EH&S is using an online system to track and resolve lab safety findings. Here’s an overview of the process:

EH&S conducts an assessment of your lab spaces.

EH&S enters the findings into SharePoint, which sends an automated “new findings” email to:

1. The Principal Investigator (PI)
2. The Lab Safety Officer (LSO)
3. Dept. Chair (notice only/no action req’d)
4. EH&S director (notice only/no action req’d)

(This email indicates that the PI and LSO have been notified, and will resolve the finding.)

The PI or LSO clicks the hyperlink in the email (https://sharepoint.ehs.unr.edu/sites/ehs/SitePages/PIFindings.aspx) to view their findings, their associated “Priority Levels”, and resolution due dates. UNR Net IDs are used to log in.

Click the “edit” button to the left of a finding.

There are four text boxes that can be filled in. Only the PI or LSO can resolve findings or request deferrals:

- **Resolution Date (required)**: the date a finding was resolved by either the PI or the LSO.
- **Resolved By (required)**: the name of the PI or LSO who resolved the deficiency.
- **Resolution Comments (optional)**: add a note to describe actions that were taken, or will be taken.
- **Defer to (optional)**: suggest a new due-date for the deficiency. You will be notified via email if EH&S approves or disapproves of the new date.

Save your changes, and repeat these steps for your other resolved findings.

EH&S will approve your resolution(s), finishing the assessment process. Please note that a deficiency is “unresolved” until EH&S gives final approval, so editing your SharePoint findings right before the deadline may still result in a late notice being sent.

If the due-date for a finding has elapsed, a reminder email will be sent out to the PI and LSO. Additional reminders will be sent to faculty each subsequent time the due-date has elapsed, by the following pattern of escalation:

- 1st Late Notice – PI, LSO,
- 2nd Late Notice – PI, LSO, Department Chair, EHS Director
- 3rd Late Notice – PI, LSO, Department Chair, EHS Director, Dean

Please direct any questions/problems to either the person who conducted your assessment, or chestonc@unr.edu

Thank you for your cooperation in keeping UNR safe and in regulatory compliance.