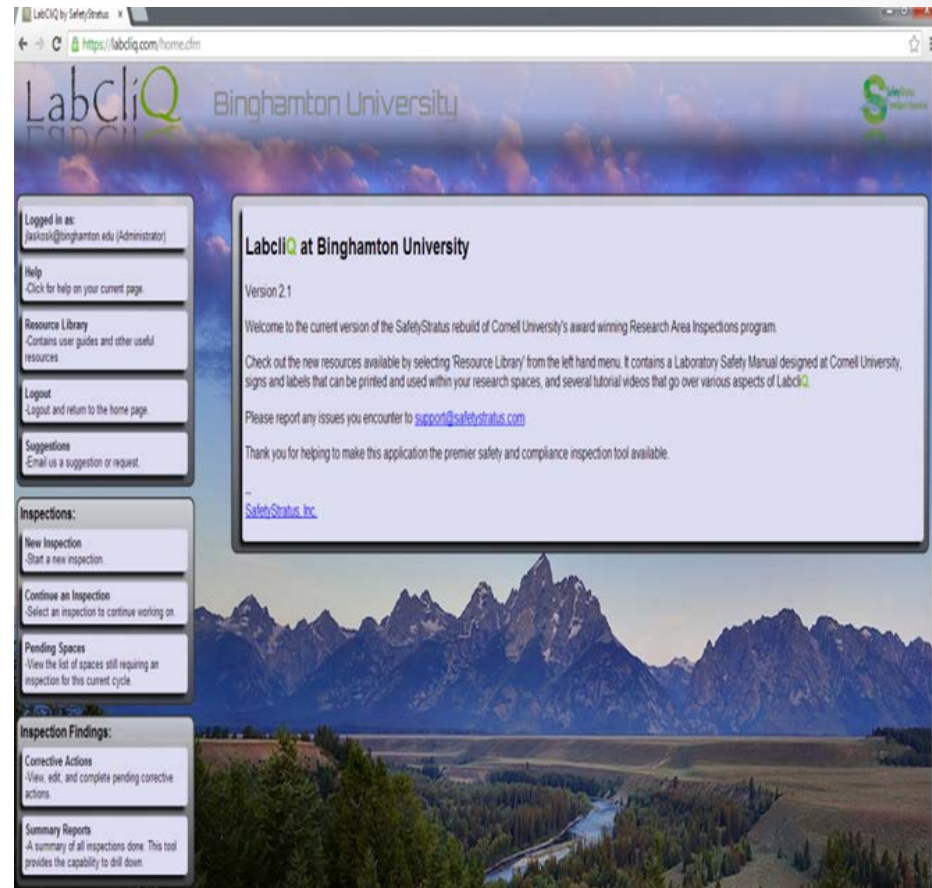


# How to certify a corrective action using Labcliq

# Certifying Corrective Actions

- After you have logged into Labcliq you should see the screen on the right.
- Again, please make sure the browser you are using to access Labcliq is either Google Chrome or Safari if using an apple product. Do not use Internet Explorer.
- Once you have reached the page that appears to the right, click on “corrective actions.”



The screenshot shows the LabcliQ web application interface. The browser address bar displays "https://labcliq.com/home.dfm". The page header includes the LabcliQ logo and "Binghamton University". A navigation menu on the left contains the following items:

- Logged in as:** jsewsk@binghamton.edu (Administrator)
- Help:** Click for help on your current page.
- Resource Library:** Contains user guides and other useful resources.
- Logout:** Logout and return to the home page.
- Suggestions:** Email us a suggestion or request.
- Inspections:**
  - New Inspection:** Start a new inspection.
  - Continue an Inspection:** Select an inspection to continue working on.
  - Pending Spaces:** View the list of spaces still requiring an inspection for this current cycle.
- Inspection Findings:**
  - Corrective Actions:** View, edit, and complete pending corrective actions.
  - Summary Reports:** A summary of all inspections done. This tool provides the capability to drill down.

The main content area displays the following text:

**LabcliQ at Binghamton University**  
Version 2.1

Welcome to the current version of the SafetyStatus rebuild of Cornell University's award winning Research Area Inspections program.

