



myLab User Guide: Safety Inspections Module

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Table of Contents

myLab Basics – New Web Version	2
Logging into myLab	2
Security protocols	2
Basics of getting started with myLab and navigating the myLab interface	3
Logging out of myLab.....	3
Safety Inspections Module – New Web Version	4
Uncorrected Inspection Violations: Responding to a violation	5
Sample Inspection Response email	9
Inspection History: Viewing lab and fume hood inspection reports	10
Need Help?	13

myLab Basics – New Web Version

Logging into myLab

Note

If you use a shared computer to access myLab, you must login to the computer with your own credentials and then completely logout of the computer before the next user assumes control.

1. Access myLab through <https://mylab.mcgill.ca>
2. If prompted, enter your **McGill username** and **password**
 - myLab is part of Single Sign On (SSO). If you are already logged in to another application which uses SSO, you will NOT be prompted to log-in.

Note

If **off-campus**, you must be connected to McGill's VPN to access myLab

- For instructions on installing and launching the VPN, refer to this knowledge base article: https://mcgill.service-now.com/itportal?id=kb_article&sysparm_article=KB0010687
- For any problems connecting to the VPN, contact the IT Service Desk (login to start a chat): <https://mcgill.ca/itsupport>

Security protocols

ALL users logging into the myLab Web Application must do so using their Active Directory @mcgill or @mail.mcgill email credentials (the same as you currently use to login to Windows).

Individual (named user) login will:

1. Secure access to the application
2. Introduce a single-sign on (SSO) user experience
3. Facilitate provisioning access
4. Enhance auditing data (specifically who is viewing or editing what)

Basics of getting started with myLab and navigating the myLab interface

Consult the **myLab User Guide: Basics** for information on these topics:

- myLab Homepage - PI Overview explained | CHEM modules explained | RAD modules explained
- Basic Navigation – Help | Screen export (Options) vs McGill customized reports | Scrolling in a grid view | Returning to the menu screen within a module | Returning to the homepage of myLab
- Additional Help –Display options, exporting screen data, and saving customized settings

User Guides are available in the [IT Knowledge Base](#).

Logging out of myLab

To logout of myLab, on any menu screen where your name is displayed (top right corner), click the down arrow next to your name and select **Logout** from the displayed options.



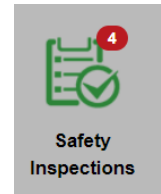
Note

If you used a shared computer to access myLab, you must logout of the computer as well. It is not enough to just logout of the myLab Web Application.

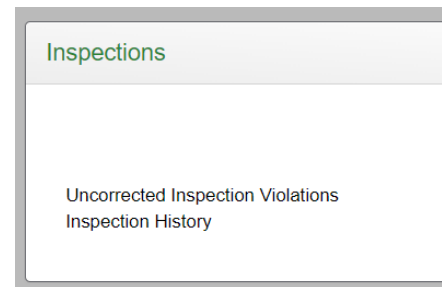
Safety Inspections Module – New Web Version

To access this module, click the **Safety Inspections** icon on the myLab homepage

- The number of open responses (uncorrected inspection violations) is displayed in a **red circle** above the icon



There are two menu items available under the heading **Inspections**



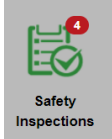
Menu item	Used for
Uncorrected Inspection Violations	<ul style="list-style-type: none"> ▪ Responding to an inspection violation for a lab or fume hood
Inspection History	<ul style="list-style-type: none"> ▪ Viewing lab and fume hood inspection reports

Note

- Workers are able to view all violations associated to their PI(s).
- Inspection History includes reports dating back to the inception of using myLab.
- Reports for Fume Hood inspections refer to inspections performed by EHS - these are NOT the reports mandated by the HVAC Unit within Facilities Management and Ancillary Services.

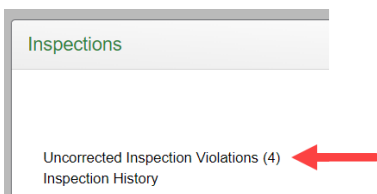
Uncorrected Inspection Violations: Responding to a violation

