## 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 <b>Stratus</b> <sup>ˆ</sup>	=	LSI		th							Aaron	(Administra	tor) O Logo
				NEW OKE	LAND						Apply Filters			
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	Suggestions		Show 25 row	rc 🔻								EXPORT PI PENE	DING INSPI	
$\langle$	Compliance Calendar		5101 25101	<u> </u>										
	Inspections -		Due Date ↓1	Assigned Inspector	11	User	Email	J1	Туре	ļĿ	Location 1	Department 4	1	
	New Inspection		Oct 6,						Inventory Review		DENTAL CLINIC BUILDING: (21500)	LSU Health Organization - Oral & Craniofacial	€	<i>(</i> )
	Continue an Inspection		2022						•		DENTAL CLINIC BUILDING:	Biology	Start	Edit
	Events	$\mathcal{D}$									DENTAL CLINIC BUILDING:	LSU Health Organization - Periodontics		
	Follow Up Items										64130A Show All			
	Inventories		Oct 31,								ALLIED HEALTH/SCHOOL OF NURSING: 100700	LSU Health Organization - Medical Technology	۲	<i>(</i> )
	Assets		2022								ALLIED HEALTH/SCHOOL OF		Start	Edit
	Inspection Findings -										ALLIED HEALTH/SCHOOL OF NURSING: 10230A			

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

Safety <b>Stratus</b>	E LSU Health New orleans	Aaron (Administrator)
Help	Location Settings Questions Items Training Files Follow-Up Notes	
Suggestions		Start Inspection
Compliance Calendar	Inspection Date:	Start inspection
Inspections <del>-</del>	08/18/2022 Override	
New Inspection	Inspection Type: Inspection Scope	
Continue an Inspection	Department:	
Pending Inspections	Neuroscience Rooms: LIONS BUILDING: 09050A	
Follow Up Items	🗹 User:	
Inventories	Add Hear To Portor	
Assets	Search by Name or Email Address	
Inspection Findings <del>-</del>		
Corrective Actions		
Completed Inspections		
Administration -	Name X3 Actions For: X3	

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 OI	LEANS								Aaron (A	Administrator)
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I have rev	iewed my chem Yes No N/A r comments to a	ical and biologica	l inventories and s	verified they ed with a co	rrective action)		ß				

6) Confirm your selection by selecting 'Complete'.

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Location	Settings	Questions	Items	Training	Files	Follow-Up	Notes				Complete Insp	ection	Save and Exit	Review Inspectio
Once completed, nspection. Click "Comple Click "Go Back	, changes can ete" to contin k" to return t ish to attach	no longer be m ue. o the inspection	n. mplete	ielec Bo Back ition	ct the most n (i.e. no act ppear with	appropriate pla ion being gener a corrective ac	ace to do so: rated), then use tion, then you m	the 'Attach File' l	button and/or co	imment box li nd/or comme	ocated just below the end box located at the second	ne questi ne botton	on. n of the Corrective.	Action window.
Category: -Saved-Inver	ntory Review	(												■ Save
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	N/A													
Ente	r comments t	to attach to this	s question (I	not associate	d with a cor	rective action).							🙆 Attach F	le

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>