Check out the new resources available by selecting 'Resource Library' from the left hand menu. It contains a Laboratory Safety Manual designed at Cornell University, signs and labels that can be printed and used within your research spaces, and several tutorial videos that go over various aspects of LabcliQ.

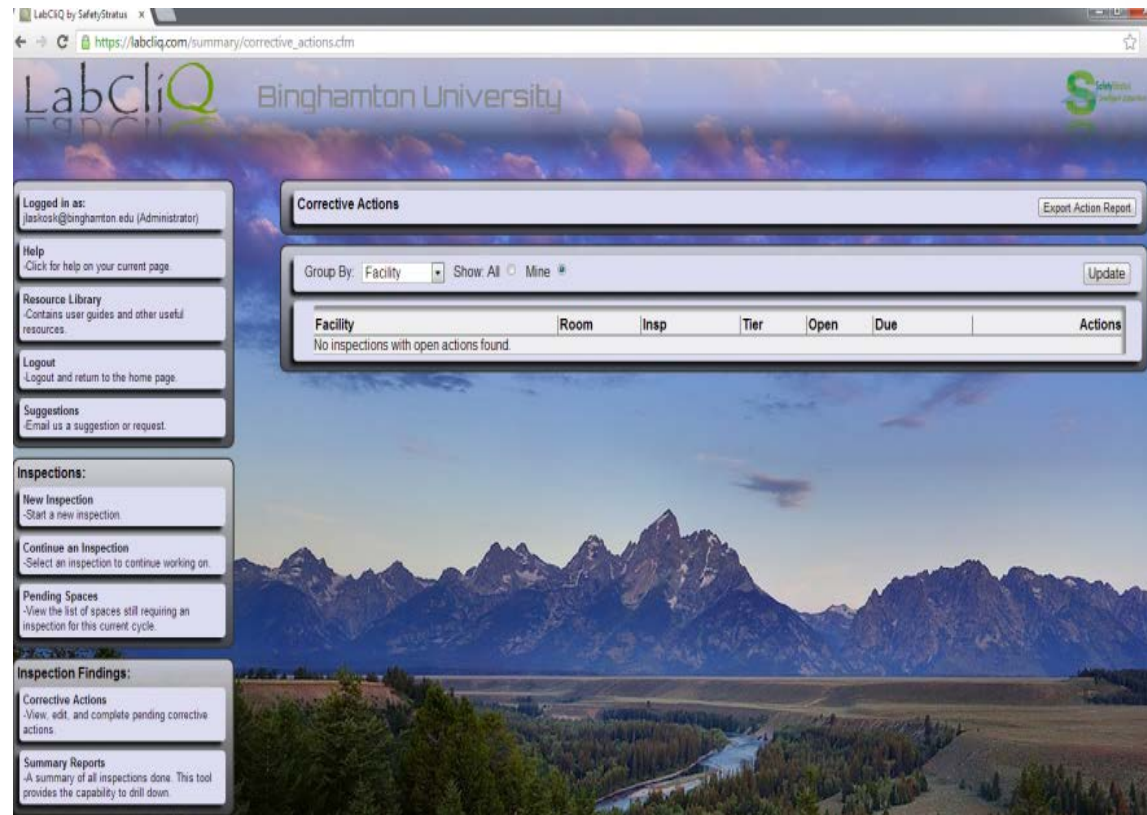
Please report any issues you encounter to [support@safetystatus.com](mailto:support@safetystatus.com)

Thank you for helping to make this application the premier safety and compliance inspection tool available.

—  
[SafetyStatus, Inc.](http://SafetyStatus, Inc.)

# Certifying Corrective Actions

- You will now see this page.
- Select the option “show all”.



The screenshot displays the LabCliQ web application interface for Binghamton University. The browser address bar shows the URL [https://labcliq.com/summary/corrective\\_actions.cfm](https://labcliq.com/summary/corrective_actions.cfm). The page header includes the LabCliQ logo and the Binghamton University name. A navigation sidebar on the left contains links for 'Logged in as: jaskoski@binghamton.edu (Administrator)', 'Help', 'Resource Library', 'Logout', 'Suggestions', 'Inspections', and 'Inspection Findings'. The main content area is titled 'Corrective Actions' and features a table with columns for Facility, Room, Insp, Tier, Open, Due, and Actions. The table currently displays the message 'No inspections with open actions found.' Above the table, there are controls for 'Group By: Facility' and 'Show: All'.

