



CATS TRAINING

Corrective Action Tracking System

The CATS System was developed to track action items provided by the various inspections, assessments and audits that JLab is contractually required to perform. An issues management procedure is being developed that will define what issues must be included in the CATS, who will approve their closure, etc. For the present, managers may enter any issues they want to track. The Division of EH&S and the Office of Performance Assessment will also be entering their issues. This handout will help you to input items, update their progress and close them.

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GETTING TO THE SYSTEM:

Go to www.jlab.org

Click on the “Search” tab.

Click on the **C**

Scroll down and click on • [Corrective Actions Tracking System \(CATS\)](#)

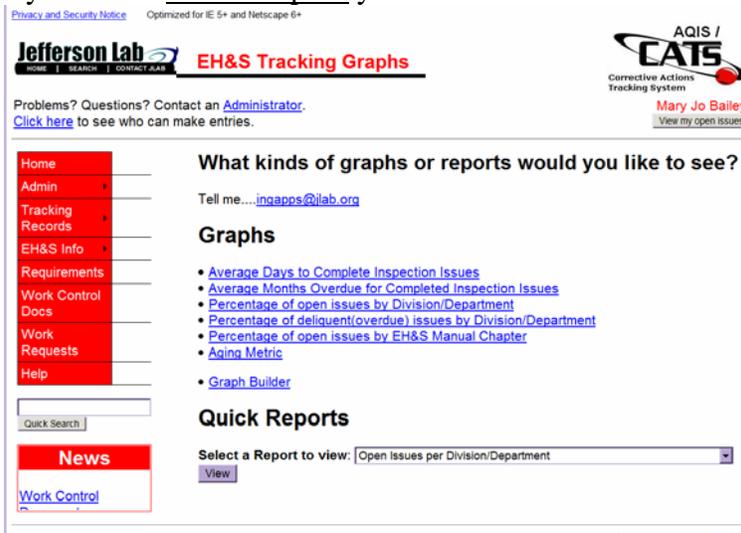
Enter your User Name and Password. You will then get:

NOTE: Make sure your PopUp menu is enabled for this site.

Information found on this page:

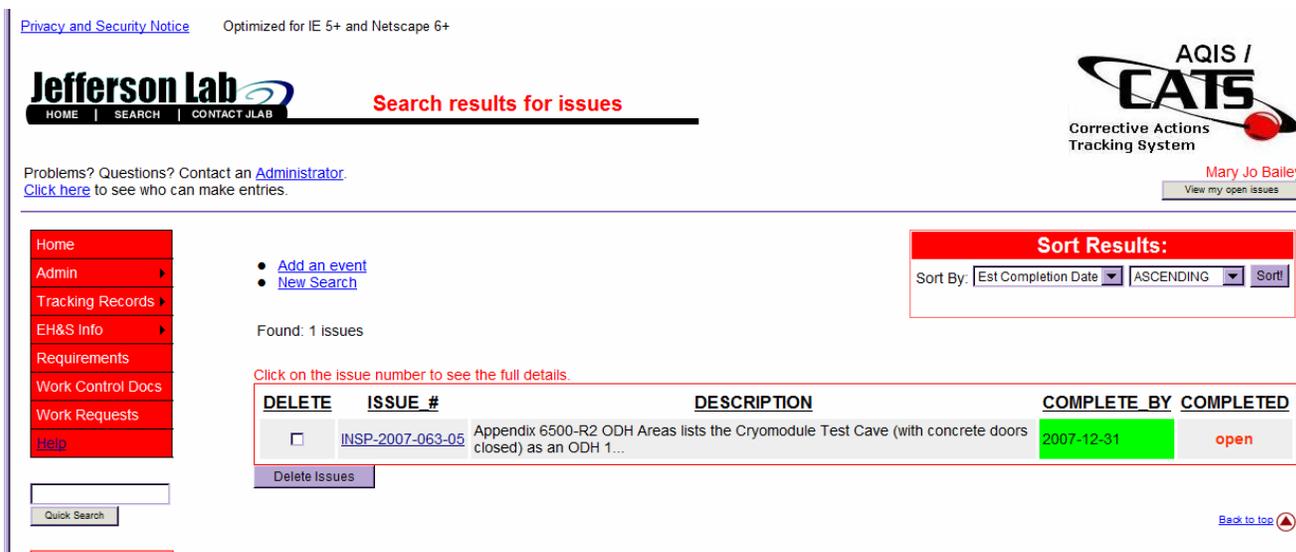
- ◆ A Lessons Learned which changes on a periodic basis.
- ◆ A Scrolling NEWS screen (which may or may not be of interest depending on what your access privileges are).
- ◆ How many and what the status is of issues currently open in the system.

If you click “More Graphs” you will see:



What you can do from this page:

- ◆ Show me all open issues assigned to me (#) (If you have any open items you will get a screen similar to this.)



DELETE	ISSUE #	DESCRIPTION	COMPLETE BY	COMPLETED
<input type="checkbox"/>	INSP-2007-063-05	Appendix 6500-R2 ODH Areas lists the Cryomodule Test Cave (with concrete doors closed) as an ODH 1...	2007-12-31	open

- ◆ Show me all inspections for area: Click the “Pull Down” arrow and select the area you wish to view.

For example, if you were to pick Building 58 you would get a screen similar to this:

