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.
Where to find your inspection report continued...

See the highlighted arrows and click “View Lab Profile”.
Where to find your inspection report continue.

See the highlighted arrows and click “Lab Inspections”.

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**Sample Lab**

**Emergency Shutdown Status:** Operations Suspended

**Contact Info**
- Principal Investigator: [Name]
- Group Compliance Liaison: [Name]
- Department: [Department]
- Building: 1111 Research Parkway Bldg (1602)
- Room Number: 250
- Mail Code: [Mail Code]
- Phone 1: 979-846-2132
- Phone 2: 979-845-1348

**Compliance Summary**
- Training: [Status]
- Equipment: [Status]

**Research Focus**
- Sample Lab has conducted research for a new EHS software system. Upon five years of research to include proposals, management support, procurement of funding, and review of several different software systems, EHS has chosen the DoITMAN enterprise software solution. This system will assist in the management of hazards, chemical inventory, training, equipment, and laboratory personnel for health and safety compliance.

**Lab Categories:** Research Lab

**Major Hazard Categories:** Biological, Chemical, Non-Ionizing Radiation, Physical

**Hazards Last Certified by PI:** 10/15/2023

**Lab Status:** Active

**Emergency Shutdown Status:** Operations Suspended
Inspection report location on lab profile page

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

Click “View” for the inspection report you wish to view.
Inspection Report

Your report will look similar to the report shown.

- **Report status, correspondence dates, and confirmation status**
- **Snapshot of findings and the status of the findings.**
- **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.**
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.
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.
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.
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.
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.
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