

# Inspecting Your Satellite Accumulation Areas (SAA) Online

Our online inspection log will show you all of the rooms that your lab/facility has at least one SAA in. By inspecting a room, you are certifying that any and all SAAs within that room are also being inspected and that they are in compliance with regulations.

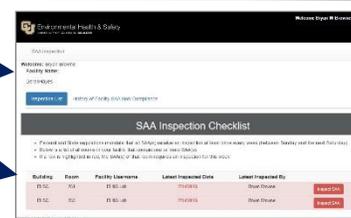
- 1) Visit our EH&S website at <https://ehs.colorado.edu/> and click on the “Go to SAA Checklist” button found on the home page. Next, login using your IdentiKey and password. There is no sign-up required\*

\*The EH&S SAA inspection website can only be accessed by those with an IdentiKey. Please contact EH&S if you do not have an IdentiKey, but need to use the inspection log.



- 2) Once logged in, you will see your name, IdentiKey, and lab/facility name in the top left corner.

In the middle of the page is the SAA inspection checklist with a list of all rooms where your lab/facility has an SAA.



- 3) For the first room, click the “Inspect SAA” button on the right side of the row. This will bring you to the inspection page for this room’s SAA(s).

Building	Room	Facility Username	Latest Inspected Date	Latest Inspected By	
EHSC	251	EH&S Lab	7/14/2016	Bryan Browne	Inspect SAA
EHSC	253	EH&S Lab	7/14/2016	Bryan Browne	Inspect SAA

- 4) When the pop-up appears on your screen, ensure that the SAA(s) meets all of the regulatory requirements listed out in bold letters.

- Please write in the box any corrective actions you took when inspecting the SAA, and any other comments you have.
- If the SAA is removed or there is no longer hazardous waste stored in it, click the “Currently No Hazardous Waste in the SAA” checkbox and then submit the inspection. We will remove the SAA from our records.



- 5) When all SAAs in this room are in compliance, click the green button that says, “Confirm you inspected SAA in ‘BLDG ROOM’ of the \_\_\_\_\_ Lab”.



- 6) Clicking the green button will bring you to a Success! page, at which point you can have a confirmation email sent to you, or click the “Return to Inspection List” button to go back to the list of rooms with SAAs.



- 7) You should see that the SAA room you just inspected now shows the current date and is highlighted in green. This means the SAA(s) of the room are inspected for the week. Any red rows still need an inspection.

Building	Room	Facility Username	Latest Inspected Date	Latest Inspected By	
EHSC	251	EH&S Lab	7/21/2016	Bryan Browne	Inspect SAA
EHSC	253	EH&S Lab	7/14/2016	Bryan Browne	Inspect SAA

- 8) Be sure to go through and complete steps 3-6 for every room that the lab/facility has an SAA in.

**When all of the rooms are highlighted in green,  
All of the facility’s SAAs are in compliance for the week.**

You can now exit the webpage or click “Logout” in the upper right corner.

