



# Laboratory Safety Review Corrective Action Workflow

## REFERENCE GUIDE

Issued: December 2024

Upon completion of an EH&S Laboratory Safety Review, responsible Principal Investigators will receive automated emails indicating any items that warrant corrective actions. Investigators or accountable designees will need to submit documentation indicating how the noted issues have been addressed within 45 calendar days of receiving the report. If issues are not resolved within this timeframe, concerns may be escalated per [University policy](#). This reference guide aims to provide additional information to assist investigators with navigating the EH&S Laboratory Safety Review issue resolution workflow.

### Initial Laboratory Safety Review Notice

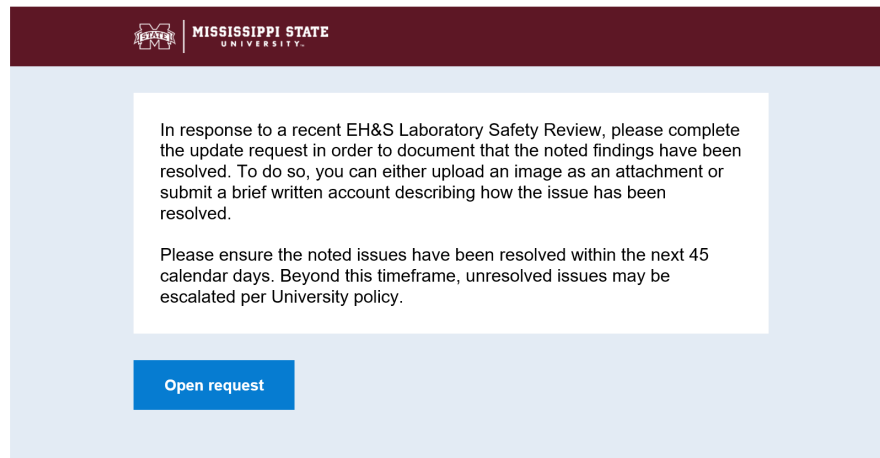
- Following a Laboratory Safety Review, investigators will receive an initial notification which briefly summarizes any issues noted during the review as well as abbreviated guidance to assist investigators with documenting corrective actions.
- To document corrective measures and formally resolve issues, investigators will need to access the “Open Request” link as indicated in the example below:

Laboratory Safety Review Action Items: Initial Notice

 Smartsheet Automation <automation@app.smartsheet.com>  
To  Willias, Stephan  
If there are problems with how this message is displayed, click here to view it in a web browser.


  Reply  Reply All  Forward  

Thu 12/5/2024 12:02 PM





- Upon accessing the “Open Request” link, findings will be displayed in your browser.

MISSISSIPPI STATE  
UNIVERSITY.

## Laboratory Safety Review

### Action Items: Initial Notice

In response to a recent EH&S Laboratory Safety Review, please complete the update request in order to document that the noted findings have been resolved. To do so, you can either upload an image as an attachment or submit a brief written account describing how the issue has been resolved.

Please ensure the noted issues have been resolved within the next 45 calendar days. Beyond this timeframe, unresolved issues may be escalated per University policy. If you encounter any issues resolving the noted issues, please reach out to Jay Jackson (jjackson@ehs.msstate.edu; 662-325-0164) for assistance.

