1. Login to [ehs.ucop.edu/sit](http://ehs.ucop.edu/sit). 
   Set-up access preference by selecting “University of California, Riverside” and “Remember my selection permanently”

2. Located under “Self Inspection”, select “Start Inspection” adjacent to the “Laboratory Safety Checklist”

   **Note:** Only the Principal Investigator/Responsible Party or research group members assigned a delegate role can access the PIs location information in SIT.
3. Under “Before We Begin”, **check** the boxes next to the location(s) to be inspected/audited. **Select** “Continue to Inspection” to access the audit checklist.

4. **Verify** that the locations are listed. **Selecting** “No” or “Corrected” enables the check box that corresponds to the room number. **Indicate** the room number not in alignment with the checklist item by checking the appropriate box.