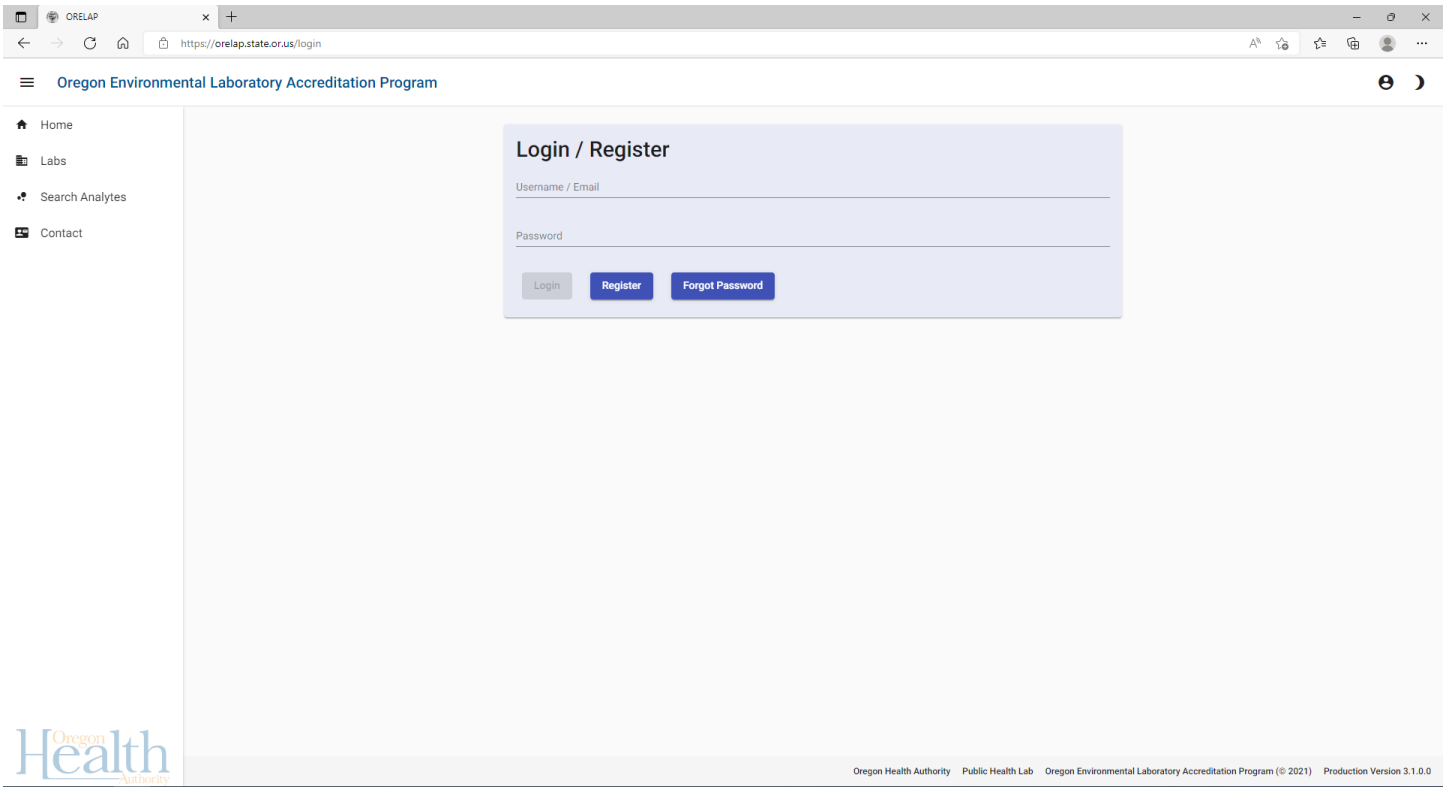
ORELAP Assessment:

