Focus' section describes research for a new EHS software system and lists 'Lab Categories: Research Lab' and 'Major Hazard Categories: Biological, Chemical, Non-ionizing Radiation, Physical'. It also notes 'Hazards Last Certified by PI: 10/15/2020' and includes an 'Edit Hazards' link. At the bottom, it states 'Lab Status: Active' and 'Emergency Shutdown Status: Operations Suspended'.

Inspection report location on lab profile page

All inspections for your lab group will be located in this area.

View
Edit
Dashboard
Members
ChemTracker
Training

View
Spaces
Documents
Forms
Equipment
Lab Inspections
Self Inspections

- + Sample Lab
- + Research Tools
- + Training
- + Equipment
- + My Account

Sample Lab Inspection Log

Showing 1-5 of 5 results

Inspection Type: <All>

Performed After:

Status: <All>

Performed Before:

Confirmation Status: <All>

Date	Inspection Type	Inspected By	Resolved Findings	Status	Rating	
04/13/2020	EHS RAM Inspection	Curtis_Brandon	2 / 2	Finalized	2.5/5	View
01/13/2020	EHS Laboratory Inspection	Eaker_Nancy	2 / 2	Finalized	5/5	View
12/17/2019	EHS Laboratory Inspection	Kale_Swati	3 / 3	Finalized	4.5/5	View
10/24/2019	EHS Laboratory Inspection	Bowe_Michael	8 / 8	Finalized	3.5/5	View
09/11/2019	General	Eaker_Nancy	0 / 1	Pending Inspector Review	4.5/5	View

Findings found during inspections in the last 18 Months

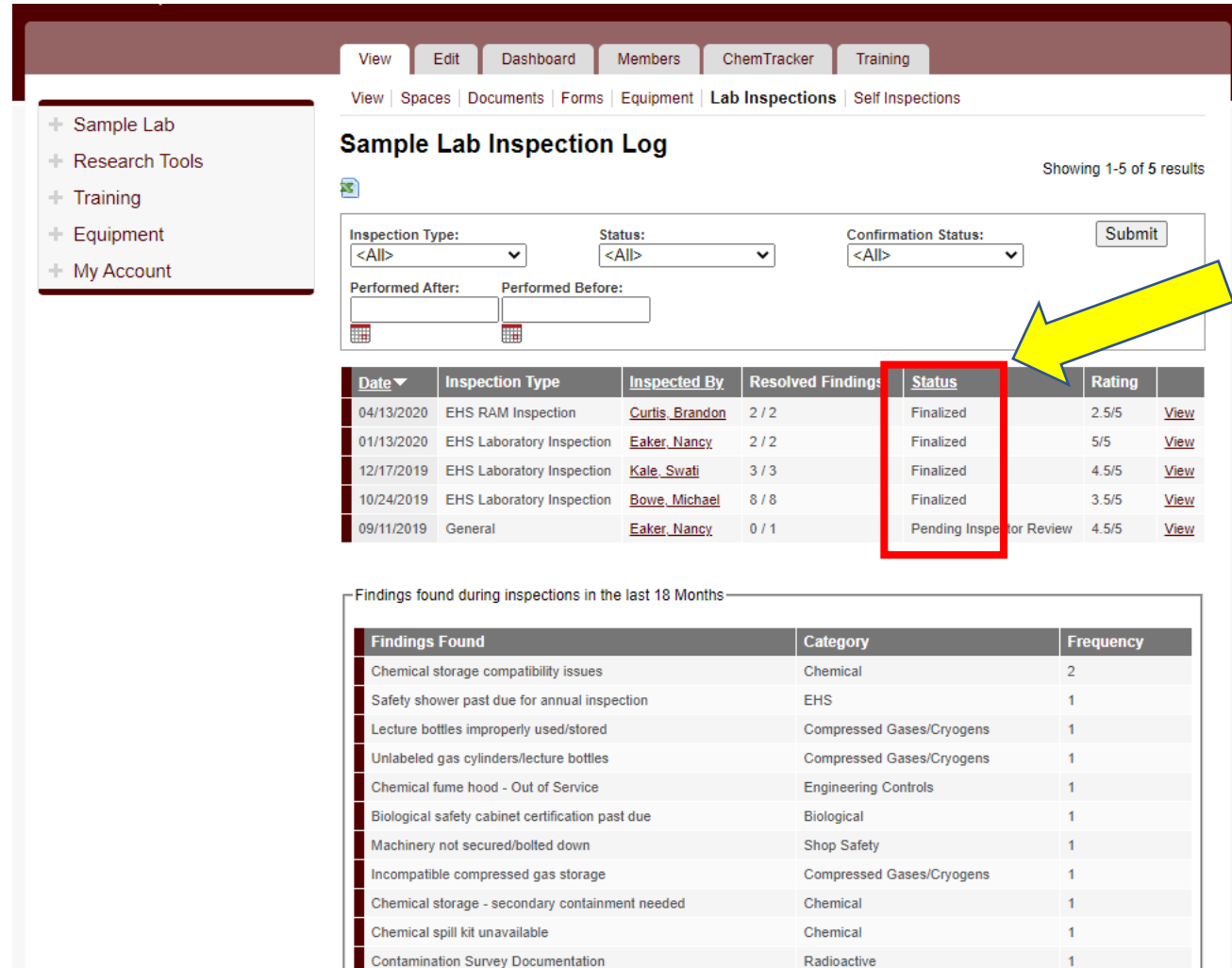
Findings Found	Category	Frequency
Chemical storage compatibility issues	Chemical	2
Safety shower past due for annual inspection	EHS	1
Lecture bottles improperly used/stored	Compressed Gases/Cryogenics	1
Unlabeled gas cylinders/lecture bottles	Compressed Gases/Cryogenics	1
Chemical fume hood - Out of Service	Engineering Controls	1
Biological safety cabinet certification past due	Biological	1
Machinery not secured/bolted down	Shop Safety	1
Incompatible compressed gas storage	Compressed Gases/Cryogenics	1
Chemical storage - secondary containment needed	Chemical	1
Chemical spill kit unavailable	Chemical	1
Contamination Survey Documentation	Radioactive	1

