Laboratory compliance inspections are conducted to promote, monitor and improve compliance assurance as part of the Workplace Inspection Procedure. Principal Investigators and/or Laboratory Supervisors are responsible to share the inspections results with employees and implement corrective based upon deficiencies. These instructions outline the steps necessary to submit corrective actions in Chematix.

<table>
<thead>
<tr>
<th>Steps To Enter and Submit corrective actions in Chematix for Laboratory Compliance Inspection</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login to my U of C with Username and Password.</td>
</tr>
<tr>
<td>Under Around campus, click Chematix</td>
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1. Under Around campus, click Chematix

## Stay safe
- Contact Campus Security
- Be safe working alone
- Request SafeWalk
- Environment, Health & Safety
- Accident report (OARS)
- UC Emergency App

## Get help
- Get IT help
- Integrated Service Centre
- Hire a student/grad
- Book a workroom
- Request A/V support
- Find printing services
- Report a facility issue
- Student services
- Event Setup Request
Once the Chematix home page appears, select the **Inspection** tab.

Select **Inspection Deficiencies** are waiting to be reviewed.

**Welcome to Chematix**

You are logged in as: **Angel Chung**  Your home department is: **68050, Environmental Health**

**View Chemical Hazard Summary By Building**

**Lookup Contact Information By Building**

2 Inspection Deficiencies are waiting to be reviewed
Select Laboratory Compliance Inspection.

Click Open Details.

Click on the drop box and select Deficiency Corrected (describe below).

In the fillable field, enter the corrective action.

Click Resolved and Completed.