How to respond to findings in ODIE

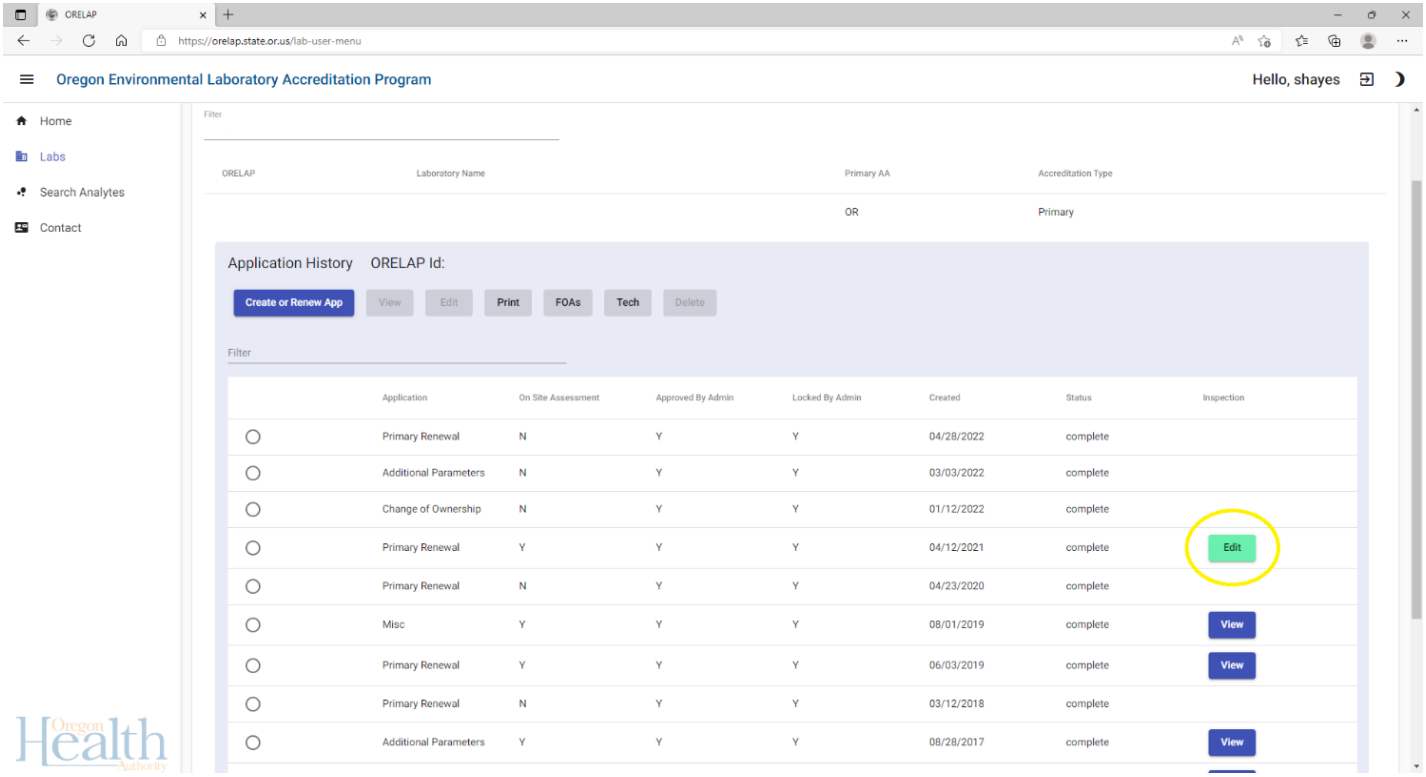
After your assessment, the inspection team will compile a list of findings, if any, and create an inspection report in the ORELAP Data Input and Edit (ODIE) application. This document is a step-by-step guide to responding to the inspection findings.

The laboratory's registered user(s) will receive an automated email when the inspection report is ready to view. You have thirty (30) calendar days to submit your responses after you receive this email.