**Due Date**  
01/11/25


**Building**  
Magruder 244 - EH&S (formerly Int'l Sec & Strategic Studies) Bldg#-2005

**Room #**  
001

**Principal Investigator (PI)**  
Stephan Willias

**Item Category**  
General Facilities/Practices (Section B)

**Picture**



**Comments**  
The laboratory floor is carpeted and not fluid-impervious.

**Recommendations**  
Please either remove the carpet or identify a more suitable location.

**Corrective Measures Taken by Lab**

INSERT RESOLUTION DESCRIPTION HERE OR ATTACH FILE/PHOTO

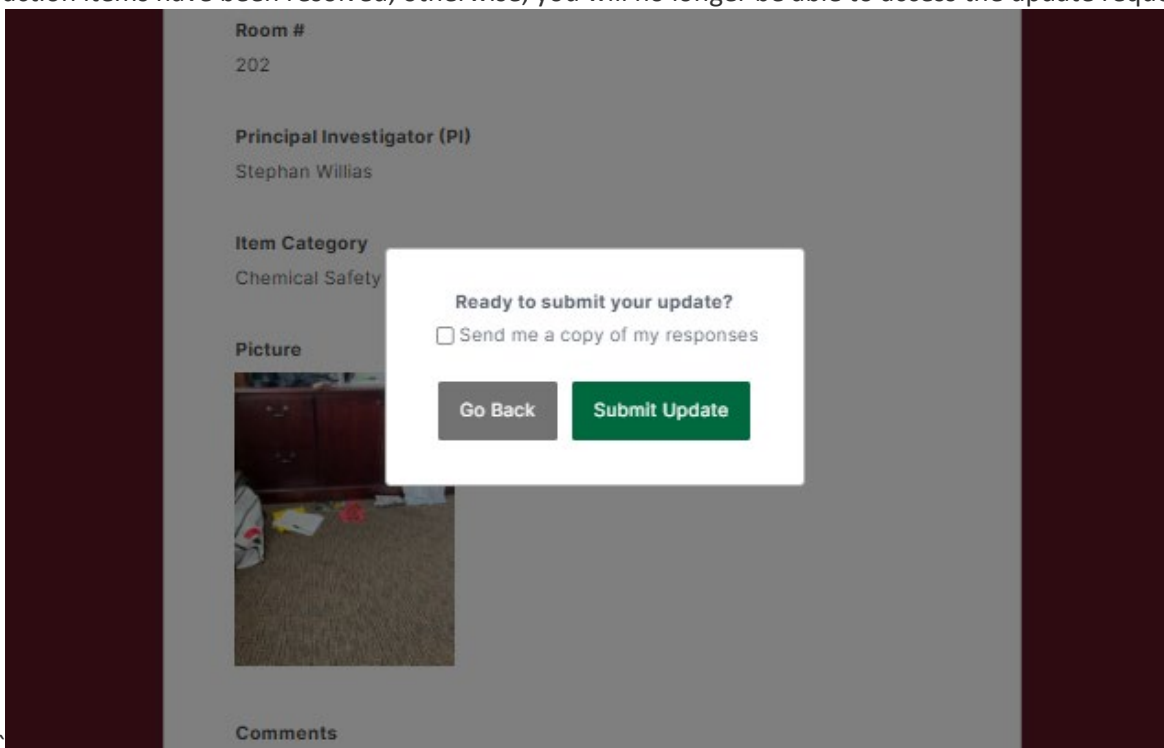
**Attachments**

▶ 1 Attachment

Previous    1 of 5    Next



- If applicable, you can cycle through individual findings at the bottom of the page by clicking on the “Next” or “Previous” buttons. For each finding, a comment will be provided which briefly summarizes the underlying issues along with an accompanying recommendation for resolving the issue.
- In order to resolve an issue, either provide a brief written account detailing how the issue was addressed in the “Corrective Measures Taken by Lab?” text field or upload a file/image as an attachment demonstrating how the issue was rectified.
- Upon addressing all comments, be sure to select “Done” at the bottom of the final findings page and then select “Submit Update” in order to pass the completed corrective actions to EH&S. Please do not submit the update until all action items have been resolved; otherwise, you will no longer be able to access the update request.



- Although the email notification is immediately sent to the responsible Principal Investigator, this email may be forwarded to other accountable individuals to effectively delegate tasks.

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### Unresolved Item Reminders and Escalation

- Investigators will receive email reminders 15 days and 30 days following issue of the initial notification if any items remain unresolved.
- If items remain unresolved by the 45 day due date, the applicable Department Head will be notified of any outstanding issues. At this time, investigators will also receive an additional notification.
- If items remain unresolved 90 days following issue of the initial notification, outstanding issues may be further escalated per [University policy](#).

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### Questions? Concerns? Issues?

- If you have any questions, concerns, or encounter issues resolving issues through the previously outlined workflow, please do not hesitate to reach out to EH&S for assistance.