1. Click the **Safety Inspections** icon on the myLab homepage

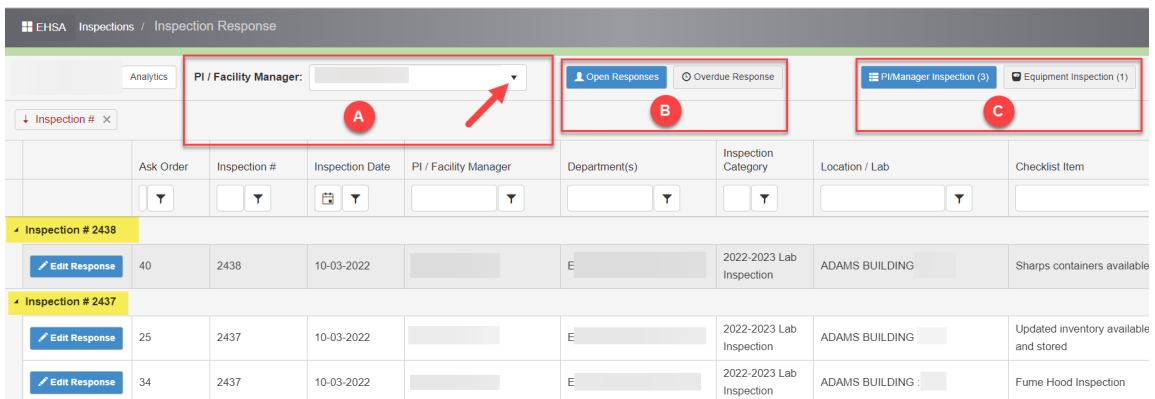


The number of open responses (uncorrected inspection violations) is displayed in a red circle above the icon

2. Click **Uncorrected Inspection Violations** under the Inspections menu listing



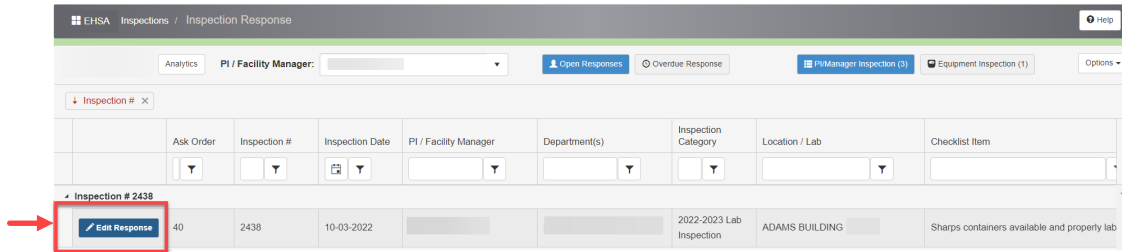
3. By default, a listing of all uncorrected lab inspection violations associated to the PI named at the top of the table are displayed - one violation per row, grouped by inspection.



Ask Order	Inspection #	Inspection Date	PI / Facility Manager	Department(s)	Inspection Category	Location / Lab	Checklist Item
Inspection # 2438							
Edit Response	40	2438	10-03-2022		E	ADAMS BUILDING	Sharps containers available
Inspection # 2437							
Edit Response	25	2437	10-03-2022		E	ADAMS BUILDING	Updated inventory available and stored
Edit Response	34	2437	10-03-2022		E	ADAMS BUILDING	Fume Hood Inspection