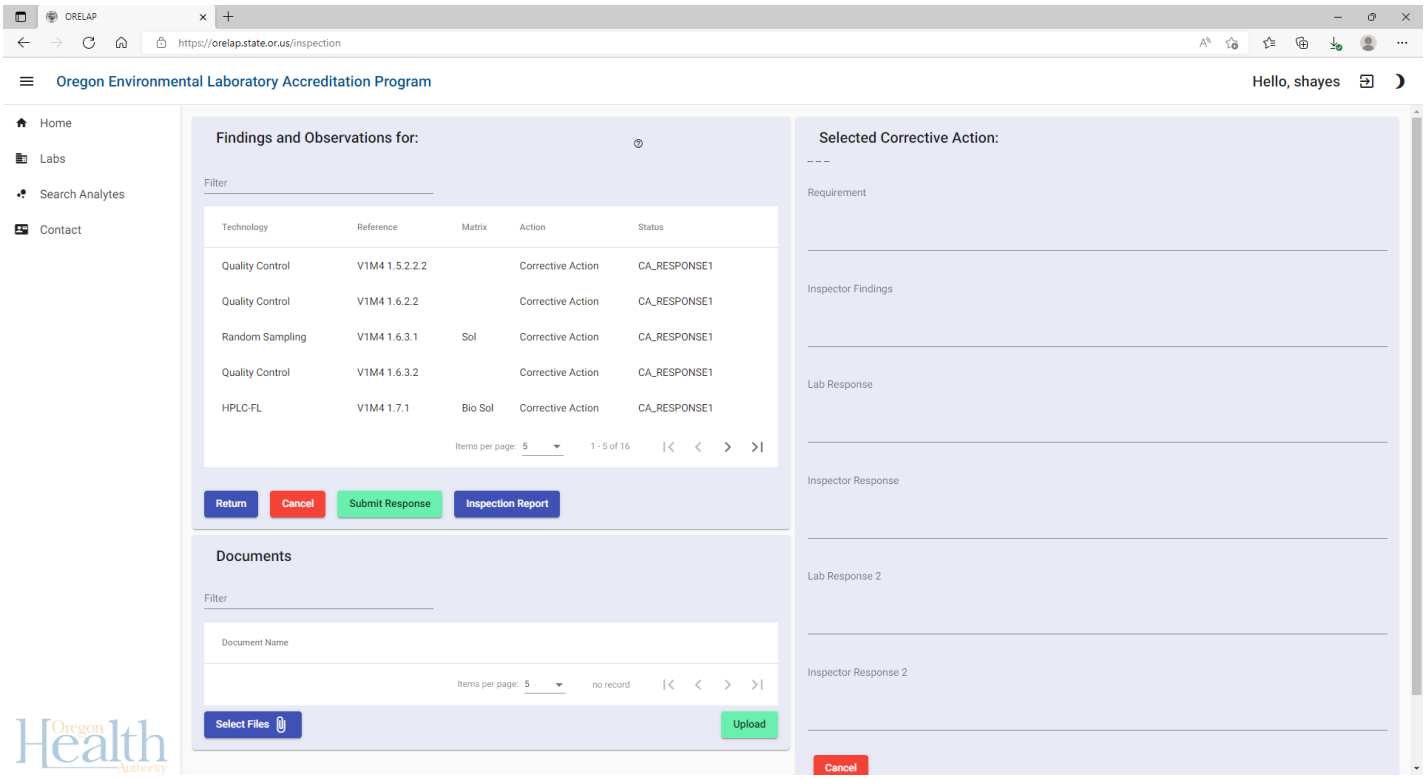
Login to the ODIE application at: https://orelap.state.or.us/home. You can also find a link on the ORELAP webpage here: https://www.oregon.gov/oha/ph/laboratoryservices/environmentallaboratoryaccreditation/pages/index.aspx. Do not use a search engine to find the ODIE application, as the top result will often be the administrative website for ODIE, which you cannot access. Once at the ODIE homepage, click "Labs" to bring up the login screen.



