Review / Respond to Research Safety Audit Deficiencies
When you receive an email with the Research Safety Audit results, you will be able to identify any deficiencies noted.

- If **No Deficiencies** are noted, you have no further actions that need to be completed.
- If there are **Deficiencies** noted, complete the following steps.

Log-In to the EHS Compliance System / Locate Audit Deficiencies Needing Response

1. Enter the URL - [https://www.dehs-tools.umn.edu/](https://www.dehs-tools.umn.edu/) into your WEB Browser address line, followed by “Enter”. The “Sign In: University of Minnesota” page is presented as shown below:

2. Enter your Internet ID, Password and click on the “Sign In” Button. The IsoTrack Login page is presented as shown below.
3. Click on the “Log in to IsoTrack using Shibboleth” link. The IsoTrack Welcome page is presented as shown below.

4. Click on the “Inspection” Menu Tab item. The Welcome to Inspection page is presented as shown below, with a count of any Inspection Deficiencies associated to your laboratory noted. For example, in the illustration below you will see the information presented as:

   “5 Inspection Deficiencies are waiting to be reviewed”
5. Click on the line indicating the inspections to be reviewed. A list of all deficiencies noted for your laboratories is presented as shown below.
Responding to Inspection Related Deficiencies

For each deficiency noted on an inspection, the Principle Investigator or designate will be responsible to resolve the deficiency. Beginning from the Inspection Follow-up Record List shown below, complete the following steps.

1. Select the Line Item record that you will review / resolve
2. Click on the “Open Details” Button to display a description of the deficiency. The Follow-Up Inspection Details page is presented as shown below.
The screen allows the Principle Investigator to resolve the deficiency as follows:

3. Click on the “Cancel & Return” Button to cancel this review and leave the deficiency open,
4. Click on the Pull Down list of resolution (solutions) and pick “The Deficiency has been resolved”
5. Enter a description of the action taken to resolve this deficiency
6. Click on the “Resolved and Completed” Button to finish the resolution process. Once completed, this deficiency is removed from your list of inspection record for review.
View Past Inspections

From the Inspection tap

Click on “View My Laboratories”

This will open a list of all laboratories assigned to PI. Choose the one you want to see details for.
Click on "View Past Inspections" to see a list of inspections for this space and any attachments.