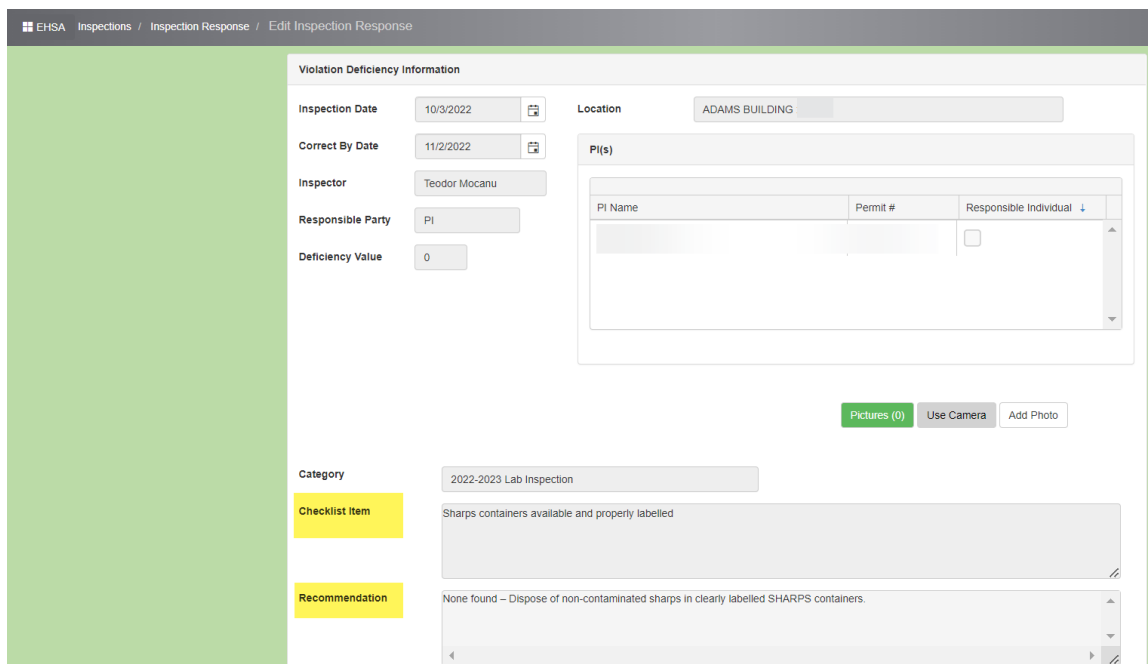
- A. To view a listing associated to a different PI - click the down arrow next to the field and make a selection.
 - B. To view overdue responses, click the Overdue Response button. To toggle back to the listing of open responses, click the Open Responses button. The blue button denotes the selection.
 - C. To view violations associated to a stand-alone fume hood inspection, click the Equipment Inspection button. To toggle back to the listing of lab inspection violations, click the PI/Manager Inspection button. The blue button denotes the selection. If there are any violations to correct, a number will appear in brackets on the button.
4. Find the inspection violation you wish to edit in the table

- Click the **Edit Response** button found at the beginning of the row

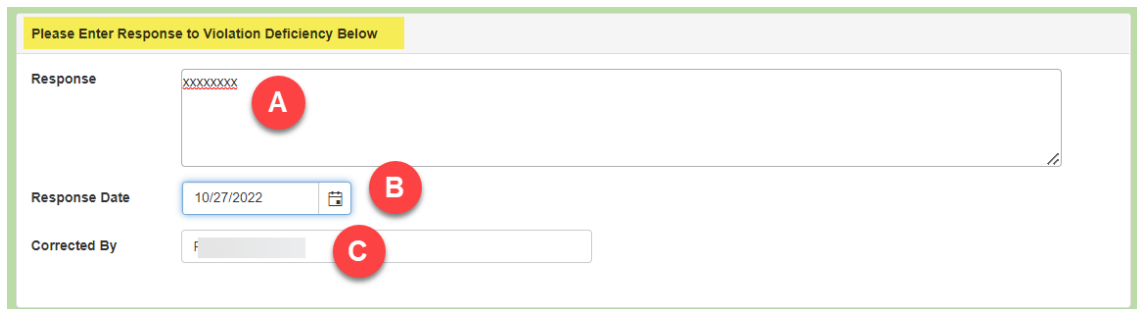


- The Edit Inspection Response screen is displayed with information about the inspection and the specific checklist item which requires correction

The **Recommendation** field states the action(s) which must be taken to correct the violation



- To respond to the violation, scroll down to the section *Please Enter Response to Violation Deficiency Below* and complete the Response and Response Date fields:

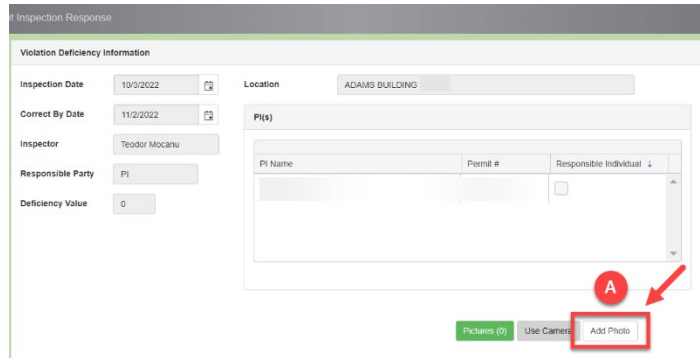


- Response:** Enter measures taken to correct the violation

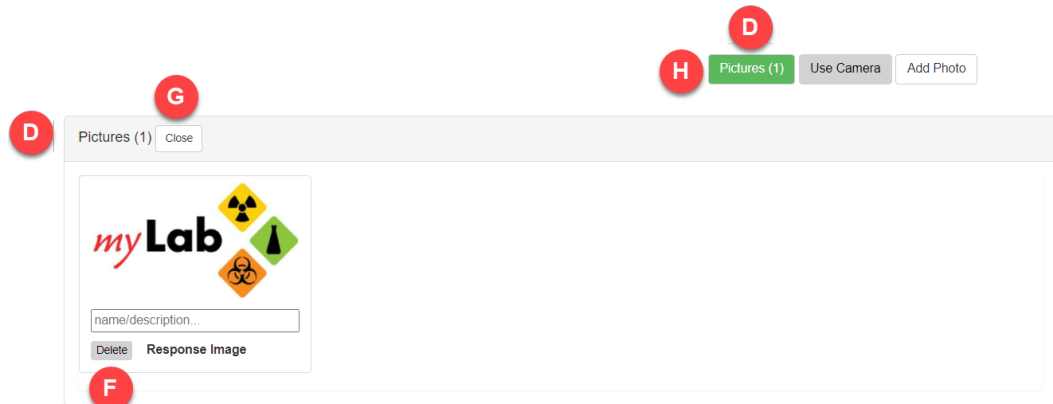
- B. **Response Date:** Click the calendar icon and select the date that this item was corrected
- C. **Corrected By:** As soon as a date is selected above, this field is populated with the name of the individual logged in to myLab

8. [optional] If you would like to add photos to your response:

- A. Click the **Add Photo** button (in the top portion of the window)
- B. Browse your computer to find and select the jpeg image file
- C. Click **Open**

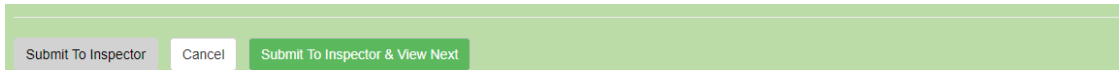


- D. A thumbnail image of the added photo is now displayed on the screen in a section titled *Pictures*. The green Pictures button has also been updated from (0) to (1) to denote that 1 picture has been added.



- E. To add another photo, follow Steps A to C above
- F. To delete a photo, click the Delete button under the thumbnail image
 - A confirmation message will appear
 - Click OK to close the window
 - The photo has been removed
- G. To collapse the Pictures section (hide the thumbnail images of the added photos), click Close
- H. To view added photos, click the green Pictures button

9. To save your response:



- If this is the only violation you wish to respond to for this particular inspection or this is the only violation for this inspection, click **Submit to Inspector**
- If you wish to respond to the next violation right away, for this same inspection, click **Submit to Inspector & View Next**

To discard this response without saving, click **Cancel**

A confirmation window will open notifying you that an email was successfully sent to the Inspector – your response is now visible to the Inspector. You are cc'd on this email ([see sample email](#)).



- Click **OK** to close the window

10. If you clicked *Submit to Inspector*: The Inspection Response screen will once again be displayed, with the listing of all uncorrected inspection violations (open responses).

If you clicked *Submit to Inspector & View Next*: The Violation Deficiency Information screen has been refreshed and is now displaying information about the next uncorrected inspection violation related to the same inspection. Repeat steps 7 to 9


11. Click the EHS icon (top-left corner) to exit this menu option



Note Once EHS has reviewed the response for the violation, the item will disappear from the list of uncorrected inspection violations.





Tip If you go to the Inspection History menu item and run the **Lab Inspection PI Response** report after you respond to uncorrected inspection violations, the report will include your submitted responses ([instructions](#)).

Sample Inspection Response email

Inspection Response(s) for Inspection #2438

 mylab.ehs@mcgill.ca

To  Teodor Mocanu, Mr.
Cc  Salimah Janmohamed

Wed 10-12

PI Name: [REDACTED]

Responsible Individual(s): [REDACTED]

Lab/Location: **ADAMS BUILDING** : [REDACTED]

Deficiency Description: **Updated inventory available for all chemicals used and stored**

Inspection #: **2438**

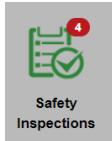
Response: [REDACTED]

[REDACTED]

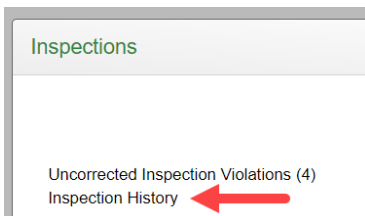
Corrected By: **Janmohamed, Salimah**

Inspection History: Viewing lab and fume hood inspection reports

1. Click the **Safety Inspections** icon on the myLab homepage



2. Click **Inspection History** under the Inspections menu listing



3. By default, a listing of all completed inspections performed for all PIs you have access to view in myLab is displayed. Two listings are available, click on one of the buttons to change the displayed selection. The blue button denotes the selection.