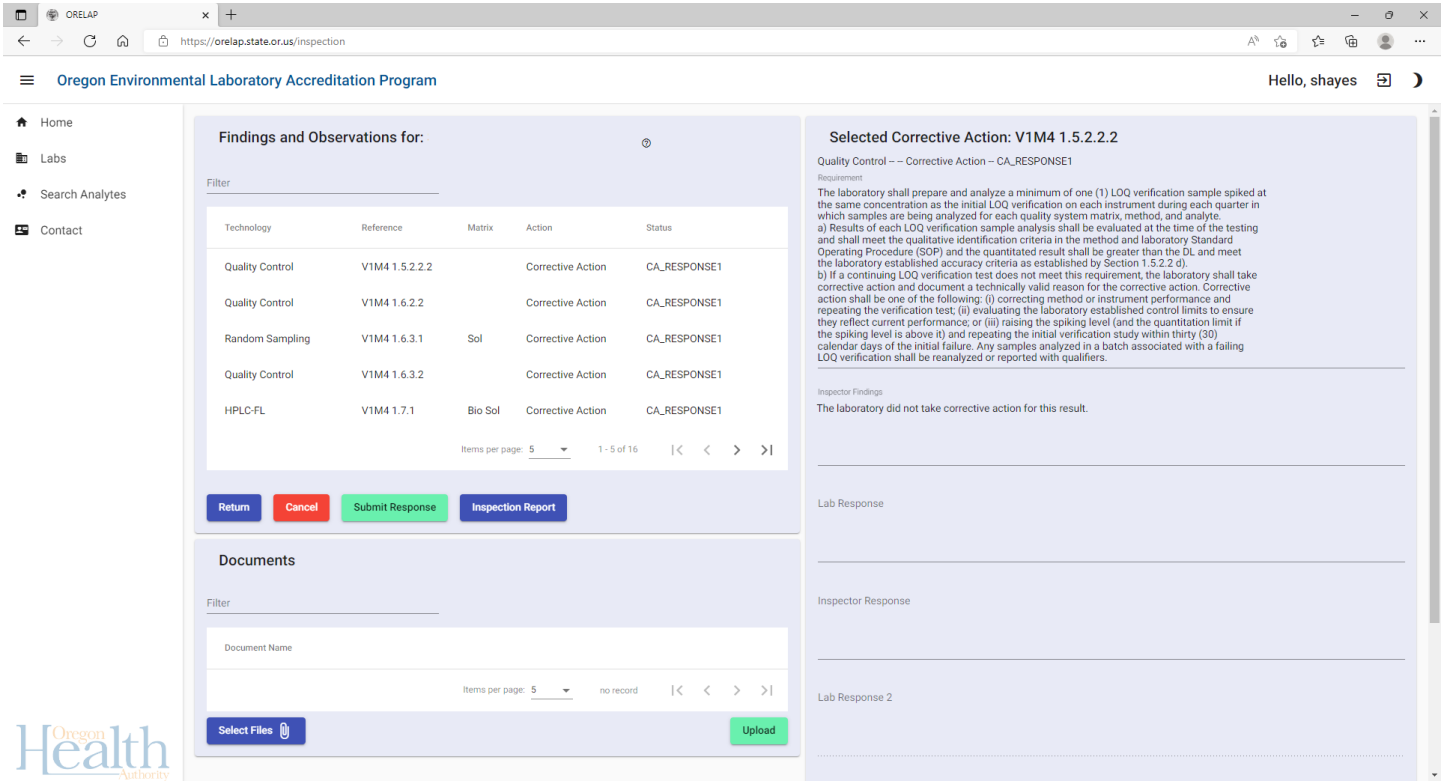
The open inspection can be viewed by clicking on “Edit” in the inspection column. Previous closed assessments may be read by clicking the “View” button. If you cannot see the “Edit” button, the inspection was likely assigned to an older renewal application where it was originally paid, so expand your application list.