Inspection Status

View the status of your inspection from the “Status” column. Any inspection that is not in “Finalized” status needs attention.

Inspection reports can be in the following status:

- Finalized
- Pending Resolution
- Pending Inspector Review
- Needs Assistance



View | Edit | Dashboard | Members | ChemTracker | Training

View | Spaces | Documents | Forms | Equipment | **Lab Inspections** | Self Inspections

Sample Lab Inspection Log

Showing 1-5 of 5 results

Inspection Type: <All> Status: <All> Confirmation Status: <All>

Performed After: Performed Before:

Date	Inspection Type	Inspected By	Resolved Findings	Status	Rating	
04/13/2020	EHS RAM Inspection	Curtis_Brandon	2 / 2	Finalized	2.5/5	View
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Chemical storage - secondary containment needed	Chemical	1
Chemical spill kit unavailable	Chemical	1
Contamination Survey Documentation	Radioactive	1

View Inspection

Click "View" for the inspection report you wish to view.

View
Edit
Dashboard
Members
ChemTracker
Training

View
Spaces
Documents
Forms
Equipment
Lab Inspections
Self Inspections

- + Sample Lab
- + Research Tools
- + Training
- + Equipment
- + My Account

Sample Lab Inspection Log

Showing 1-5 of 5

Inspection Type:
Status:
Confirmation Status:
Submit

Performed After:
Performed Before:

Date	Inspection Type	Inspected By	Resolved Findings	Status	Rating	
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Chang (Kuang-An) Lab Inspection 10/29/2020

Groups/Spaces: [Chang \(Kuang-An\) Lab](#)
[CVE Lab Building \(0325\) - 109D](#)

Primary Contact: [Kuang-An Chang](#)
[Scott A Socolofsky](#)

Compliance Liaison: [Johnnie P Reed](#)

Inspection Type: EHS Laboratory Inspection

Inspected By: [Michael R. Bowe](#)

Status: Pending Resolution
Last Emailed: 01/27/2021 ([view](#))
Respond By Date: 02/15/2021
Confirmed: 01/15/2021

Report status, correspondence dates, and confirmation status

Open Findings:

- 🚫 Chemical safety training required

Resolved Findings:

- Path of egress is obstructed
- Improperly or unclearly labeled or numbered doors/rooms

Snapshot of findings and the status of the findings.