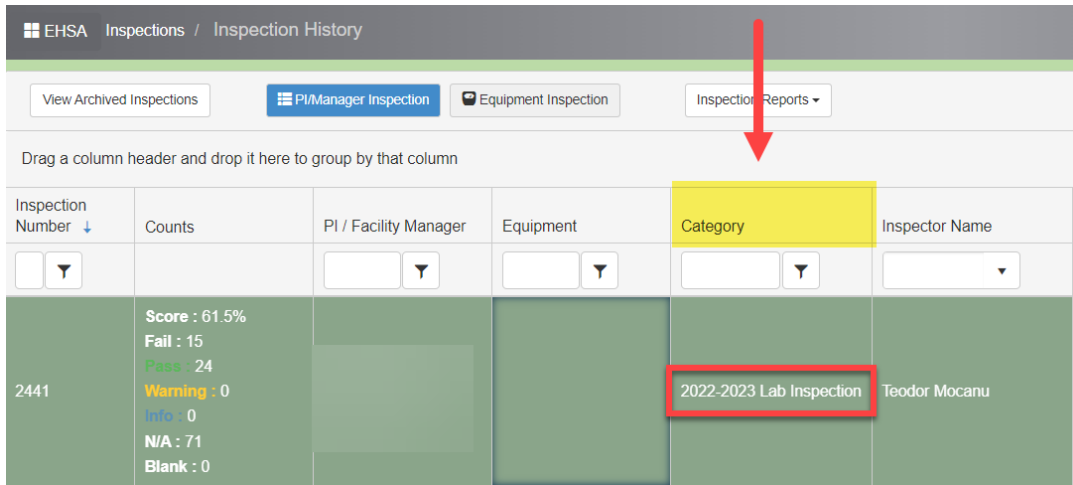
The screenshot shows the 'EHS Inspection History' page. At the top, there are two buttons: 'PI/Manager Inspection' (highlighted with a red box) and 'Equipment Inspection'. Below the buttons is a table with the following columns: Inspection Number, Counts, PI / Facility Manager, Equipment, Category, and Inspector Name. The table contains three rows of inspection data.

Inspection Number	Counts	PI / Facility Manager	Equipment	Category	Inspector Name
2438	Score : 75% Fail : 2 Pass : 6 Warning : 0 Info : 0 N/A : 102 Blank : 0			2022-2023 Lab Inspection	Teodor Mocanu
2437	Score : 77.8% Fail : 2 Pass : 7 Warning : 0 Info : 0 N/A : 101 Blank : 0			2022-2023 Lab Inspection	Teodor Mocanu
	Score : 100% Fail : 0				

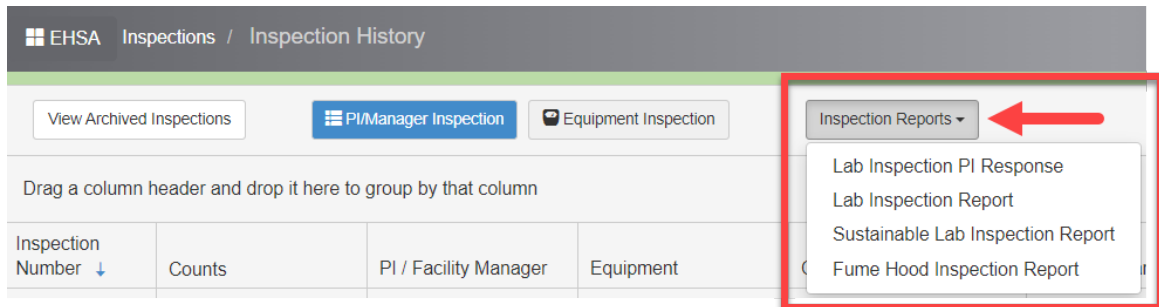
- To view a listing of all completed fume hood inspections, click the **Equipment Inspection** button
- To toggle back, to view a listing of all completed lab inspections, click the **PI/Manager Inspection** button

- To view a report, **select an inspection** in the table – click on the row (it will be shaded in green)

The Category of the report will determine which report to select in the next step



- Click the **Inspection Reports** button at the top of the screen and make a report selection based on the *Category* of the selected inspection



