Performing a Self-Inspection

Log on to the Safety Administrative Management System website to perform your assigned self-inspection by the due date.

Click on the Safety Inspections icon on the home page to begin.
Select the **Perform Self-Inspection** option from the menu.

Choose the assigned PI/Group from the **User/PI drop-down**.

Then click on the blue **View** button to open the inspection.
Answer each self-inspection item by selecting either I Am OK, I Need Help, or N/A.

On any items where I Need Help is selected; you can describe the issue or question in more detail in the Observation/Notes memo field.

<table>
<thead>
<tr>
<th>Code</th>
<th>Deficiency</th>
<th>Status</th>
<th>Recommendation</th>
<th>Observations/Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1</td>
<td>Annual safety assessment was completed in bulk.</td>
<td>![Need Help]</td>
<td>Follow the link to the EHS webpage.</td>
<td><a href="https://example.com">Link</a></td>
</tr>
<tr>
<td>C1</td>
<td>Hazard warning sign is complete, current, and properly posted.</td>
<td>![I Am OK]</td>
<td>Laboratory hazard warning signage is posted for each lab on campus. The purpose of the sign is to inform non-lab personnel in a general manner of any hazardous conditions that may exist within the lab as well as any requirements that must be followed prior to entry. The sign also provides contact information for use by maintenance and emergency response personnel in the event that access to the lab is restricted or an emergency condition exists within the lab. To request a sign please use the following link.</td>
<td><a href="https://example.com">Link</a></td>
</tr>
</tbody>
</table>

After you have answered all of the self-inspection questions, there will be a status question at the very end. When you’re ready to submit, change the status from In Progress to I’m Finished/Submit. This will automatically send a submission notification to EHS and you have now successfully completed the self-inspection.

*Note* – If all questions are not answered the system will not complete the final submission. The system will alert you if there are unanswered questions in each category.
Change the status from **In Progress** to **I’m Finished/Submit**

You may also change your inspection status on the header at the top of the self-inspection page.