DELETE	EVENT #	TYPE	AREA	INSP_DATE	ORG	ISSUES
<input type="checkbox"/>	INSP-2007-089	Management Observation	58 - Test Lab	OCT 19, 07	ESH&Q Division	1 of 1 open
<input type="checkbox"/>	INSP-2007-088	Management Observation	58 - Test Lab	OCT 19, 07	ESH&Q Division	1 of 1 open
<input type="checkbox"/>	INSP-2007-062	External Observation	58 - Test Lab	JUL 31, 07	ESH&Q Division	0 of 1 open
<input type="checkbox"/>	INSP-2007-057	EH&S Department (scheduled)	Room: 267 of Bldg: 58	JUL 20, 07	ESH&Q Division	0 of 1 open
<input type="checkbox"/>	INSP-2007-056	Safety Warden Observation	Room: 142 of Bldg: 58	JUL 19, 07	SRF Cavity Production	0 of 1 open
<input type="checkbox"/>	INSP-2007-048	Laser Safety	Room: 127 of Bldg: 58	JUN 08, 07	ESH&Q Division	0 of 4 open
<input type="checkbox"/>	INSP-2007-047	Laser Safety	Room: 129C of Bldg: 58	JUN 08, 07	ESH&Q Division	0 of 4 open
<input type="checkbox"/>	INSP-2007-028	Worker Observation	58 - Test Lab	MAR 14, 07	ESH&Q Division	5 of 13 open
<input type="checkbox"/>	INSP-2007-027	EH&S Department (scheduled)	Room: 263 of Bldg: 58	MAR 07, 07	ESH&Q Division	0 of 4 open
<input type="checkbox"/>	INSP-2007-026	EH&S Department (scheduled)	Room: 262 of Bldg: 58	MAR 07, 07	ESH&Q Division	0 of 3 open
<input type="checkbox"/>	INSP-2007-021	Management Observation	Room: 10B of Bldg: 58	FEB 21, 07	ESH&Q Division	0 of 1 open
<input type="checkbox"/>	INSP-2007-020	EH&S Department (scheduled)	Room: 277 of Bldg: 58	MAR 14, 07	ESH&Q Division	0 of 1 open
<input type="checkbox"/>	INSP-2007-018	EH&S Department (scheduled)	Room: 289 of Bldg: 58	MAR 09, 07	EES RF Systems	0 of 1 open

- ◆ Take me to a Search Page: You can go to the search page and search for a particular event:



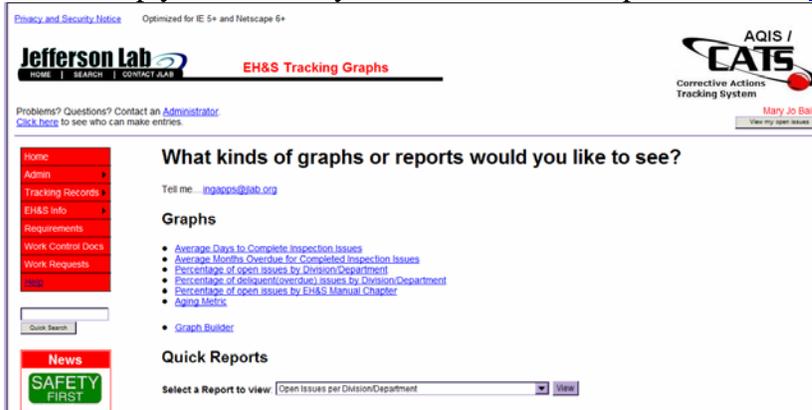
- ◆ Take me to the report page: You can initiate the report function



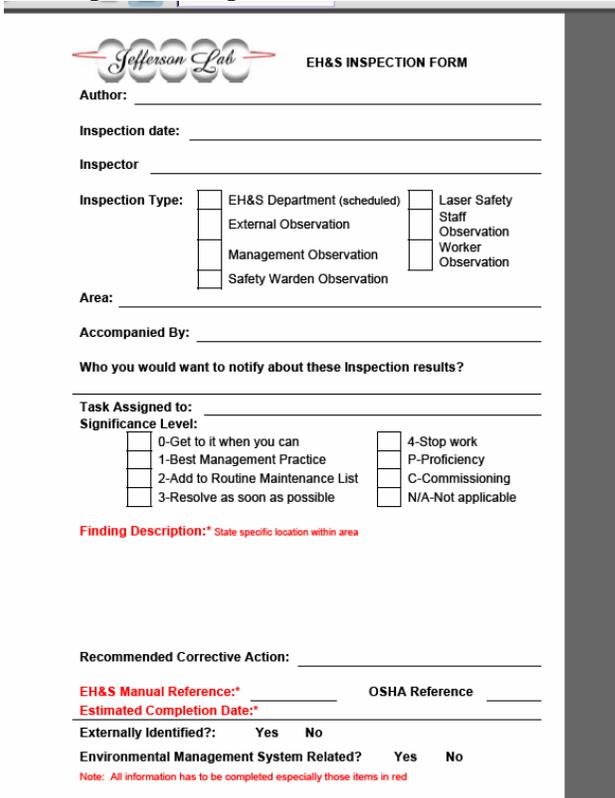
- ◆ I would like to add a record: You can add a record



- ◆ Show graphs and metrics Provides an opportunity to view data in a variety of layouts, or to develop your own. If you would like other options contact ingapps@jlab.org .



- ◆ PDF Inspection Form: Provides a form which you can take out to the field while doing an inspection. The information on the form is what will be needed to complete a CATS Inspection Report.

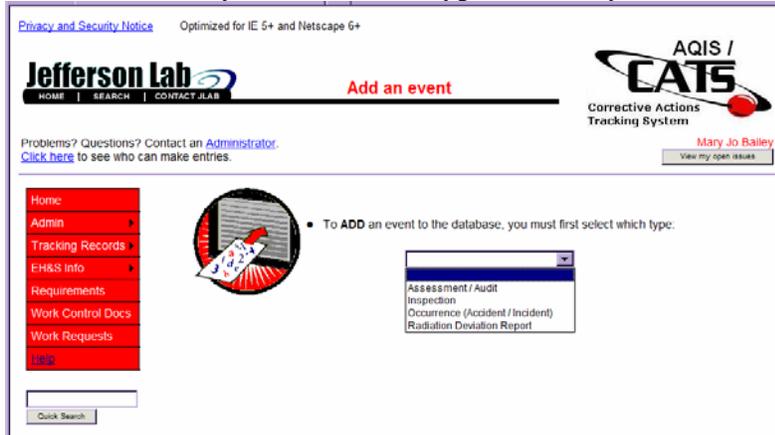


ENTER EVENTS AND ISSUES INTO THE SYSTEM

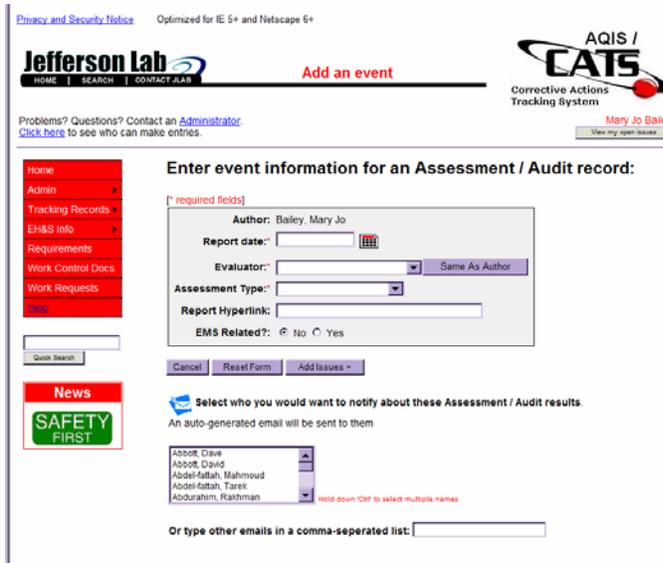
EVENT: An Assessment/Audit, Inspection, Occurrence (Accident/Incident), Radiation Deviation Report

From the Home Page click on “I would like to add a record”

Use the arrow key to indicate the type of event you would like to enter:



ASSESSMENT/AUDIT



INSPECTION

HOME | SEARCH | CONTACT Us
Add an event

Corrective Actions Tracking System

Mary Jo Bailey
[View my open issues](#)

Problems? Questions? Contact an [Administrator](#)
[Click here](#) to see who can make entries.

