EH&S Annual Lab Inspection Process for Principal Investigators

The Environmental Health and Safety Office (EH&S) conducts annual laboratory safety inspections utilizing a powerful, interactive, web-based software package, LabCliQ, developed by SafetyStratus, a cloud computer company incubated at Cornell University. This application is hosted offsite and the University at Albany incurs no IT related costs or headaches.

An initial EH&S lab inspection email will be sent to Principal Investigators (P.I.s) after a lab inspection has been performed in their lab by the University at Albany EH&S Lab Inspection Team.

The first time a P.I. receives an e-mail announcing that an inspection has been completed in their lab, it will look like this:

From: ehs@albany.edu [mailto:ehs@albany.edu]
Sent: Date and Time
To: Principal Investigator Name
Subject: Inspection performed for Room and Building

Hello,

You have been identified as a user for University at Albany’s LabCliq system

To complete your registration process please go to:
https://labcliq.com/register.cfm?user_id=20&site_id=12&auth_key=6A1620B9-D73E-7986-8D9CA00CDB4633A5

If you have any problems or questions regarding this account, please contact your administrator.

-University at Albany LabCliq Administrator

Once this email has been received, the P.I. should simply click on the link provided in the e-mail sent to them and follow the simple steps to set up their account. This process will take no longer than a minute to complete but is necessary for the P.I. to view the inspection report and take necessary follow-up actions.

Contact the Office of Environmental Health and Safety (LabCliq Administrator) at 442-3495, if there are any problems or questions.
After the P.I. registers with LabCliQ, any future lab inspections completed after that will read:

**From:** ehs@albany.edu [mailto:ehs@albany.edu]  
**Sent:** Date and Time  
**To:** Principal Investigator Name  
**Subject:** Inspection performed for Room and Building

Hello,

An inspection has been completed for room …within building …. To view the inspection report please go to:  
%reportlink%

If you have any questions or problems with LabCliq or the inspection report, please contact EH&S at 442-3495.

Thank you,  
-University at Albany EHS Team

**If there are corrective actions that require the P.I. to correct, the following email will be sent:**

Hello,

An inspection has been completed for room …within building…. To view the inspection report please go to:  
%reportlink%

As a result of this inspection one or more corrective actions have been identified that you are responsible for addressing. To view the corrective actions, certify that they have been completed, request an extension, or reassign them to someone else please go to:  
%actionlink%

It is your responsibility to ensure that all corrective actions have been addressed within a **two week time period**. If you have any questions or problems with LabCliQ or the inspection report, please contact EH&S at 442-3495.

Thank you,  
-University at Albany EHS Team
The following protocol will be followed, if there are corrective actions for the P.I. to take:

Lab Inspection Follow-Up Protocol

1. **Date of Inspection** – An email from ehs@albany.edu along with a link to a copy of the lab inspection is sent to the P.I., Department Chair, Assistant Dean and EH&S.

2. **2 Weeks from Inspection Date** – P.I. needs to certify that all items cited on the inspection under their jurisdiction have been corrected or addressed by going onto the LabCliq site.

3. **2 Weeks from Inspection Date** – An email reminder will be sent to the P.I., if they have not corrected the items cited under their jurisdiction. The Department Chair will also be notified.

4. **4 weeks from the Inspection Date** - Another email reminder will be sent out again to the P.I., if they have not corrected the items cited under their jurisdiction. The Department Chair and Assistant Dean will also be notified.

5. **For repeat violations found in consecutive inspections, the Department Chair and the Dean will be notified by EH&S via a separate email.**

6. At times, there may be corrective actions assigned to the Building Manager or EH&S. The P.I. does not have to address these items. The Building Manager and EH&S are responsible for certifying these items.