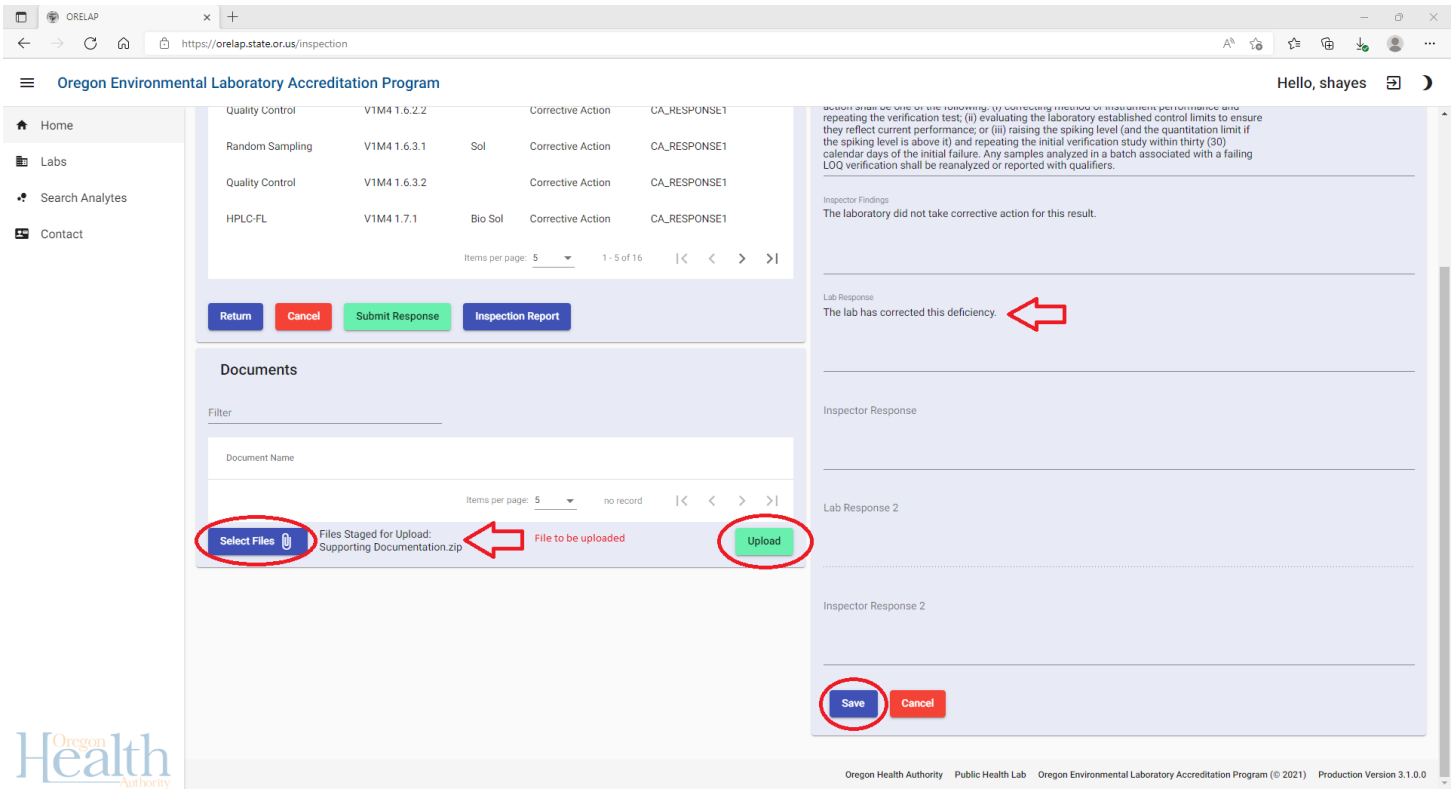
This will take you to the Findings and Observations page. Findings are sorted by their technology and reference. Findings can be classified as Immediate, Corrective Action, or Recommendation. Recommendations do not require a response. Immediate Actions are for repeat or severe findings and require more in-depth corrective actions. Click on the “Inspection Report” button to generate the official inspection report in a PDF format.



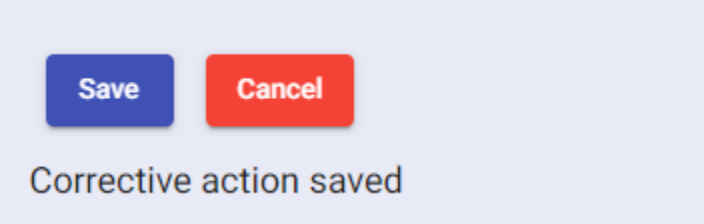
Clicking on a finding will bring up more information in the righthand column. The Requirement field includes the rule or regulation cited for the finding, and the Inspector Findings field includes the actual finding written by the inspection team.



