Instructions for Using the EH&S Corrective Action Tracking System (CATS) Data Base

Login to the CATS Database at https://cats.lbl.gov/public_html/login.jsp, or
1. Click on **Environment, Health & Safety Division** in the A-Z index on the LBL website
2. On bottom left find the section called **EHS Quick Links**, and click on **EHS Databases**
3. Click on **CATS**, located near the top of the list, and then sign in.

Click on **Finding Process Flow** on left to understand what happens to a finding in the data base.

To Enter Findings Into CATS
(Usually new hazard violations that need to be corrected)

- Login to the CATS database, as described above.
- Click on the **Add Finding** option on left.

- For **Division**, select **Physics**.   For **Finding Category,** select **ES&H**.
- Select the **Risk Level** for the finding (most are **Low**; see definitions at end of instructions).
- For **Review Type**, select **Self-Assessment.**
- Select the **Hazard Type** from the list that best fits the finding.
- For **Title** type in a name for the finding (for example, "Unsecured Bookshelf"), for tracking.
- For **Review/Report Title** usually leave blank.
- For **Finding Statement** type in a narrative about the finding (for example, "Bookshelf is not adequately seismically braced.").
- For **Corrective Action** type in the corrective action needed to resolve the finding (for example, "Work request submitted on 1/19/05").
- For **Responsible Person** designate the person responsible for implementing the corrective action (for example, the person who will submit the work request), or seeing that it is implemented, by clicking on the **binoculars symbol** and typing in the person's last name. The designated Responsible Person is also the one who is allowed to close out a finding.
- For **Approver**, select **Martha White**.
- Select the **Building** and **Room** where the hazard violation is located.
- Type in the **Location** of the hazard violation in the room, using enough detail so that the location can be found by someone else.
- For **Program/Project** type in the **Group Name** (or **Lab Name** if not a specific group); be consistent for all findings for a group (or lab if not a specific group) for easy tracking.
- For **Target Start Date** type in the date when the violation is entered into CATS.
- For **Target End Date** type in the projected completion date of the corrective action. (**Actual Start/End Dates** will be entered when the finding is closed out.)

- If the finding is **Institutional** (for definition, move cursor over the word "Institutional"):
  - Check the **Institutional** box.
  - For **Finder** designate the name of the person who found the hazard violation.
  - Check **Send to WRC** box to have an email sent to the Work Request Center, and type in a **Fax Number.** DO NOT add a **Project ID**.

- If the finding is programmatic and needs to be sent to the Work Request Center:
  - For **Finder** designate the name of the person who found the hazard violation.
  - Check **Send to WRC** box to have an email sent to the Work Request Center, type in a **Fax Number**, and add a **Project ID.**

- Leave **URL** blank.
- Type in any **Comments** about the Finding or the corrective action that you wish to make.
- Use **Upload File** if you have a photo, document or email you want to add to the record.
- Click on the **Save** button at the bottom. See in blue: **Finding has been successfully created**

- If needed, make any changes in the Finding and then click on the **Save** button again.
  or
- Click on **Copy** if many entries of the displayed Finding apply to a new Finding you want to create. Then make changes in the fields that should be different in the new Finding. Click **Save.**
  or
- To exit Add Finding, click on any option on left, including **Logout**.

To View or Close Out Findings In CATS
(Close out a finding after the corrective action is complete)

- Login to the CATS database, as described above.

- Click on **My Open Findings** on the left (findings for which you are the **Responsible Person**).
        or
- Click on the **Search Findings** option on the left.
- If desired, limit the findings to be listed by filling in the variables shown. Note especially the various options for **Status**. There are more variables available in the **Advanced Search**.
- If desired, click on **Set Column Visibility** to choose which fields are to be viewed.
- Click on the **Submit** button at bottom of the page.

- Locate the finding to view or close, and click on the **paper & pencil icon** at the left.
- The finding will then open in a new window.

- **View** the finding as needed.
        or
- **CLOSE OUT** the finding (if you are the Responsible Person) when the corrective action is complete:
    - Enter the **Actual End Date** (and **Actual Start Date** if known) in the spaces about 2/3 of the way down the page.
    - Change the **Status** to __Closed__ (further down the page).
    - Add **Comments** about the completion of the corrective action if appropriate.

- Click on the **Save** button at the bottom of the page.

You can also download the information about displayed Findings into an Excel spreadsheet by clicking on **Export to Excel** near the top of the **Search Results** page (obtained from submitting the **Search Findings** page).

Risk Levels

Low: A low hazard risk has the potential for injury or illness, minor adverse environmental and public impact, minor or no compliance impact, and property damage of less than $50,000.

Medium: A medium risk has the potential for injury or illness involving lost work time or restricted duty, significant adverse environmental impact, major compliance fines/penalties, and property damage from $50-500K.

High: Stop work immediately. A high-hazard risk is likely to cause loss of life, permanent disabling injury, or property damage greater than $500,000.