

Step 1: Download & Install RSS Inspect application.

Installing the Inspect Application

For iOS Users

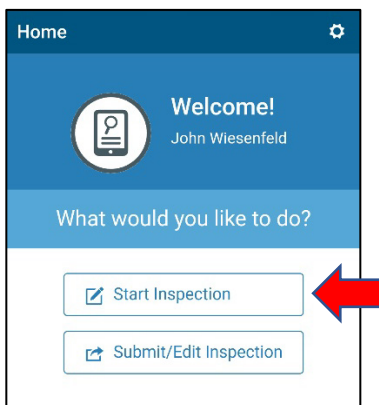
1. Navigate to the App Store
2. Search for "RSS Inspect"
3. Select **Install**
4. Launch the application
5. Select your campus
6. Log in with your campus credentials

For Android Users

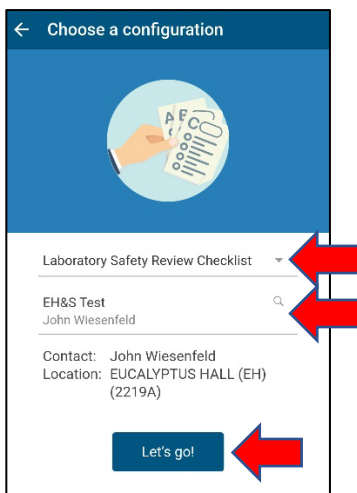
1. Navigate to the Google Play Store
2. Search for "RSS Inspect"
3. Select **Install**
4. Launch the application
5. Select your campus
6. Log in with your campus credentials


Step 2: Open the RSS Inspect Application and sign in using your CSUN SSO credentials.

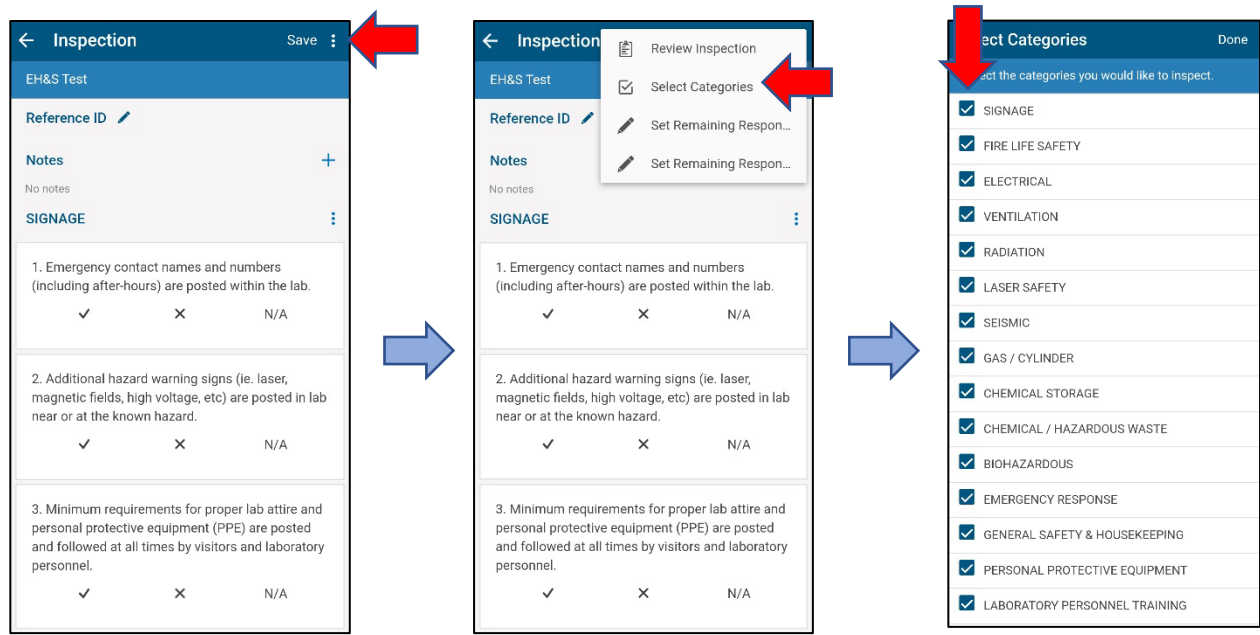
Step 3: Select **Start Inspection**.