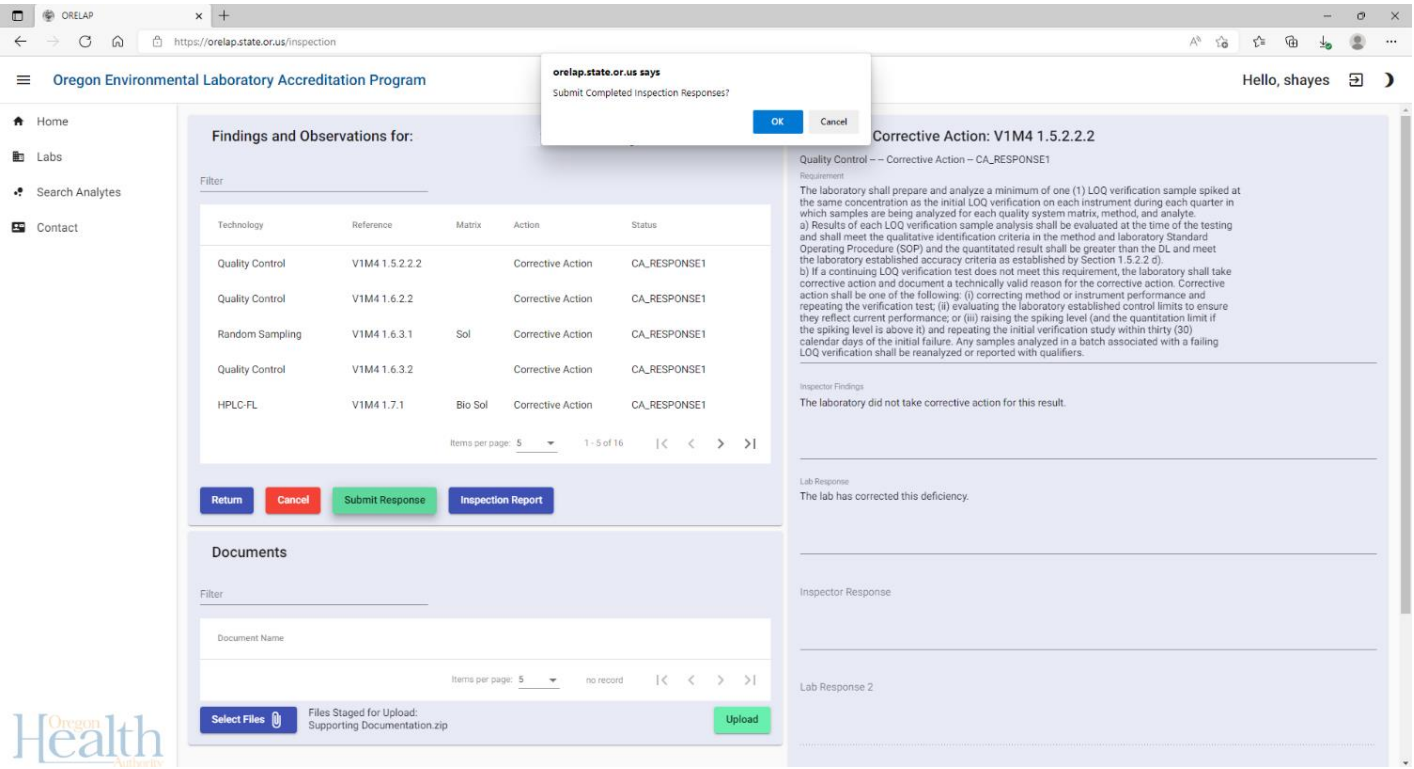
For findings that are Immediate or Corrective Action, the laboratory must enter its response in the Lab Response field and upload any supporting files/documents (file size limit is 20 Mb). Please make sure to click the “Save” button after each update.



This message will appear after clicking the “Save” button to let you know your progress has been saved. ODIE has an internal timer that will automatically logout if you are idle too long. Save frequently to prevent losing your progress! One suggestion is to write out your responses in a word processing application, and then copy & paste them into ODIE.

