Inspection Report – Closing Action Items in LSRTIS

Action items are entered into LSRTIS prior to finalization of the inspection report. In most cases, the regulated entity will submit a letter indicating if the action has been resolved and how. Review of these letters should lead to the closure of action items in LSRTIS. There is also an opportunity to document notes related to the action item and responses that can be reviewed on the next inspection.

Depending on what data you are going to save for the action items, there are two ways to close an action item.

I. CLOSING ACTION ITEMS WITHOUT NOTES FOR NEXT INSPECTION
This method is used when several action items are closed at the same time with the same response.

1. Go to Inspections Dashboard – Tab Pending Action Items

![Inspections Dashboard](image)

2. Put the Est. number in the Search field (yellow box)

3. This will list the open action items for an establishment, but please note it may have several locations listed. Using the information in the screen, chose the correct inspection, and click on “Inspection” right side of screen.

(Clicking on Inspection by the green arrow will open the action items for the in-depth inspection at De Soto for Est. 165A, not the follow up inspection at Millsboro.)

ICWI0059.01
Issuing Authority: Renee M. Schnurr
Issue Date: 17Dec14
Source Document and Date of Issue: ICSOP0015, Post-Inspection Activities
4. Scroll down to Action Items. Find the action item you want to close and click on box on left. You may choose to close multiple action items at the same time – please note they will all have the same completion comments and completion date.

**Action Items**

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5. Scroll to bottom of page and click on “Close Selected Action Items” (green arrow)
   a. Fill in Completion Comments (not required)
   b. Fill in Completion Date (required) (red box)
   c. Click on Close Selected Action Items (red arrow)
II. CLOSING ACTION ITEMS WITH NOTES FOR NEXT INSPECTION
This method is used to close only one action item and a Note for Next Inspection is added, closed at the same time with the same response.

1. Go to Inspections Dashboard – Tab Action Items Search

   ![Inspection Dashboard Screenshot]

   This search is more flexible and allows you to pin point exact action items, or use the click Follow-Up not completed to assist with the search.

2. Use the search criteria to pull up the desired action items.
3. The results screen will look different that using the search under the Pending Action Items Tab. If you click on Inspection next to the inspection of interest, you will go to the same screen as noted in I.4 above. This will not allow you to enter Notes for Next Inspection. But if you click on Info (highlighted below), you will bring up a Show Action Screen

![Show Action Item](image)

**Info**

- **Category**: FACILITIES
- **Priority**: MINOR
- **Violation**: 108.8 (DXD)
- **Observation**: The facility documents were reviewed and randomly compared to the physical facilities observed during the inspection. The following exception to the facility document was noted. Blueprint legend for Building Room did not describe the current function of the room. The room was designated as an office, however, we observed the storage of purchased media.
- **Action Item Due Date**
- **Completion Date**
- **Notes For Next Inspection**

4. Click on Edit
   a. Fill in Completion Date (required) [red box]
   b. Fill in Completion Results (not required)
   c. Fill in Notes for Next Inspection (not required but the reason you are using this method) (green box)
   d. Click on
Inspection Report – Closing Action Items in LSRTIS

**Action Item Category**
- FACILITIES

**Action Item Priority**
- MINOR

**Action Item Due Date**

**Violation**
- 108.5(b)(1) - OR -  

**Observation**

The facility documents were reviewed and randomly compared to the physical facilities observed during the inspection. The following exception to the facility document was noted: Blueprint legend for Building [Room] did

**Action**

[Redacted] agreed to correct this discrepancy at the next revision of the blueprint legend

**Completion Date**

**Completion Results**

**Notes For Next Inspection**

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III. PRINT REPORT OF ACTION ITEMS

1. Go to Inspection Search Tab and fill out information
2. Click on Info
3. File - Print