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[www.vgpcil.mil.gov](#)

Enter event information for an Inspection record:

[* required fields]

Author: Bailey, Mary Jo

Inspection date:

Inspector: Same As Author

Inspection Type:

Area: [Browse](#) [Facilities Data Map](#)

If you cannot find a specific area, please select "OTHER" and include the area location in the text of the issue. An admin will then research the issue and determine if another area should be generated.

Accompanied By: [Hold down 'Ctrl' to select multiple names](#)

EMS Related?: No Yes

Select who you would want to notify about these inspection results.

An auto-generated email will be sent to them

[Hold down 'Ctrl' to select multiple names](#)

OCCURRENCE (ACCIDENT/INCIDENT)

HOME | SEARCH | CONTACT Us
Add an event

Corrective Actions Tracking System

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SAFETY FIRST

Enter event information for an Occurrence (Accident / Incident) record:

[* required fields]

Author: Bailey, Mary Jo

Event date:

Lead investigator: Same As Author

Title:

Source:

Category:

Area: [Browse](#) [Facilities Data Map](#)

If you cannot find a specific area, please select "OTHER" and include the area location in the text of the issue. An admin will then research the issue and determine if another area should be generated.

Event Description:

Links must begin with "N11P (0) / /"
4000 characters or less

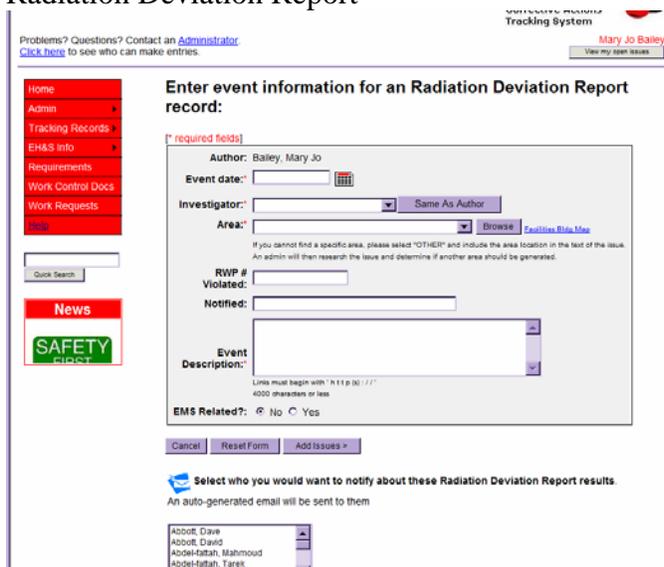
Report Hyperlink:

EMS Related?: No Yes

Select who you would want to notify about these Occurrence (Accident / Incident) results.

An auto-generated email will be sent to them

Radiation Deviation Report



Problems? Questions? Contact an [Administrator](#)
[Click here](#) to see who can make entries.

Mary Jo Bailey
[View my open issues](#)

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 SAFETY FIRST

Enter event information for an Radiation Deviation Report record:

* required fields

Author: Bailey, Mary Jo

Event date:

Investigator: Same As Author

Area: Browse [Facilities Data Map](#)

If you cannot find a specific area, please select "OTHER" and include the area location in the text of the issue.
 An admin will then research the issue and determine if another area should be generated.

RWP # Violated:

Notified:

Event Description:

Links must begin with "h t t p : / / " 4000 characters or less

EMS Related?: No Yes

Cancel Reset Form Add Issues

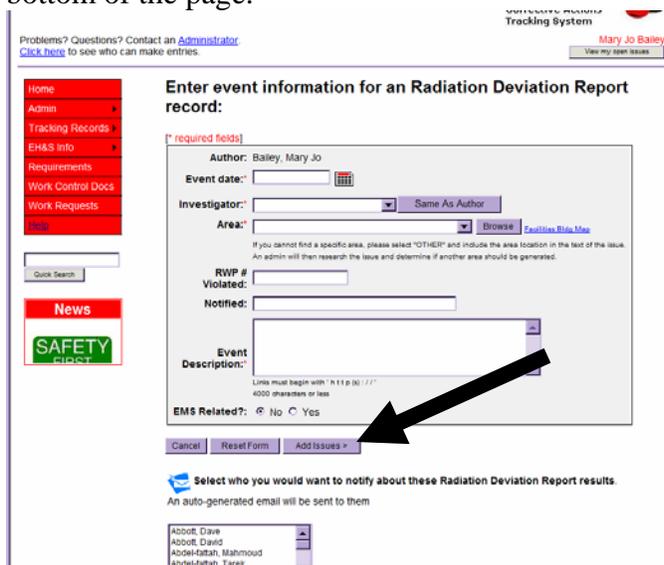
Select who you would want to notify about these Radiation Deviation Report results.
 An auto-generated email will be sent to them

Abdott, Dave
 Abdott, David
 Abdel-Elsthan, Mahmoud
 Abdel-Elsthan, Tarek

Fill in the blanks by using the pull-down menus, or typing in the requested information. Red * line items must be filled in.

ISSUE:

Once all your information is filled in on the Event screen click the “Add an Issue” button at the bottom of the page.



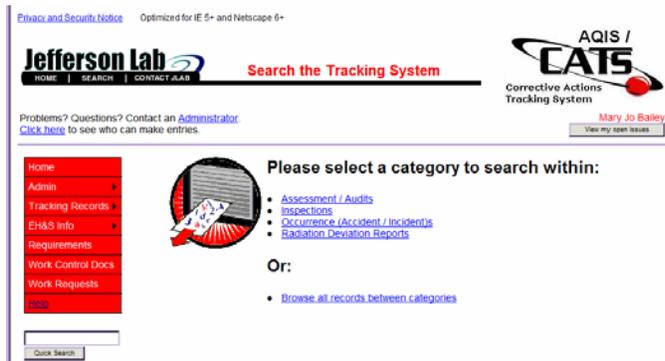
Use the pull down menus to enter the requested information. If there is more than one issue for the event click on the “Add another Issue” button at the bottom of the page. You will get another blank screen to fill out. Repeat until all issues have been input.