Inspection Grade: 86.57%
Inspection Rating: ★★★★★☆

Summary

Listed below are the findings from your annual Laboratory Safety inspection.

If you have any questions, or if you believe you have received this message in error, please contact the appropriate group at the email address listed below.

For questions related to EHS Laboratory, contact labsafety@tamu.edu.

For general questions related to BioRAFT, contact bioraft@tamu.edu.

Findings

1. Chemical safety training required

Comments/Corrective Action(s):
Chemical safety training required: All personnel working with or around hazardous chemicals are required to be trained. Personnel should complete required general and work area specific chemical safety (Hazard Communication) training prior to beginning work. Additionally, each PI or supervisor is ultimately responsible for ensuring those working under their supervision are trained and understand the specific and unique hazards their work presents. Attendance and content of all training must be documented.

Regulatory Citation: OSHA; 29 CFR 1910.1200, 1450

Corrective Action: Complete general and work area specific chemical safety training before beginning work in areas where hazardous chemicals are in use.

INSPECTOR'S NOTES:
The Online Hazard Communication (#11020) training has not been completed by all of the lab members. Please see the attached photo. The PI will need to go over the bottom section of the attached training record form with Scott and Mr. Reed for the Work Area Specific training. Once that is completed, the Work Area Specific training record forms will then need to be uploaded to the documents tab in your BioRAFT lab profile.

Space(s):

- [CVE Lab Building \(0325\) - 109D](#)

Attachment(s):

- [Hazard Communicati... 322.pdf](#)
- [Dr. Changs Lab Saf... 322.JPG](#)

🚫 This finding has been recorded 1 time in the past 18 Months.

✅ **2. Path of egress is obstructed**

Comments/Corrective Action(s):
Path of egress is obstructed: A clear, unobstructed path of egress to exits must be maintained at all times to allow for rapid egress in the event of an emergency. Maintain 36 inches wide clearance for all aisles leading to exits.

Regulatory Citation: NFPA 1, 14.4.1

Corrective Action: Remove obstructions from paths of egress.

INSPECTOR'S NOTES:
There were numerous boxes obstructing the egress on the far end of the laboratory.

Space(s):

- [CVE Lab Building \(0325\) - 109D](#)

Red exclamation mark indicates a repeat finding within the last 18 months.

Green check mark indicates a finding that has been corrected and marked as resolved.

Inspection Report

Your report will look similar to the report shown.

How to update your inspection report

To submit updates to your inspection report, scroll to the bottom of the report and find the “Correspondence” section.

Correspondence

Hide Automated Messages

Posted Tue, 03/10/2020 - 1:22pm by [Nancy L Eaker](#)
Pending Resolution -> Pending Inspector Review

Test report. No actions required.
Follow up required by March 25, 2020

▼ Submit Response

Response: *

All audit findings have been resolved.

Audit findings have been resolved except those noted below in comments:

Corrective actions have not yet been put in place.

Please have the auditor contact me to discuss this report.

Resolved Findings:

On posting, notify these people:

Nancy L Eaker Bradley D Urbanczyk Sergio J Luna Cherie Lamar Fischer
Select: [All](#) [None](#)

Additional people to notify

Inspection Report Update Option 1:

Option 1: If all your findings have been resolved, choose “All audit findings have been resolved”.

A comment is required.

Attach any documents if applicable.

Select who you want to receive a notification of the correspondence.

Search by name or email address to add additional people to your report correspondence.

Click “Submit”.

This option places the report in finalized status and no further action is required.

▼ Submit Response

Response: *

All audit findings have been resolved.

Audit findings have been resolved except those noted below in comments:

Corrective actions have not yet been put in place.

Please have the auditor contact me to discuss this report.