LabCliQ by Safety/Status x

← → C [https://labcliq.com/summary/corrective\\_actions.cfm](https://labcliq.com/summary/corrective_actions.cfm)

LabCliQ Binghamton University

Logged in as:  
jaskoski@binghamton.edu (Administrator)

Help  
Click for help on your current page.

Resource Library  
Contains user guides and other useful resources.

Logout  
Logout and return to the home page.

Suggestions  
Email us a suggestion or request.

Inspections:  
New Inspection  
Start a new inspection

Continue an Inspection  
Select an inspection to continue working on

Pending Spaces  
View the list of spaces still requiring an inspection for this current cycle.

Inspection Findings:  
Corrective Actions  
View, edit, and complete pending corrective actions.

Summary Reports  
A summary of all inspections done. This tool provides the capability to drill down.

Corrective Actions [Export Action Report](#)

Group By: Facility Show: All  Mine  [Update](#)

Facility	Room	Insp	Tier	Open	Due	Actions
No inspections with open actions found.						

# Certifying Corrective Actions

- Once you have selected “show all”, click “update”.

The screenshot displays the LabCliQ web application interface for Binghamton University. The page is titled "Corrective Actions" and features a navigation sidebar on the left and a main content area on the right. The sidebar includes links for "Logged in as" (jaskeshi@binghamton.edu), "Help", "Resource Library", "Logout", "Suggestions", "Inspections" (with sub-links for "New Inspection", "Continue an Inspection", and "Pending Spaces"), and "Inspection Findings" (with sub-links for "Corrective Actions" and "Summary Reports"). The main content area shows a "Corrective Actions" header with an "Export Action Report" button. Below this is a filter section with "Group By: Facility" and "Show: All" selected, and an "Update" button. A table header is visible with columns for "Facility", "Room", "Insp", "Tier", "Open", "Due", and "Actions". The table content indicates "No inspections with open actions found." The background of the interface features a scenic image of a mountain range and a river.

# Certifying Corrective Actions

- Once you have updated the list, you will have to select which lab you want to access the corrective actions for.
- You will select which group of labs you want to access by building.

The screenshot displays the LabCliQ web application interface for Binghamton University. The page title is "Corrective Actions" and the user is logged in as "jastoski@binghamton.edu (Administrator)". The interface includes a sidebar with navigation options like "Help", "Resource Library", "Logout", "Suggestions", "Inspections", and "Inspection Findings". The main content area shows a table of corrective actions, grouped by facility. The table has columns for Facility, Room, Insp, Tier, Open, Due, and Actions. The data is as follows:

Facility	Room	Insp	Tier	Open	Due	Actions
Biotechnology Building		Oct 11, 2013	1	3	Oct 25, 2013	
Chemical Radioactive Storage Facility		Nov 6, 2013	1	8	Nov 20, 2013	
Fine Arts Building		Nov 12, 2013	1	46	Nov 26, 2013	
Science 1		Oct 4, 2013	1	24	Oct 18, 2013	
Science 2		Nov 4, 2013	1	130	Nov 18, 2013	
Science 3		Nov 4, 2013	1	168	Nov 18, 2013	
Science 4		Nov 11, 2013	1	25	Nov 25, 2013	

# Certifying Corrective Actions

- Once you have selected a building, all the labs that you are responsible for in that building will be available.
- Please note: only rooms that require corrective actions will appear. If a lab passed inspection it will not appear on this list.
- Select the room that you have already corrected.

The screenshot shows the LabCliQ web application interface. The browser address bar displays [https://labcliq.com/summary/corrective\\_actions.cfm](https://labcliq.com/summary/corrective_actions.cfm). The page header includes the LabCliQ logo and Binghamton University branding. A navigation sidebar on the left contains sections for 'Logged in as: jastosi@binghamton.edu (Administrator)', 'Help', 'Resource Library', 'Logout', 'Suggestions', 'Inspections', 'Pending Spaces', 'Inspection Findings', 'Corrective Actions', and 'Summary Reports'. The main content area is titled 'Corrective Actions' and features a table with columns for Facility, Room, Insp, Tier, Open, Due, and Actions. The table lists various labs and their inspection details, including dates, tiers, and open status. Each row in the table has a set of icons in the 'Actions' column, including a green checkmark, a red flag, and a magnifying glass.