After all issues have been entered “Click” the “Finish” button.

SEARCH FOR AN EVENT OR ISSUE

At the home page click on [Take me to the search page](#)

SHORTCUT: If you have any information regarding the event or issue (the number, the author, the evaluator, the area, etc.) try the “Quick Search” Box under the red box on the left.



Select the category you would like to search.

EXAMPLE: “Click on Inspections:

Corrective Actions Tracking System Mary Jo Bailey
View my open issues

Problems? Questions? Contact an [Administrator](#)
Click [here](#) to see who can make entries.

[Home](#)
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[Tracking Records](#)
[EH&S Info](#)
[Requirements](#)
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[Quick Search](#)

News

[Add an Inspection event](#)

Select any combination of criteria to search by in order to refine your search.

All records will be sorted by completion date **Generate a report from the selected criteria in MS Excel**
Requires you to allow popups for this site

Records to Return:	<input checked="" type="radio"/> Issues <input type="radio"/> Events <input type="button" value="Search >"/>
Search for Keyword(s):	<input type="text"/>
Search by Issue Type:	Corrective Preventive
Search by Author:	Abkemeier, Erik Bailey, Mary Jo Barbour, Jim Beck, Michael
Search by Inspector:	Abbot, Dave Abkemeier, Erik Anthony, David Bailey, Mary Jo
Search by Date:	<input type="radio"/> Logdate <input type="radio"/> Inspection date <input type="radio"/> Est. Completion date <input type="radio"/> Completion date <input type="radio"/> Approval date Between <input type="text"/> and <input type="text"/>
Search by Org:	<input type="radio"/> Originating Org <input type="radio"/> Assigned Org <input type="button" value="Browse"/>
Search by Significance Level:	0 - Minimal 1 - Minor 2 - Low 3 - Medium
Search by Cause Code:	Design Materials Personnel Training
Search by Task Assignee:	Abbot, Dave Abkemeier, Erik Munador, Ralph Akers, Walt
Search by Screener:	Doane, Bob Frohen, Carter May, Bob Williams, Gwyn
Search by Verifier:	Doane, Bob Hunt, Patsy Nuzare, Todd Walker, Ned
Search by Type:	<input type="text"/>
Search by Area:	01 - North LINAC 01 - Rm. NLP1 01 - Rm. NLP10 01 - Rm. NLP11 <input type="button" value="Browse"/>
Search by Safety Warden:	<input type="text"/>
Search by EH&S Reference:	<input type="button" value="Browse"/> Between <input type="text"/> and <input type="text"/>
Display EMS-Related Items:	<input type="radio"/> Yes <input type="radio"/> No
Display Externally Identified Items?:	<input type="radio"/> Yes <input type="radio"/> No
Display External Commitment Items?:	<input type="radio"/> Yes <input type="radio"/> No
Display Items w/ Service Request?:	<input type="radio"/> Yes <input type="radio"/> No
Display Items w/ Lessons Learned?:	<input type="radio"/> Yes <input type="radio"/> No
Display Overdue Items?:	<input type="radio"/> Yes <input type="radio"/> No
Display List of Items:	<input type="radio"/> Open <input type="radio"/> Complete

Generate a report from the selected criteria in MS Excel
Requires you to allow popups for this site

Fill out as much information as you know. The more you fill out the fewer unwanted hits you will get and the less time you will spend on the search.

You will get a list of events/or issues that fit the criteria you fill in:

NOTE: You can sort your results using the pull-down menus provided.

Click on the event/issue you would like to review:

DELETE	ISSUE #	RISK	TYPE	DESCRIPTION	COMPLETE BY	COMPLETED
<input type="checkbox"/>	INSP-2005-086-01	2	External Observation	Outdoors: The two large nitrogen storage tanks must be labeled in accordance with 29 CFR 1910.1200.	2005-10-20	2005-10-17
<input type="checkbox"/>	INSP-2005-086-03	2	External Observation	The trash can located near the north-east corner of the building is full of trash and...	2005-10-20	2005-11-01
<input type="checkbox"/>	INSP-2005-086-02	2	External Observation	Compressor Room: The legacy floor penetrations located near the approach to the eyewash station lo...	2005-10-20	2005-10-19

4 issue(s) for this event:
View as: List Individual Issues

5 Status Update(s) for this issue:

Delete	Date	Description	Author
<input type="checkbox"/>	2005-10-10 13:39	All legacy penetrations were covered with safety cones.	Hunsell, William
<input type="checkbox"/>	2005-10-10 14:18	Upon further discussion it has been decided to remove the legacy floor penetrations.	Sundeen, Coleman, Gayle
<input type="checkbox"/>	2005-10-11 07:35	All legacy Penetration in the walk towards the eye wash station have been cut to floor level. Two of the penetrations are 4" in diameter I have ordered plugs to seal them	Hunsell, William
<input type="checkbox"/>	2005-10-19 11:28	Plugs have been installed in 2 large penetrations	Hunsell, William

ENTER UPDATES

Follow the direction for “Search for an Event or Issue” above. Or, Click “Show me all open items assigned to me.” Go to the issue for which you would like to add a status update.

DELETE	EVENT #	TYPE	AREA	INSP DATE	ORG	FINDINGS
<input type="checkbox"/>	INSP-2004-259	EHS Department (scheduled)	35 - Accelerator/EHS Trailer	DEC 17, 04	EHS Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	INSP-2004-258	EHS Department (scheduled)	35 - Accelerator/EHS Trailer	DEC 17, 04	EHS Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	INSP-2004-257	EHS Department (scheduled)	Room 115 of Bldg 58	DEC 17, 04	EHS Safety - Field Supp	0 of 3 open
<input type="checkbox"/>	INSP-2004-113	EHS Department (scheduled)	92 - Service Building	JUL 30, 04	EHS Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	INSP-2004-112	EHS Department (scheduled)	92 - Service Building	JUL 16, 04	EHS Safety - Field Supp	0 of 5 open
<input type="checkbox"/>	INSP-2004-105	EHS Department (scheduled)	92 - Service Building	JUN 04, 04	EHS Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	INSP-2004-104	EHS Department (scheduled)	92 - Service Building	JUN 02, 04	EHS Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	INSP-2004-103	EHS Department (scheduled)	92 - Service Building	MAY 28, 04	EHS Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	INSP-2004-102	EHS Department (scheduled)	92 - Service Building	MAY 12, 04	EHS Safety - Field Supp	0 of 1 open
<input type="checkbox"/>	INSP-2004-101	EHS Department (scheduled)	OTHER - OTHER	MAR 18, 04	EHS Safety - Field Supp	0 of 5 open

NOTE: Anybody can enter an update to any item.