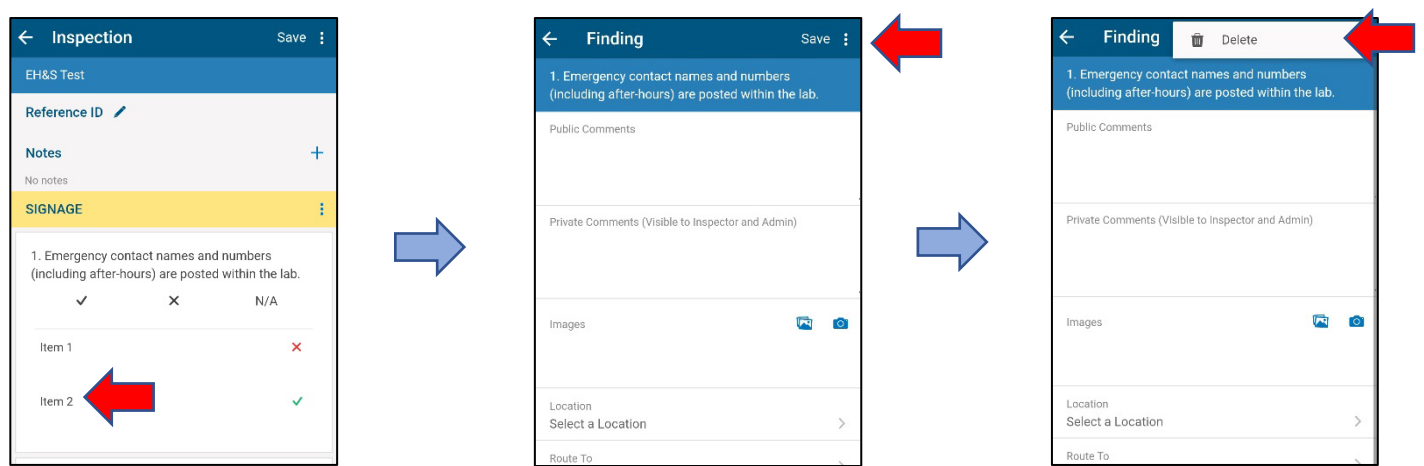
Step 4: Select the **Laboratory Safety Review Checklist** or the **Shop Safety Review Checklist** depending on what type of space you are inspecting. Select **Choose a party to inspect** and search for the group you are inspecting. Select **Let's Go**.



Step 5: Select the  icon in the top right corner and then select **Select Categories**. This will take you to a new screen where you must ensure that **all categories** are checked. Select **Done** once all the categories have been selected.



Step 6: Begin working through the checklist. Select **✓** for each statement that is compliant, and **X** for each statement that is out of compliance. For statements that do not apply to your lab or shop, select **N/A**. Selecting any of these will create an **item** beneath the statement. To delete an **item**, in the case of accidental multiples, select the item and choose the  icon in the top right of the screen and select **Delete**. For statements that are not in compliance and marked with an X, see step 7.



Step 7: Selecting **X** for a statement automatically takes you to the **Finding** page. From here you can add Public or Private Comments, take a photo of the finding, select the specific location (in case there are sub-locations in the room), and check **Corrected On Site** if the finding was resolved during the inspection. The **Action Plan** field cites the regulation this finding violates, as well as advice on how to address the finding. Select **Save** when you are finished with the finding. The **Requires Verification** checkbox will require the Responsible Party for the group you are inspecting to verify the finding before submitting the checklist.

The screenshot shows the 'Finding' form with the following fields and red arrows indicating where to interact:

- Public Comments:** A red arrow points to the text input field.
- Private Comments (Visible to Inspector and Admin):** A red arrow points to the text input field.
- Images:** A red arrow points to the image upload icon.
- Location:** A red arrow points to the 'Select a Location' dropdown menu.
- Route To:** A red arrow points to the 'Select Routing' dropdown menu.
- Corrected On Site:** A red arrow points to the toggle switch.
- Requires Verification:** A red arrow points to the toggle switch.
- Action Plan:** A red arrow points to the text input field.

The form also includes a 'Save' button at the top right and a back arrow at the top left.

Step 8: When you have completed the checklist, swipe all the way back up to the top of the checklist and select **Save**. This will take you back to the home screen.

The screenshot shows the 'Inspection' form and the 'Home' screen. A red arrow points to the 'Save' button at the top right of the 'Inspection' form. A blue arrow points from the 'Inspection' form to the 'Home' screen.

The 'Inspection' form includes the following fields:

- EH&S Test:** A dropdown menu.
- Reference ID:** A text input field.
- Notes:** A text input field.
- SIGNAGE:** A table with two rows of findings.