<i>Category field</i>	<i>Inspection Report</i>
YYYY-YYYY Lab Inspection	Lab Inspection PI Response* OR Lab Inspection Report
Biosafety Inspection	Lab Inspection PI Response* OR Lab Inspection Report
Sustainable Lab Inspection	Sustainable Lab Inspection Report
Fume Hood Inspection/Certification	Fume Hood Inspection Report

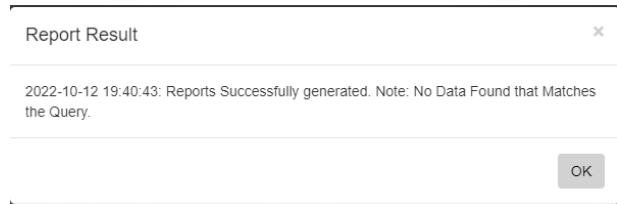
* If you have responded to uncorrected inspection violations, this report will include your submitted responses

If the generated report has no data, a Report Result window will open.

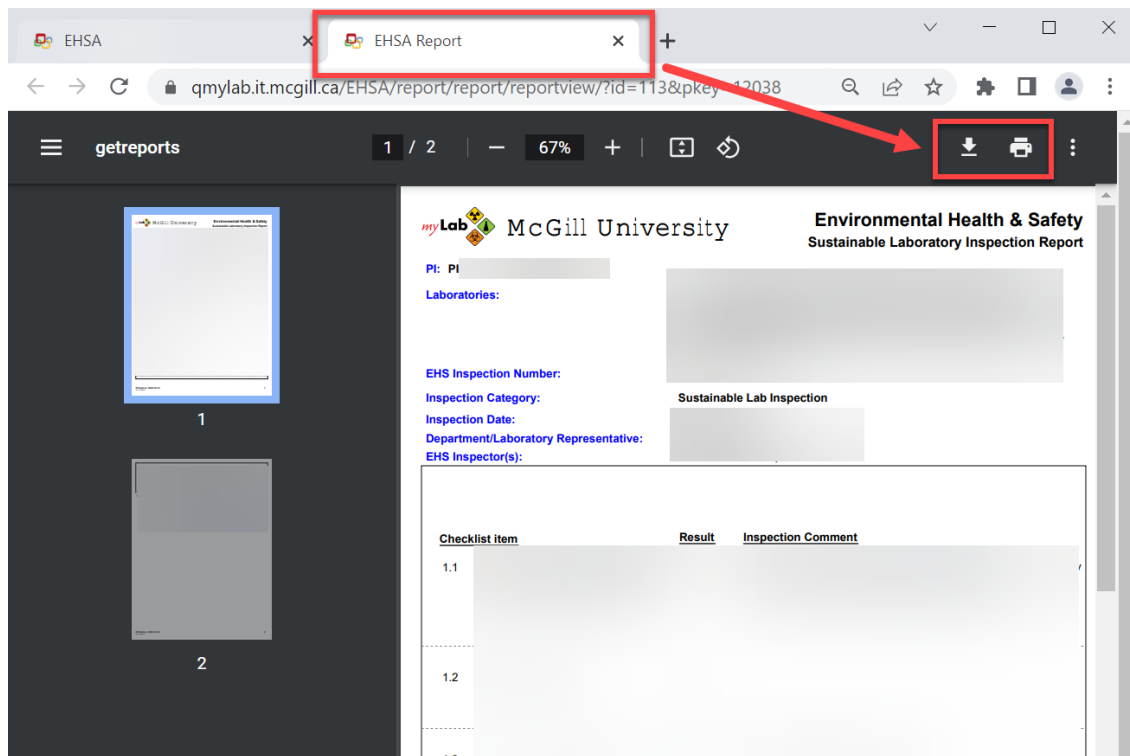
- Click **OK** to close the window

This occurs when the category of the inspection does not match the selected report.

Select a different Inspection Report.



6. The selected report will open in a new browser tab and is ready to download or print using the browser print function (screenshot below is using Chrome)



If no tab opens, look for a browser message to manage/allow pop-ups from this site and then repeat Step 5

7. Close the browser tab displaying the report
8. The Inspection History screen is still open in a browser tab
9. Click the EHSA icon (top-left corner) to exit this menu option

Need Help?



Need Help?



Trouble logging in to myLab

Contact EHS:
mylab.ehs@mcgill.ca

EHS will assess appropriate access.



Help using myLab

See the Quick Links on the myLab homepage:
Access the MYLAB training course in the **Web Training Portal**
Consult the user guides and training videos in the **IT Knowledge Base**



Additional Assistance

Contact EHS:
mylab.ehs@mcgill.ca