Click on “Add a Status Update.”

Only the author, inspector, or an Administrator can edit this finding. All other users may add status updates to this record if it is NOT closed.

Finding Number: **INSP-2004-259-01** 1 of 6
 Created: SEP 29, 05 Submit Work Request

Task Assigned To: [Abkemeier](#) Edit Finding

Org: EHS Radiator Control

Risk Code: **1-Best Management Practice**

Finding: Corresponds to Deficiency #1 from DEQ inspection letter dated 9/8/05. No date and time analysis from subcontractor on the data report.

Recommended Corrective Action: Review subcontract to ensure sufficient detail is provided to subcontractor for report details. Make subcontract modifications, if necessary.

EHS Manual: [Chapter 6731 - Groundwater Protection \(pdf\)](#)

Estimated Completion Date: DEC 31, 05

Closure Date:

Externally Identified:

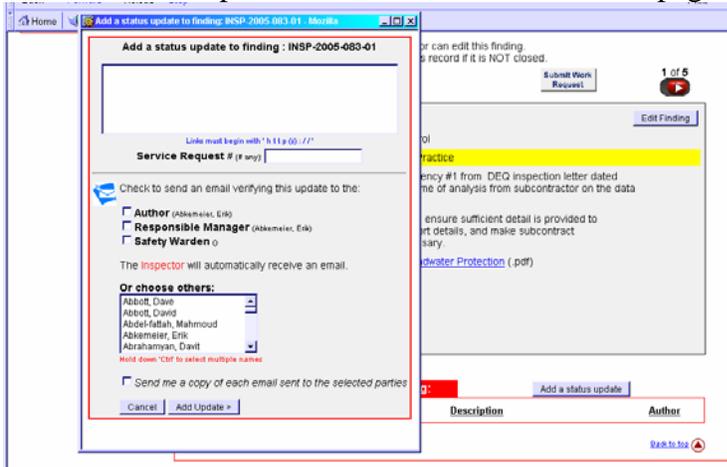
Delete Finding

0 Status Update(s) for this finding. Add a status update

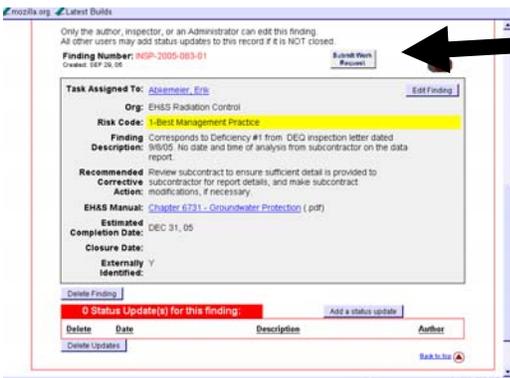
Delete	Date	Description	Author
Delete Updates			

[Back to Top](#)

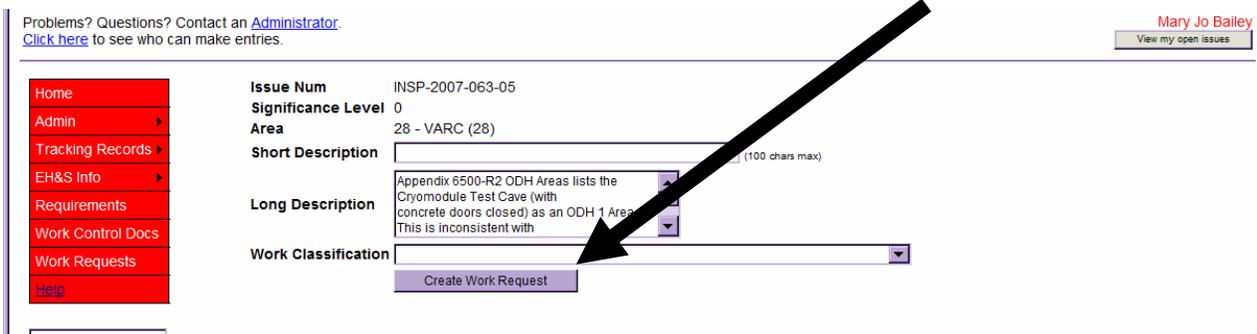
Fill in the big box with the update. Choose the individuals you would like to receive this update. Push the “Add Update” button at the bottom of the page.



There is also a link to “Submit a Work Request.” If you are assigned to the issue you will receive an E-Mail notifying you. There will be a link within the e-mail which will take you to the appropriate event/issue. After reading the “Issue Description” and “Recommended Corrective Action” and you determined that a Work Request needs to be submitted to Facilities Management you may click this button and go directly to their system. After entering the Work Request, you can then close that screen and go directly back to the CATS page and enter your Status Update stating that you entered a Work Request. Keep in mind that your issue will not be closed until it has been verified that the work has been completed.

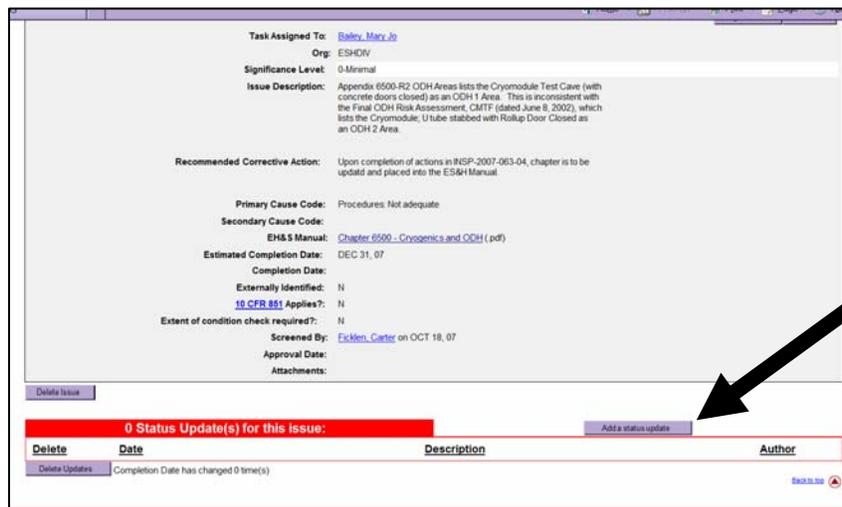


Fill in the Boxes and “click” “Create Work Request”



CLOSE AN ACTION

An item can be set to “complete” by the Action Owner for Levels 0 and 1. A request for an action to be approved will be made as a status update. Be sure to "Click" the box to e-mail the update to someone who can approve it. Refer to the Issues Management Procedure for further completion and approval information (process and responsibilities).