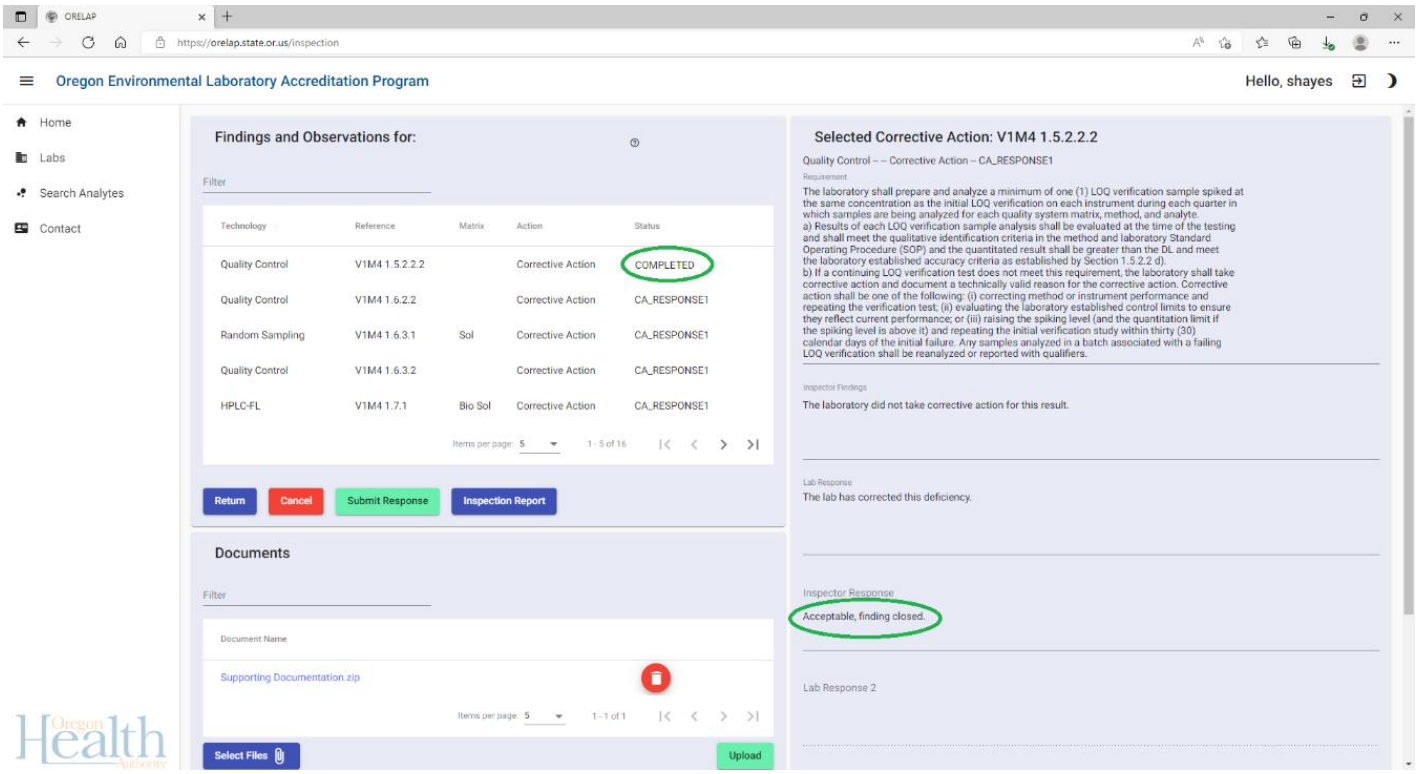


When you are finished responding to all the findings, click on the “Submit Response” button. Doing so will lock in all your responses and send an automatic email notification to the inspectors. Once submitted, the response fields will be locked and the laboratory will no longer be able to upload documents.