Resolved Findings:

Additional Comments:

▶ Attach Documents

On posting, notify these people:

Nancy L Eaker Bradley D Urbanczyk Sergio J Luna Cherie Lamar Fischer

Select: [All](#) [None](#)

Additional people to notify

Inspection Report Update Option 2:

Option 2: If only some of your findings have been resolved, choose “Audit findings have been resolved except those noted below in comments”:

Click the “Resolved Findings: drop down menu and choose all findings that have been resolved.

Add comments for the findings that have not been resolved.

Attach any documents if applicable.

Select who you want to receive a notification of the correspondence.

Search by name or email address to add additional people to your report correspondence.

Click “Submit”.

This option leaves the report in “Pending Resolution” status. Automated emails will continue to be sent as reminders to finalize the report.

▼ **Submit Response**

Response: *

All audit findings have been resolved.

Audit findings have been resolved except those noted below in comments:

Corrective actions have not yet been put in place.

Please have the auditor contact me to discuss this report.

Resolved Findings:

Additional Comments:

▶ **Attach Documents**

On posting, notify these people:

Nancy L Eaker Bradley D Urbanczyk Sergio J Luna Cherie Lamar Fischer

Select: [All](#) [None](#)

Additional people to notify

Inspection Report Update Option 3:

Option 3: If you have reviewed your report and corrective actions will take some time to correct, for example due to a work order, choose “Corrective actions have not yet been put in place”.

Click the “Resolved Findings: drop down menu and choose all findings that have been resolved.

Add comments for the findings that have not been resolved.

Attach any documents if applicable.

Select who you want to receive a notification of the correspondence.

Search by name or email address to add additional people to your report correspondence.

Click “Submit”.

This option places the report in “Pending Inspector Review” status. Automated emails will not be sent while in this status.

▼ **Submit Response**

Response: *

All audit findings have been resolved.

Audit findings have been resolved except those noted below in comments:

Corrective actions have not yet been put in place.

Please have the auditor contact me to discuss this report.

Resolved Findings:

Additional Comments:

- ▶ **Attach Documents**

On posting, notify these people:

Nancy L Eaker Bradley D Urbanczyk Sergio J Luna Cherie Lamar Fischer

Select: [All](#) [None](#)

Additional people to notify

Inspection Report Update Option 4:

Option 4: If you have questions about your inspection report choose “Please have the auditor contact me to discuss this report.”

Click the “Resolved Findings: drop down menu and choose all findings that have been resolved.

Add any comments about what needs to be discussed.

Select who you want to receive a notification of the correspondence.

Search by name or email address to add additional people to your report correspondence.

Click “Submit”.

This option places the report in “Needs Assistance” status. An email is sent to the inspector to contact the individual who needs assistance with the inspection report.

▼ Submit Response

Response: *

All audit findings have been resolved.

Audit findings have been resolved except those noted below in comments:

Corrective actions have not yet been put in place.

Please have the auditor contact me to discuss this report.

Resolved Findings:

Additional Comments:

- ▶ Attach Documents

On posting, notify these people:

Nancy L Eaker Bradley D Urbanczyk Sergio J Luna Cherie Lamar Fischer

Select: [All](#) [None](#)

Additional people to notify

Additional Inspection Report Information

- Inspection reports should be confirmed as soon as possible after receipt of the report.
 - Automated email reminders are sent seven days from receipt of the report and every seven days thereafter until the report is confirmed or the report is placed in “Pending Inspector Review” status.
- Inspection report findings should be corrected as soon as possible but no later than the due date on the report.
 - If a finding(s) take longer than the due date to correct, the due date can be extended. When additional time is needed, include this request with an explanation in the comment section.
 - Automated email reminders are sent seven days from receipt of the report and every seven days thereafter, or until the report is placed in “Pending Inspector Review” status, or all findings are corrected and the report is finalized.
- If a report is not corrected by the due date or the due date is not extended, the report is considered delinquent and an automated email notification is sent to the Department Head.



Submit any questions to labsafety@tamu.edu
or bioraft@tamu.edu

[BioRAFT Information Webpage](#)