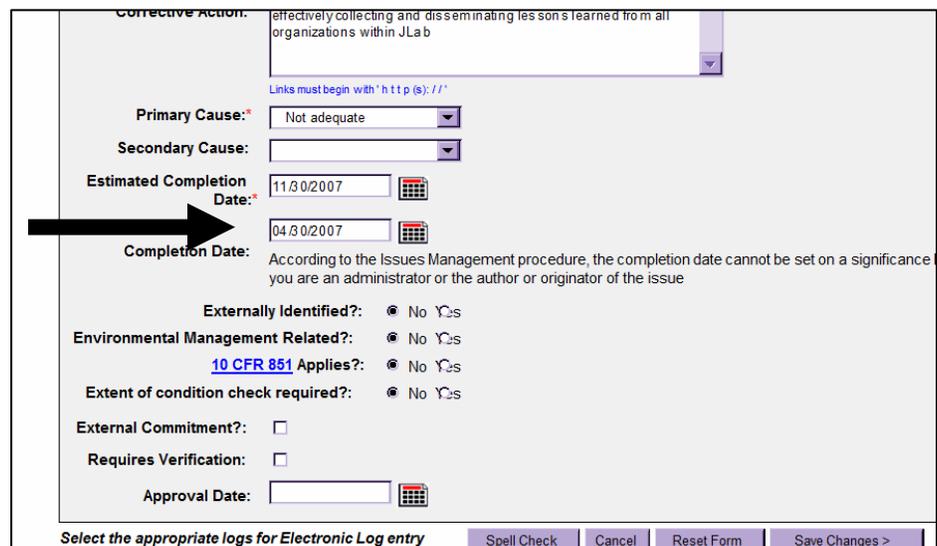
Task Assigned To: [Bailey, Mary Jo](#)
 Org: ESHQV
 Significance Level: 0-Minimal
 Issue Description: Appendix 6500-R2 ODH Areas lists the Cryomodule Test Cave (with concrete doors closed) as an ODH 1 Area. This is inconsistent with the Final ODH Risk Assessment, CMTR (dated June 8, 2002), which lists the Cryomodule; U tube stubbed with Rollup Door Closed as an ODH 2 Area.
 Recommended Corrective Action: Upon completion of actions in INSP-2007-063-04, chapter is to be updated and placed into the ES&H Manual.
 Primary Cause Code: Procedures Not Adequate
 Secondary Cause Code: EH&S Manual: [Chapter 6500 - Cryogenics and ODH \(pdf\)](#)
 Estimated Completion Date: DEC 31, 07
 Completion Date:
 Externally Identified: N
 10 CFR 851 Applies?: N
 Extent of condition check required?: N
 Screened By: [Ficklen, Carter](#) on OCT 18, 07
 Approval Date:
 Attachments:

0 Status Update(s) for this issue: [Add a status update](#)

Delete	Date	Description	Author
Delete Update	Completion Date has changed 0 time(s)		

Enter a Status update with a brief description of the action taken.

Fill in the “Completion Date” with the date the action was completed for Levels 0 or 1.



Corrective Action: effectively collecting and disseminating lessons learned from all organizations within JLab

Links must begin with 'http(s)://'

Primary Cause:* Not adequate
 Secondary Cause:
 Estimated Completion Date:* 11/30/2007
 Completion Date:* 04/30/2007
 According to the Issues Management procedure, the completion date cannot be set on a significance you are an administrator or the author or originator of the issue

Externally Identified?: No Yes
 Environmental Management Related?: No Yes
 10 CFR 851 Applies?: No Yes
 Extent of condition check required?: No Yes
 External Commitment?:
 Requires Verification:
 Approval Date:

Select the appropriate logs for Electronic Log entry [Spell Check](#) [Cancel](#) [Reset Form](#) [Save Changes >](#)

Click “Save Changes” at the bottom of the page. This will set the issue to “Complete” status.

CREATING REPORTS

From Home page click on “Take me to the Report Page”

[Privacy and Security Notice](#) Optimized for IE 5+ and Netscape 6+



Search the Tracking System



Problems? Questions? Contact an [Administrator](#).
[Click here](#) to see who can make entries.

Mary Jo Bailey

[View my open issues](#)

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Please select a category to search within:

- [Assessment / Audits](#)
- [Inspections](#)
- [Occurrence \(Accident / Incident\)s](#)
- [Radiation Deviation Reports](#)

Or:

- [Browse all records between categories](#)

EXAMPLE: “Click on Inspections:

Corrective Actions Tracking System  Mary Jo Bailey
[View my open issues](#)

Problems? Questions? Contact an [Administrator](#)
[Click here](#) to see who can make entries.

[Add an Inspection event](#)

Select any combination of criteria to search by in order to refine your search.