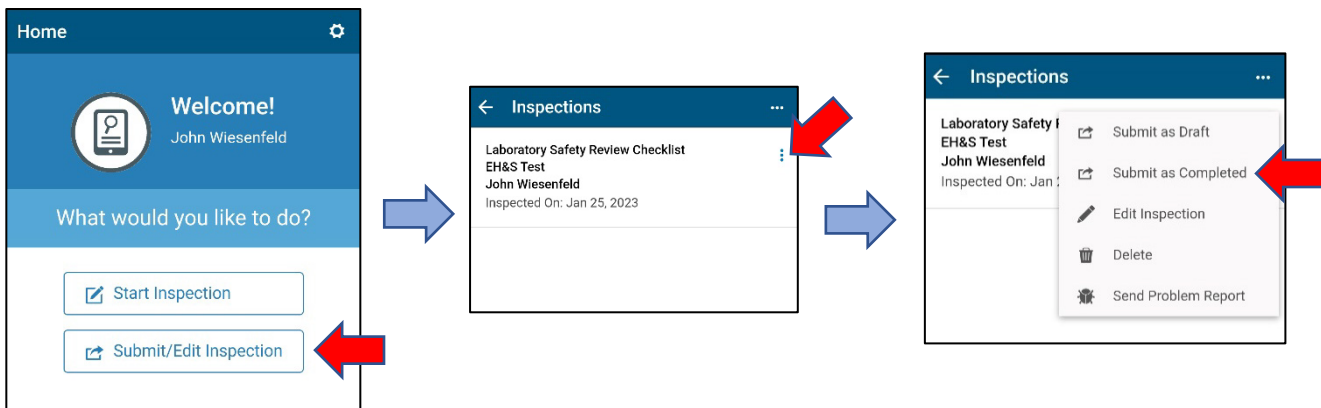
Findings	✓	X	N/A
1. Emergency contact names and numbers (including after-hours) are posted within the lab.			
2. Additional hazard warning signs (ie. laser, magnetic fields, high voltage, etc) are posted in lab near or at the known hazard.			

The 'Home' screen includes the following elements:

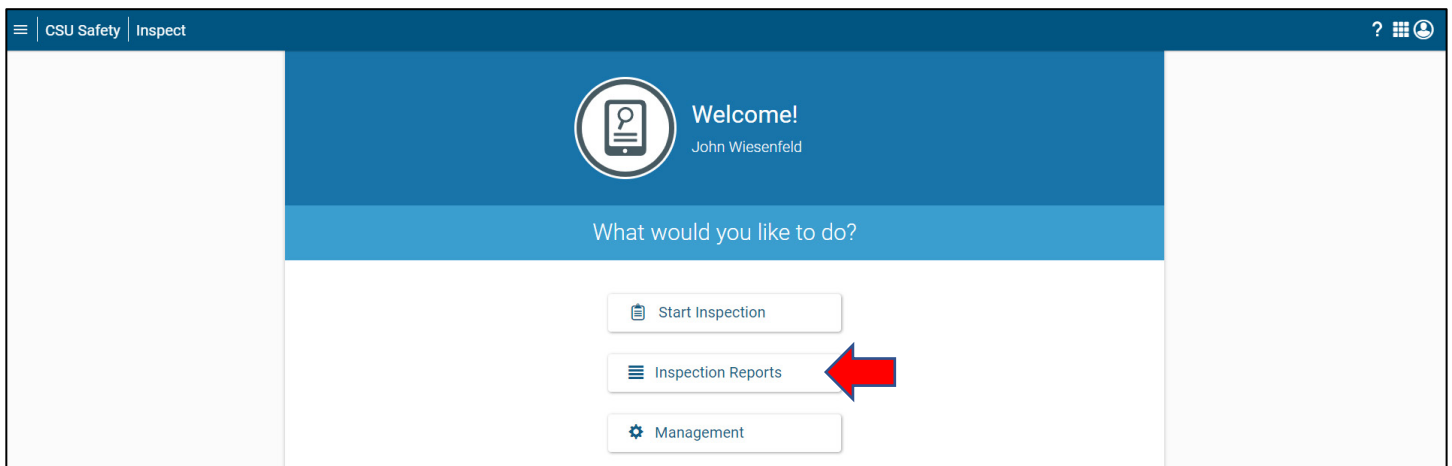
- Welcome!** John Wiesenfeld
- What would you like to do?**
- Start Inspection** button
- Submit/Edit Inspection** button

