

Environmental Health & Safety

Laboratory Safety Unit

Chematrix: Resolving Inspection Deficiencies

Reminder: Do not use your browser back button. Instead use the navigation buttons in CHEMATIX. If you accidentally use your browser back button, you'll be kicked out of CHEMATIX and you'll have to start over by logging in again.

1. Log-in to CHEMATIX using UR credentials.
2. On the Home page, select the link “# Inspection Deficiencies are waiting to be reviewed”
 - NOTE: only the assigned PI or Lab Supervisor may resolve deficiencies. If this link does not appear either there are no deficiencies to resolve or the user is not listed as the PI or Supervisor.
3. A list of all previous unresolved deficiencies will be generated.
4. Select the radio button next to the deficiency you wish to resolve.
 - A PDF of the full inspection report is available by clicking the name of the inspection report to the far right of the row.
5. Click **Open Details**.
6. Use the drop down menu to select a generic solution located next to **Please select the solution**.
7. Describe your solution in the text box located next to **Please describe the solution**.
 - You may upload documentation of the resolution, such as a photo or pdf, for the inspector's record.
8. Click **Resolved and Completed**, if the deficiency has been resolved or **Forwarded** if the deficiency cannot be resolved by the usual means and needs to be forwarded for consideration by others (i.e. due to budgetary or departmental constraints).
9. Once you have finished resolving the deficiencies, CHEMATIX will indicate that you have finished in the green banner at the top of the page.