All records will be sorted by completion date **Generate a report from the selected criteria in MS Excel**
Requires you to allow popups for this site

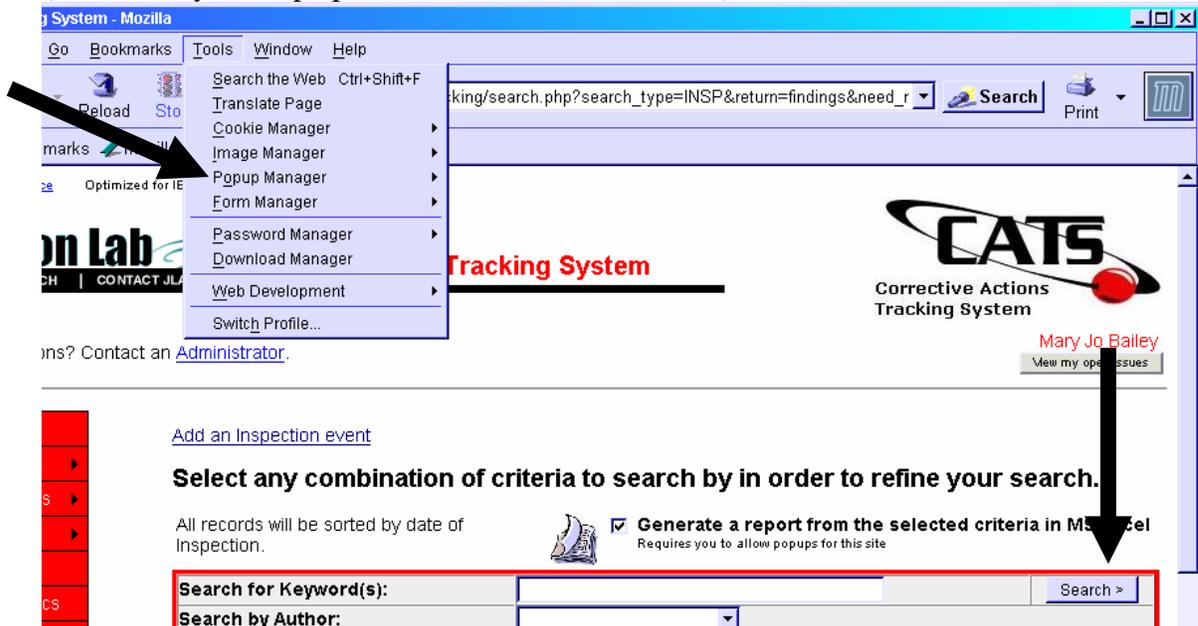
Records to Return:	<input checked="" type="radio"/> Issues <input type="radio"/> Events <input type="button" value="Search >"/>
Search for Keyword(s):	<input type="text"/>
Search by Issue Type:	Corrective Preventive
Search by Author:	Abkemeier, Erik Bailey, Mary Jo Barbour, Jim Beck, Michael
Search by Inspector:	Abbot, Dave Abkemeier, Erik Anthony, David Bailey, Mary Jo
Search by Date:	<input type="radio"/> Logdate <input type="radio"/> Inspection date <input type="radio"/> Est. Completion date <input type="radio"/> Completion date <input type="radio"/> Approval date Between <input type="text"/> and <input type="text"/>
Search by Org:	<input type="radio"/> Originating Org <input type="radio"/> Assigned Org <input type="button" value="Browse"/>
Search by Significance Level:	0 - Minimal 1 - Minor 2 - Low 3 - Medium
Search by Cause Code:	Design Materials Personnel Training
Search by Task Assignee:	Abbot, Dave Abkemeier, Erik Munador, Ralph Akers, Walt
Search by Screener:	Doane, Bob Frohen, Carter May, Bob Williams, Gwyn
Search by Verifier:	Doane, Bob Hunt, Patsy Nuzare, Todd Walker, Ned
Search by Type:	<input type="text"/>
Search by Area:	01 - North LINAC 01 - Rm. NLP1 01 - Rm. NLP10 01 - Rm. NLP11 <input type="button" value="Browse"/>
Search by Safety Warden:	<input type="text"/>
Search by EH&S Reference:	<input type="button" value="Browse"/> Between <input type="text"/> and <input type="text"/>
Display EMS-Related Items:	<input type="radio"/> Yes <input type="radio"/> No
Display Externally Identified Items?:	<input type="radio"/> Yes <input type="radio"/> No
Display External Commitment Items?:	<input type="radio"/> Yes <input type="radio"/> No
Display Items w/ Service Request?:	<input type="radio"/> Yes <input type="radio"/> No
Display Items w/ Lessons Learned?:	<input type="radio"/> Yes <input type="radio"/> No
Display Overdue Items?:	<input type="radio"/> Yes <input type="radio"/> No
Display List of Items:	<input type="radio"/> Open <input type="radio"/> Complete

Generate a report from the selected criteria in MS Excel
Requires you to allow popups for this site

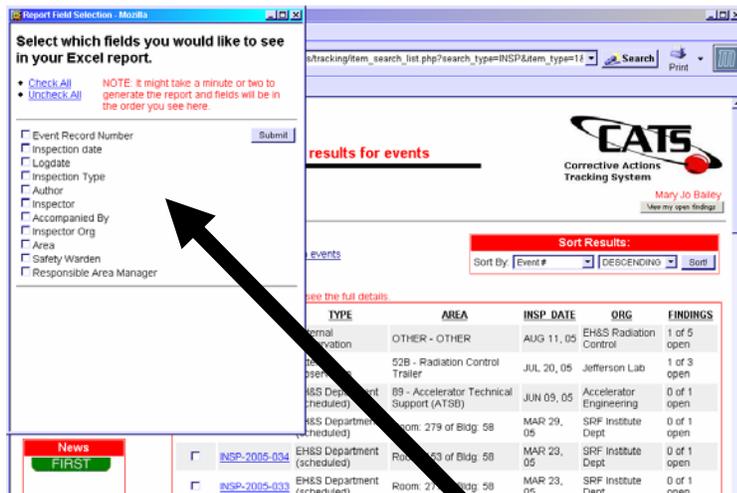
Fill out as much information as you know. The more you fill out the fewer unwanted hits you will get and the less time you will spend on the search.

Select the items you would like to have in your report.

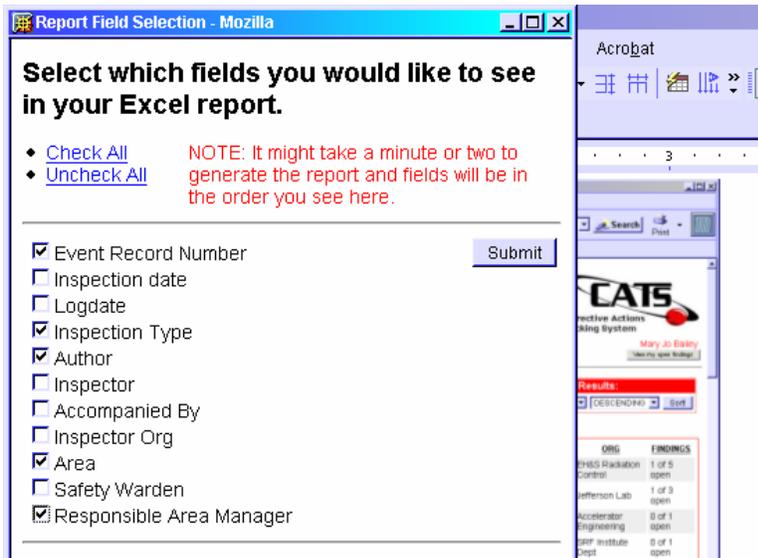
(Make sure your PopUp menu is enabled for this site.)



