THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE
Office of Environmental Health & Safety

PROCEDURE NAME:	**Monthly Reporting Fact Sheet**
CATEGORY:	Internal OEHS Operations
DESCRIPTION:	Format and general work instructions for sending monthly inspection status reports to Department Heads, Deans, Provost, and VPR
CREATED BY:	Kristy Olive
DATE:	2021/20/22, Revised 4/7/21
PROCEDURE DETAILS:	**Inspector guidance:** • Enter inspection results into the appropriate inspection form on Chematix. • Review and upload photos if needed. It is recommended to always include at least one photo to show that you were in the location, but not required. • When satisfied with the report, submit report and include the Department Head in the cc line. • You will receive a copy of the report. When you receive the report copy, use Google's scheduled send feature or equivalent to set up a "reminder" to go out at 30 and 60 days. The following verbiage is recommended but not required: • "It has been [30/60] days since your inspection. All inspection items should be closed within 30 days of the inspection date. If you have closed your items, please disregard this reminder. If you need assistance to close your items, please contact your inspector for technical questions or clarifications. Please communicate with your department head if the issue involves a lack of resources." • The P.I.'s and lab administrators will receive the 30 and 60 day reminders from the inspectors. They will not be copied on the monthly reports since they have access to a current list of deficiencies in Chematix that they can access at any time. **Director Guidance:** **Download Inspection Follow-up** • Log into Chematix and download all inspection follow-ups for previous calendar year and this calendar year. Training on Chematix system is available from vendor. • Download follow-up information into an excel spreadsheet

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	for sorting.

Sort and Format Spreadsheet

- Sort by Date Closed and remove all Closed items.
- Sort by PI and separate the spreadsheet into Colleges and Departments. Put each Department or College on a separate tab.
- Add headers from template attached in Appendix A.
- Color code items according to the following color scheme:
  - Yellow: Items open less than 30 days
  - Orange: Items open 30-60 days
  - Red: Items open greater than 60 days

Confirm Recipient List

- If there are no items greater than 30 days, no list will be sent.
- If there are no items greater than 60 days, the list goes to the Dean and Department Head.
- If there are items greater than 60 days, the list goes to the appropriate Vice President or Provost, determined by who the Dean or Center Director reports to along with the Dean or Center Director.

Send report by the 5th of the month

- Convert each page of the spreadsheet to a pdf and send to the confirmed recipient list via e-mail by the 5th of each month.

OTHER NOTES:	Other documents referenced:

- *Chematix*
- *Monthly Report Header Template (Appendix A)*

Appendix A

Lab Inspection Follow-up Status as of February 4, 2021 (Atmospheric Science)

Item open less than 30 days	Yellow
Item open 30-60 days	Orange
Item open greater than 60 days	Red

Inspection Date	Inspector	Building	Room #	PI	Supervisor	Inspection Type	Requirement Not Met (If other, see Chematix for details)	Action Taken to Resolve Issue	Original Deadline	Person Responded	Comments
NO OPEN FINDINGS