LSUHSC – PI User Guide – Annual Chemical / Biological Inventory Confirmations Guide:

1) Login in to SafetyStratus software: <u>https://labcliq.com/l/lsu/</u>



2) Select either the 'compliance calendar' or 'pending compliance events' menu on left of the screen.

Safety Stratus		h				Aaron (A	dministrator) <table-cell></table-cell>
					Apply Filters		
Help	• Filtering based on all pis that	aron Pourciau can inspe	ect				
Suggestions						(
Compliance Calendar	Show 25 rows 🔻					EXPORT PI PENDI	NG INSPECTION
Inspections -	Due Assigned Date 1 Inspector	↓† User ↓†	Email 🎝	Туре ↓1	Location 1	Department It	
New Inspection	Oct 6,			Inventory Review	DENTAL CLINIC BUILDING:	LSU Health Organization - Oral & Craniofacial	(ک
Continue an Inspection	2022				 631500 DENTAL CLINIC BUILDING: 	 LSU Health Organization - Oral & Craniofacial Biology 	Start Edit
Pending Compliance Events					635500 • DENTAL CLINIC BUILDING:	LSU Health Organization - Periodontics	
Follow Up Items					64130A Show All		
Inventories	Oct 31,				ALLIED HEALTH/SCHOOL OF	LSU Health Organization - Medical Technology	(ک
Assets	2022				NURSING: 100700 • ALLIED HEALTH/SCHOOL OF NURSING: 102300		Start Edit
Inspection Findings -					ALLIED HEALTH/SCHOOL OF NURSING: 10230A		

- 3) Select 'Start' to launch the inventory confirmation inspection.
- 4) Select 'Start Inspection'

Safety Stratus	E LSU Health New ORLEANS	Aaron (Administrator) O
Help	Location Settings Questions Items Training Files Follow-Up Notes	
Suggestions		Start Inspection
Compliance Calendar	Inspection Date:	Start inspection
Inspections -	08/18/2022 Override	
New Inspection	inspection scope	
Continue an Inspection	Inventory Review Rooms: LIONS BUILDING: 090500 Department:	
Pending Inspections	Neuroscience	
Follow Up Items	☑ User:	
Inventories	Add User To Roster	
Assets	Search by Name or Email Address + Add	
Inspection Findings -		
Corrective Actions		
Completed Inspections	Name Actions For:	
Administration •		

5) Select 'Yes' to confirm you have reviewed your chemical & biological inventories if they are up to date. Then select 'complete inspection' to submit your response.

	NEW ORI	EANS							Aaron (Ad	ministrator)
ocation	Settings Q	uestions Items	Training	Files Follo	w-Up Notes		C	Complete Inspection	Save and Exit	Review Ins
os on Ac	dding Photos	& Comments								
If you w	vish to attach a pho	oto/make a commen	t for a question (i.e. no action bein		'Attach File' button and/or t use the 'Attach File' buttor				Action window
egory:										B
ventory Re	eview									
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I have rev	Yes	al and biological inve	entories and ver	ified they are up t	to date.					
Thave rev	Yes No	al and biological inv	entories and ver	ified they are up t	to date.					
I have rev	Yes No N/A									
I have rev	Yes No N/A	al and biological inve ach to this question								
I have rev	Yes No N/A					æ			O Attach F	

6) Confirm your selection by selecting 'Complete'.

	LSU Health New ORLEANS								Aaron (Administrator) 😗 👔					
Location	Settings	Questions	Items	Training	Files	Follow-Up	Notes				Complete Inspe	ection	Save and Exit	Review Inspectio
Once completed, nspection. • Click "Comple • Click "Go Bac	ete" to contin ik" to return t	ue. o the inspectio	n. omplete	Go Back tion	n (i.e. no act		ated), then use				ocated just below the			Action window.
Category: -Saved- Inve	ntory Review													₽ Save
I have rev	viewed my ch	emical and biol	ogical inver	ntories and ve	erified they	are up to date.								
۲	Yes													
	No													
	N/A													
Ente	er comments t	o attach to thi	s question (not associate	d with a cor	rrective action).						1	🙆 Attach F	ile

Thank you for confirming your annual biological & chemical inventories are updated!

Please contact EH&S at <u>safety@lsuhsc.edu</u> or calling 504-568-6585 if assistance needed.

The SafetyStratus Resources page can also assist on updating your inventories if needed, which can be found here: <u>https://www.lsuhsc.edu/admin/pfm/ehs/safetystratus-resources.aspx</u>