SafetyStratus
Corrective Actions Guide

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Introduction

SafetyStratus LabCliQ is a roster tool for the use of all CCNY and CUNY personnel working in research labs on campus. LabCliQ includes the following modules:

• LATCH – Laboratory Assessment Tool and Chemical Hygiene
• Chemical Inventory
• Radioactive Material Inventory

This guide mainly covers the use of the LATCH system and the associated Lab Inspection Tools to correct lab safety violations.
Logging In to LabCliQ

LabCliQ login can be accessed through the following address:

https://labcliq.com/login.cfm

Depending on your level of access, you may need to use single-sign on instead of a standard username and password.
Single Sign-On Note

If you are required to use Single Sign-On (SSO), select "City College of New York" to be redirected to the standard CCNY login screen. Most SSO users will have to use their email login (not CUNYFirst).
Corrective Actions

When you are assigned corrective actions as a result of laboratory inspections, you will receive an email from EHOS (ehos@ccny.cuny.edu)

This email will contain a link to the inspection report and a list of corrective actions.

Clicking this link will take you to the Corrective Actions screen.

You can also reach this screen by navigating from the LabCliQ main page:
Corrective Actions

To view and correct violations that have been assigned to you, click on them in the Corrective Actions window. An additional window will appear with details and additional options.
Corrective Actions

• **Comment** will allow you to make a note on the action. It will not otherwise alter the state of the corrective action.

• **Reassign** allows for changing the person responsible for correcting and closing the corrective action.

• **Attach File** lets an inspector or responsible party provide evidence of the corrective action or its completion.

• **Extend** will allow a user to request additional time to correct the action. Extensions may be subject to administrative review.

• **Complete** closes the action and marks it as corrected.
Troubleshooting

Problem: Unable to log in to Labcliq
   Your login information may not be set up, or you may be using the wrong email address. Contact EHOS for assistance.

Problem: No corrective actions visible
   You may have received a reminder email, but are not the designated responsible party that has to close the corrective action.

   Alternatively, the filters may be hiding the actions from view. (continued on next page)
Troubleshooting

1. Click on “Filters” with the Corrective Actions tab open.
Troubleshooting

2. Ensure that no filters are selected and click “Apply Filters”.