Logging in and Completing Inspection Reports
Website: ehs.ucop.edu/sit

1. Switch to the ‘Delegate’ view by clicking on the icon in the upper right hand corner. If there is no option for switching to ‘Delegate’, please contact EH&S at ehs@ucsc.edu.

2. Click on the date of the report that appears beneath the ‘Reports’ section.

3. Select the room number for your lab that contains deficiencies. There could be multiple rooms with deficiencies.
4. Click on the title of the deficiency that is ‘Pending’ correction.

Aisles, exits and/or hallways are obstructed - 36"
Aisles must meet minimum clearance guideline of 36" to facilitate departure in the event of an emergency.

5. Enter a brief description of the corrective actions taken and select the ‘Resolve’ button.

Objects have moved out of the aisle to create 36" of clearance.

Resolve  Cancel

When all Pending issues are resolved, your report will automatically be submitted as complete!