Facility	Room	Insp	Tier	Open	Due	Actions
Biotechnology Building		Oct 11, 2013	1	3	Oct 25, 2013	
Chemical Radioactive Storage Facility		Nov 6, 2013	1	8	Nov 20, 2013	
Fine Arts Building		Nov 12, 2013	1	46	Nov 26, 2013	
Science 1		Oct 4, 2013	1	24	Oct 18, 2013	
Science 2		Nov 4, 2013	1	130	Nov 18, 2013	
	709	Nov 4, 2013	1	4	Nov 18, 2013	✓ 🚩 🔍
	G26	Nov 4, 2013	1	1	Nov 18, 2013	✓ 🚩 🔍
	807	Nov 4, 2013	1	4	Nov 18, 2013	✓ 🚩 🔍
	805	Nov 4, 2013	1	4	Nov 18, 2013	✓ 🚩 🔍
	712	Nov 1, 2013	1	1	Nov 15, 2013	✓ 🚩 🔍
	706	Nov 1, 2013	1	3	Nov 15, 2013	✓ 🚩 🔍
	811	Nov 1, 2013	1	3	Nov 15, 2013	✓ 🚩 🔍
	810	Nov 1, 2013	1	2	Nov 15, 2013	✓ 🚩 🔍
	807	Oct 31, 2013	1	2	Nov 14, 2013	✓ 🚩 🔍
	338	Oct 31, 2013	1	3	Nov 14, 2013	✓ 🚩 🔍
	314	Oct 30, 2013	1	7	Nov 13, 2013	✓ 🚩 🔍
	330	Oct 30, 2013	1	1	Nov 13, 2013	✓ 🚩 🔍
	327	Oct 30, 2013	1	2	Nov 13, 2013	✓ 🚩 🔍
	322	Oct 30, 2013	1	2	Nov 13, 2013	✓ 🚩 🔍
	311	Oct 30, 2013	1	5	Nov 13, 2013	✓ 🚩 🔍
	312	Oct 29, 2013	1	2	Nov 12, 2013	✓ 🚩 🔍
	313	Oct 29, 2013	1	4	Nov 12, 2013	✓ 🚩 🔍
	307	Oct 29, 2013	1	3	Nov 12, 2013	✓ 🚩 🔍
	306	Oct 29, 2013	1	1	Nov 12, 2013	✓ 🚩 🔍
	302	Oct 25, 2013	1	4	Nov 8, 2013	✓ 🚩 🔍
	250	Oct 23, 2013	1	2	Nov 6, 2013	✓ 🚩 🔍

# Certifying Corrective Actions

- Once you have selected the room that you want to certify, you will see a screen like the one to the right.

The screenshot displays the LabCliQ web application interface for Binghamton University. The page is titled "Corrective Actions" and includes a navigation sidebar on the left with options like "Help", "Resource Library", "Logout", "Suggestions", "Inspections", "Inspection Findings", "Administration", and "Edit Settings".

The main content area shows the "Corrective Actions" page for a specific room. The page includes a "Corrective Actions" header with an "Export Action Report" button. Below this, there is a "CORRECTIVE ACTION CERTIFICATION" section. The page displays the following information:

- Group By: Facility (dropdown menu)
- Show: All (dropdown menu)
- Update button
- Room / Facility: G36 - Science 1 (H153)
- Room Type: Research
- Room Notes: %20%
- Inspection Type: Quick Inspection
- Inspector: Joe Laskowski
- Date: Nov 4, 2013 8:34 PM (Duration: 3 minutes)
- Organization: Chemistry [SC007]
- Department: Chemistry [21]
- Location: Binghamton University Main Campus [1,1]

Below the inspection details, there is a text box containing the following text:

Based on a recent inspection, it has been determined that the following corrective actions need to be taken. Please note, these corrective actions and the corrective actions certification must be completed. Failure to correct the items noted below and to certify that corrective actions have been taken will result in moving to the next level of the Corrective Action Process.