For more information about Inspect, contact ehs@csun.edu

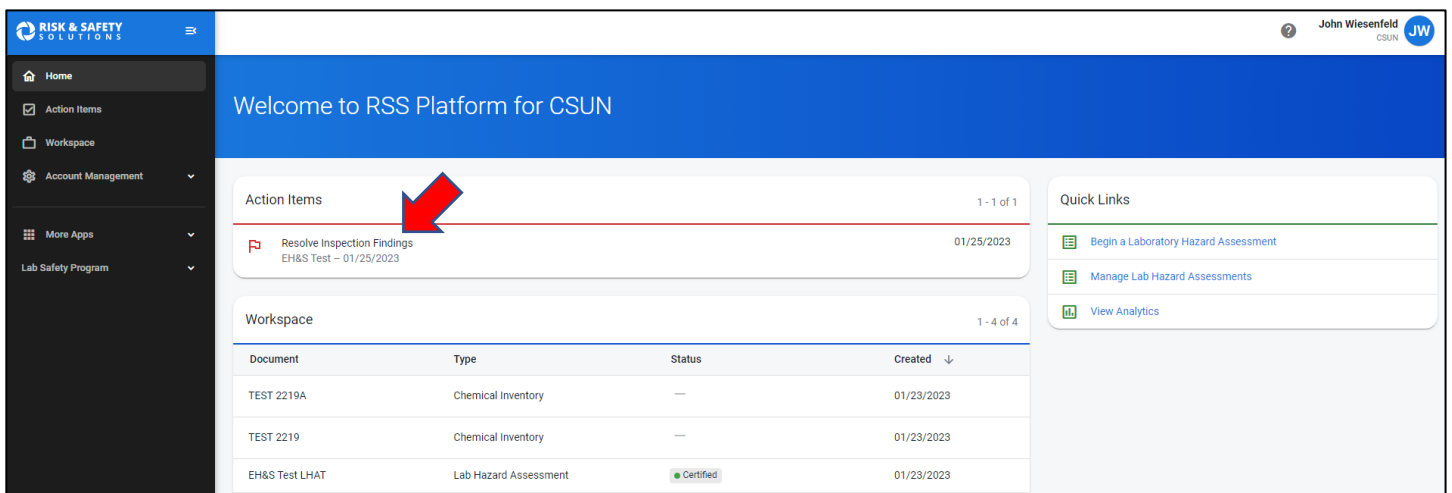
Step 9: To submit the inspection to the responsible person (e.g., faculty or P.I.), select **Submit/Edit Inspection**. You will see the inspection you submitted here, and you will also see any incomplete or draft inspections. Select the **:** icon to see options, and then select **Submit as Completed**.



Step 10: The rest of the process (resolving findings) must be completed on the Desktop Application. You can access the inspection on desktop either by following the link in the auto-generated email that was sent, or by logging into [RSS Inspect](#) from your desktop and selecting **Inspection Reports**. From there you can use the search tool to locate your inspection.



Note: (If you log into your RSS Dashboard, any open inspections with non-compliant findings will show up as red-flagged **Resolve Inspection Findings** items under **Action Items** on your RSS home screen.)



For more information about Inspect, contact ehs@csun.edu

Step 11: Resolve the findings on RSS Desktop. Use the **:** button on the finding to select one of the following options:

- **Edit Incident** (change details of the finding if an error was made)
- **Mark As Resolved** (close the finding once it has been corrected)
- **Mark As In Progress** (document that the corrective process has begun but is not completed yet)
- **Mark As No Further Action** (close the finding without correcting. E.g., the resolution will take longer to complete than the allotted time but a plan has been established with EH&S, or it has been determined with EH&S that a resolution to this finding will introduce a more significant hazard)
- **Start a Discussion** (a tool for the responsible party to ask questions, voice concerns, or provide justification for the finding)
- **Incident history** (view the history of this finding)

The screenshot shows the CSU Safety Inspect interface. The top navigation bar includes a menu icon, 'CSU Safety', and 'Inspect'. The main content area displays a finding under the 'ELECTRICAL' category. The finding text is: '3. Extension cords and multiple adapters are not "daisy-chained".'. Below the finding, there are sections for 'Public Comments', 'Private Comments', and 'Action Plan'. The 'Action Plan' section contains the following text: '24 CCR, §§605.4.2 and 5.1: Extension cords and power outlet strips may not be plugged into extension cords or into another power outlet strip. Corrective Action: Plug power cords into a single wall receptacle or power outlet strip that is directly plugged into a hard wired outlet. Replace extension cords used for permanent equipment with a surge protected power outlet strip appropriate for the current required. When needed, request an additional outlet be installed closer to the equipment.' The finding is assigned to Inspector John Wiesenfeld, with a Due Date of Feb 24, 2023. A red arrow points to the menu icon (three dots) next to the finding, which opens a dropdown menu with the following options: 'Edit Incident', 'Mark As Resolved', 'Mark As In Progress', 'Mark As No Further Action', 'Start a Discussion', and 'Incident History'.