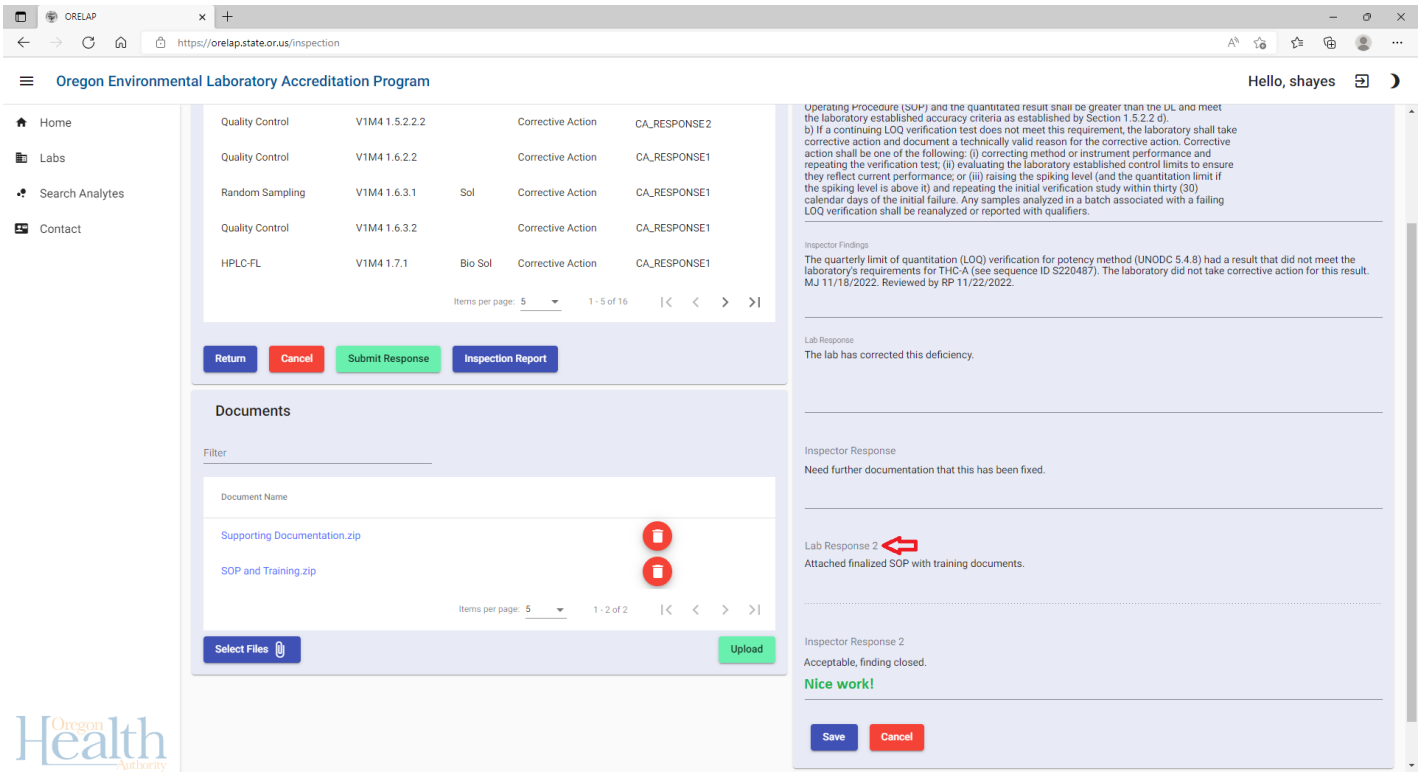


The laboratory’s registered user(s) will receive an automated email when the corrective actions have been reviewed. You have thirty (30) calendar days to submit any needed responses after you receive this email. Login as before and navigate to the open inspection report.

The inspectors will record their review of each corrective action in the Inspector Response field. If the inspector has determined the corrective action is acceptable, their review will state their acceptance or approval, and the Status field for the corrective action in the lefthand column will show up as COMPLETED.



For remaining findings, read the inspector's review and respond accordingly by recording your response in the Lab Response 2 field and submit any additional documents as before. Use the "Save" button as before.



When you have responded to all open findings, click on the "Submit Response" button, as before. Inspectors will receive an automatic email. When the inspection has been closed, you will receive a final automated email.