To mark a corrective action as complete, select the items you are certifying that have been corrected and then click on the Corrective Action Certification button below.

The page also features a table of "Open Corrective Actions" with columns for "Assigned To" and "Due Date". The table contains one entry:

Open Corrective Actions	Assigned To	Due Date
<input type="checkbox"/> All Hazard Communication areas are required to have a Chemical Inventory.	David Doetschman	Nov 18, 2013

Below the table, there is a red "Inspector Notes" section:

**Inspector Notes:** Even though there is only a small amount of chemicals being stored used in the lab, please post a full chemical inventory

The page also includes a "Comments" section with a text area for providing additional comments related to the corrective actions above, including any details on additional work performed.

At the bottom of the page, there is a "Corrective Action Certification" section with a text box and a "Certify Corrective Actions" button, along with a "Cancel" button.

# Certifying Corrective Actions

- Check the box next to the corrective action once you have addressed the violation.
- In the comment section, you may add any comments related to the corrective action you completed.
- Click on “certify corrective actions” and the open actions checked for this room will be removed from the list.
- Please certify all corrective actions prior to the due date. The due date is 10 days from the date of the inspection. If corrective actions are left open more than 10 days, the audit process will move to Phase II.

The screenshot displays the LabCliQ web application interface for Binghamton University. The page is titled "Corrective Actions" and shows a list of open corrective actions. The main content area includes a "CORRECTIVE ACTION CERTIFICATION" section with a form for entering details such as Room/Facility, Room Type, Room Number, Inspection Type, Inspector, Date, Organization, Department, and Location. Below this, there is a table of "Open Corrective Actions" with columns for "Assigned To" and "Due Date". The table shows one action: "All Hazard Communication areas are required to have a Chemical Inventory." assigned to "David Doetschman" with a due date of "Nov 18, 2013". An "Inspector Notes" section follows, stating: "Even though there is only a small amount of chemicals being stored/used in the lab, please post a full chemical inventory." The "Comments" section contains a comment from the PI: "The PI of this lab has retired and in the process of doing so, has followed all 'Lab close out procedures' as outlined on the website for EHS. I have confirmed that the necessary corrective actions have been completed." At the bottom, there is a "Corrective Action Certification" section with a "Certify Corrective Actions" button and a "Cancel" button.



# Certifying Corrective Actions

- Once you have certified that all corrective actions for a particular lab are complete, you will be brought back to the corrective actions list of buildings.
- If you have more labs to complete corrective actions for, you can select them from here. If all your labs are now in good standing, you will have no rooms to select from this list and you are done.

The screenshot shows the LabCliQ web application interface. The browser address bar displays the URL [https://labcliq.com/summary/corrective\\_actions.cfm](https://labcliq.com/summary/corrective_actions.cfm). The page header includes the LabCliQ logo and Binghamton University branding. The main content area is titled "Corrective Actions" and features a table with columns for Facility, Room, Insp, Tier, Open, Due, and Actions. The table lists several facilities and their associated corrective actions, including Biotechnology Building, Chemical Radioactive Storage Facility, Fine Arts Building, and Science 1 through Science 4. The left sidebar contains navigation links for "Logged in as" (jaskoak@binghamton.edu), "Help", "Resource Library", "Logout", "Suggestions", "Inspections", and "Inspection Findings".

Facility	Room	Insp	Tier	Open	Due	Actions
Biotechnology Building		Oct 11, 2013	1	3	Oct 25, 2013	
Chemical Radioactive Storage Facility		Nov 6, 2013	1	8	Nov 20, 2013	
Fine Arts Building		Nov 12, 2013	1	46	Nov 26, 2013	
Science 1		Oct 4, 2013	1	24	Oct 18, 2013	
Science 2		Nov 4, 2013	1	129	Nov 18, 2013	
Science 3		Nov 4, 2013	1	168	Nov 18, 2013	
Science 4		Nov 11, 2013	1	25	Nov 25, 2013	