

SciShield: How to Guide

This is a guide for how to complete a laboratory self-inspection in SciShield



The University of Vermont

You must register and certify your lab in SciShield *before* you are able to complete the online self inspection.

Select the following link to be re-directed to the SciShield login page:

<https://uvm.scishield.com/>

→ Login to SciShield using your UVM NetID and password.

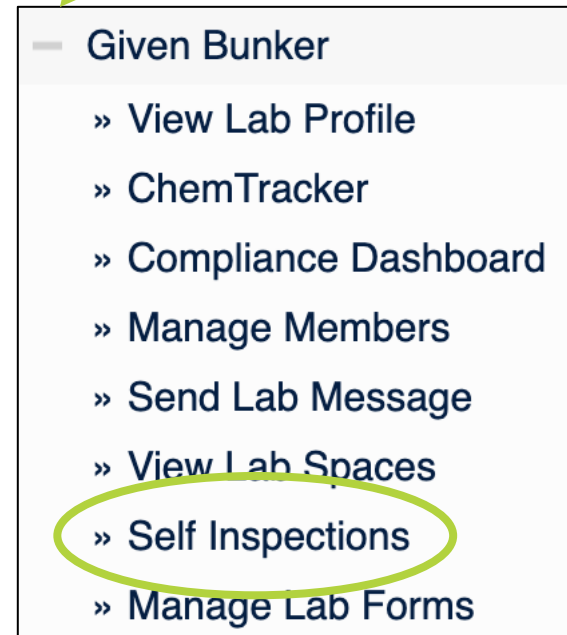
If you need any assistance getting set up or using SciShield, check out the [FAQ website](#) or contact safety@uvm.edu.

From the left-hand menu, select the “+” next to your lab name.

Select “Self Inspections” from the menu.



** Only PIs, co-investigators, and LSOs can complete the inspection.*



You will be able to view all previous self-inspections completed online as well as begin a new inspection.

Select “Add a new Self Inspection.”
(Either button will bring you to the same inspection.)

Given Bunker Self Inspection Log

Showing 0 results

Inspection Type: <All> Performed Between:

[Add a new Self Inspection](#)

Date	Inspected Groups	Inspection Type	Findings
No inspections were found.			

[Add a new Self Inspection](#)

Findings found during self inspections in the last 18 months

Findings Found	Category	Frequency
There were no findings found over the last 18 Months		

Required Self Inspections

Inspection Type	Relevant Requirement	Next Required ▲
No requirements found.		

Starting a new self inspection:

First, choose “Laboratory Safety Monthly Self-Inspection Checklist” from the drop-down menu.

Then, select “Inspect” at the bottom of the page.

The image shows two overlapping screenshots of a web form titled "Add New Self Inspection". The main screenshot shows the form with the "Inspected Groups" section expanded. A green oval highlights the "Inspection Type:" dropdown menu, which currently shows "Choose...". A green arrow points from this dropdown to a smaller, zoomed-in inset screenshot. The inset screenshot shows the dropdown menu open, with "Laboratory Safety Monthly Self-Inspection Checklist" selected and highlighted in green. Below the dropdown in the inset is a checked checkbox for "Given Bunker", a "Lookup" field, and an "Add" button. At the bottom of the inset is an "Inspect" button, which is circled in green. The main screenshot also shows a checked checkbox for "Given Bunker", a "Lookup" field, and an "Add" button. At the bottom of the main screenshot is an "Inspect" button.

Add New Self Inspection

Inspection Date:
01/17/2024

Inspection Type: *
Choose...
Please select the type of inspection that will be performed.

Inspected Groups
Please select the groups that you are inspecting.

Given Bunker

Lookup

Add

Inspect

Add New Self Inspection

Inspection Date:
01/18/2024

Inspection Type: *
✓ Choose...
Inspection Type
HARD COPY Self-inspection checklist 2024 only
Laboratory Safety Monthly Self-Inspection Checklist

Given Bunker

Lookup

Add

Inspect

How to complete the inspection...

Scroll down to view the self-inspection questions.

All questions must be answered. Select "N/A" for any question that is not applicable to your lab.

Complete the "Summary" section before submitting.

Once all answers and the summary section have been completed, select "Submit."

If you choose to use the paper self-inspection checklist...

First, choose “HARD COPY Self-inspection checklist 2024 only” from the drop-down menu.

Then, select “Inspect” at the bottom of the page.

This option will ONLY be available for 2024.

Add New Self Inspection

Inspection Date:
01/17/2024

Inspection Type: *
Choose...
Please select the type of inspection that will be performed.

Inspected Groups
Please select the groups that you are inspecting.

Given Bunker

Lookup

Add New Self Inspection

Inspection Date:
01/18/2024

Inspection Type: *
✓ Choose...
Inspection Type
HARD COPY Self-inspection checklist 2024 only
Laboratory Safety Monthly Self-Inspection Checklist

Given Bunker

Lookup

How to complete the inspection...

1. Select "Yes" in the Documentation section.
2. Select "Submit" to complete the inspection.

▼ Findings Found

Select findings to populate the Corrective Actions section with default text. This text can be edited prior to saving the Inspection Report.

▼ Documentation

Has the monthly self-inspection been conducted? 🌐* (+3 Important) Yes No N/A [Add Details](#)

► Other Findings

Other Comments/Corrective Actions:



Monthly reminders!

Each month, SciShield will send reminders if the self-inspection checklist hasn't been completed before the end of the month.

As always, contact safety@uvm.edu with any questions or concerns.

Thank you for your interest in safety!