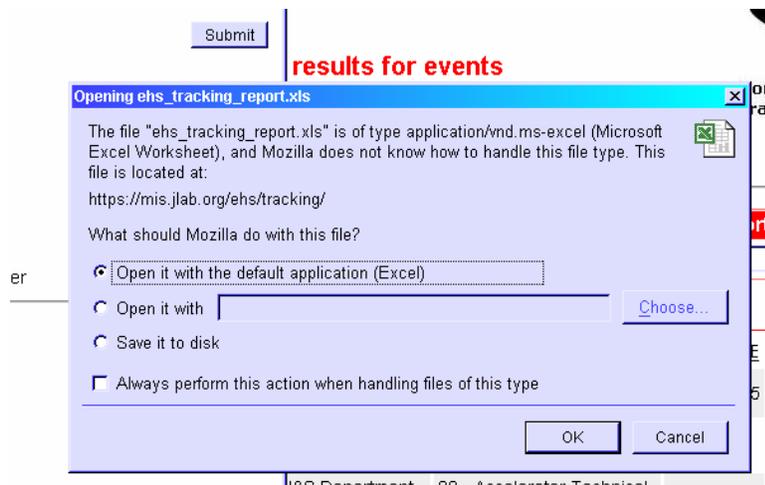
Click Search.



A Pop-Up Box will appear which will display the items available for reporting. Check the items you would like to chart.



Click Submit.



Click OK

Microsoft Excel - ehg_tracking_report-2

33 records found

EVENT	TYPE	AUTHOR	AREA	RESPONSIBLE_AREA_MANAGER
INSP-2004-204	EH&S Department (scheduled)	Abkemeier, Erik	31 - Acid Neutralization	Mammosser, John
INSP-2004-247	EH&S Department (scheduled)	Abkemeier, Erik	34D - Accelerator Trailer	Preble, Joe
INSP-2004-248	EH&S Department (scheduled)	Abkemeier, Erik	34E - Accelerator Trailer	Preble, Joe
INSP-2004-148	EH&S Department (scheduled)	Abkemeier, Erik	34O - Accelerator Trailer	Wilson, Neil
INSP-2005-000	External Observation	Abkemeier, Erik	52B - Radiation Control Trailer	Abkemeier, Erik
INSP-2004-160	EH&S Department (scheduled)	Abkemeier, Erik	Room 108 of Bldg 58	Hovater, Curt
INSP-2004-159	EH&S Department (scheduled)	Abkemeier, Erik	Room 10A of Bldg 58	Skopik, Dennis
INSP-2004-141	EH&S Department (scheduled)	Abkemeier, Erik	Room 110 of Bldg 58	
INSP-2004-129	EH&S Department (scheduled)	Abkemeier, Erik	Room 122 of Bldg 58	
INSP-2004-217	EH&S Department (scheduled)	Abkemeier, Erik	Room 129C of Bldg 58	Poslker, Matthew
INSP-2004-239	EH&S Department (scheduled)	Abkemeier, Erik	Room 140 of Bldg 58	Mammosser, John
INSP-2004-238	EH&S Department (scheduled)	Abkemeier, Erik	Room 141 of Bldg 58	Mammosser, John
INSP-2004-145	EH&S Department (scheduled)	Abkemeier, Erik	Room 142 of Bldg 58	Mammosser, John
INSP-2004-210	EH&S Department (scheduled)	Abkemeier, Erik	Room 15 of Bldg 58	Hackman, John
INSP-2005-034	EH&S Department (scheduled)	Abkemeier, Erik	Room 153 of Bldg 58	Stribel, Mircea
INSP-2004-215	EH&S Department (scheduled)	Abkemeier, Erik	Room 206 of Bldg 58	Ozalis, Joe
INSP-2004-216	External Observation	Abkemeier, Erik	Room 207 of Bldg 58	Whitlatch, Timothy
INSP-2004-139	EH&S Department (scheduled)	Abkemeier, Erik	Room 272 of Bldg 58	Rimmer, Robert
INSP-2004-140	EH&S Department (scheduled)	Abkemeier, Erik	Room 272 of Bldg 58	Rimmer, Robert
INSP-2005-033	EH&S Department (scheduled)	Abkemeier, Erik	Room 277 of Bldg 58	Stribel, Mircea
INSP-2004-207	EH&S Department (scheduled)	Abkemeier, Erik	Room 278 of Bldg 58	Mammosser, John
INSP-2004-094	EH&S Department (scheduled)	Abkemeier, Erik	Room 279 of Bldg 58	
INSP-2005-036	EH&S Department (scheduled)	Abkemeier, Erik	Room 279 of Bldg 58	
INSP-2004-158	EH&S Department (scheduled)	Abkemeier, Erik	Room 282 of Bldg 58	Ozalis, Joe
INSP-2004-164	EH&S Department (scheduled)	Abkemeier, Erik	Room 286 of Bldg 58	Hovater, Curt
INSP-2004-163	EH&S Department (scheduled)	Abkemeier, Erik	Room 293 of Bldg 58	Hatt, Tommy
INSP-2004-171	EH&S Department (scheduled)	Abkemeier, Erik	07 - Accelerator Maintenance & Support (AMSR)	Garza, Omar

Receive your report.

Depending on how savvy you are at Excel you can provide graphs, charts or manipulate your data just like any spreadsheet.

KEY TERMS

- Access Privilege** – All lab employees can enter the system and make status updates. An administrator can grant higher levels of access privileges to individuals. Higher levels include authorship rights and the ability to delete events and issues.
- Administrator** – A person who has access privileges to delete events and issues and grant Author access privileges to individuals.
- Author** – A person who enters the event and issues into the CATS System.
- CATS** – Corrective Action Tracking System.
- Evaluator** – The person who documented the event.
- Event** – A record, report, assessment, audit, or inspection which generates one or more issues.
- Issue** – A single requirement or recommendation assigned to an individual which is to be accomplished in an allotted period of time in order to accomplish a predetermined goal established by an event.
- General User** – Can enter events and issues into the system as an author.
- Safety Warden** – Can enter events and issues into the system as an author.