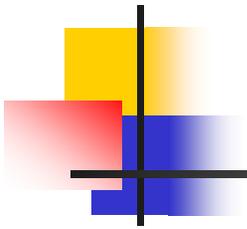


SHEtrak/SCRS  
Building Manager  
Training

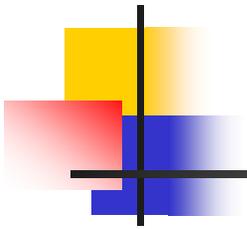
---



# Table of Contents

---

1. [What is SHEtrak?](#)
2. [Accessing SHEtrak](#)
3. Using SHEtrak
  - [Emailed Inspection Report](#)
  - [Closing Findings](#)
  - [Submitting Abatements](#)
4. [SCRS](#)

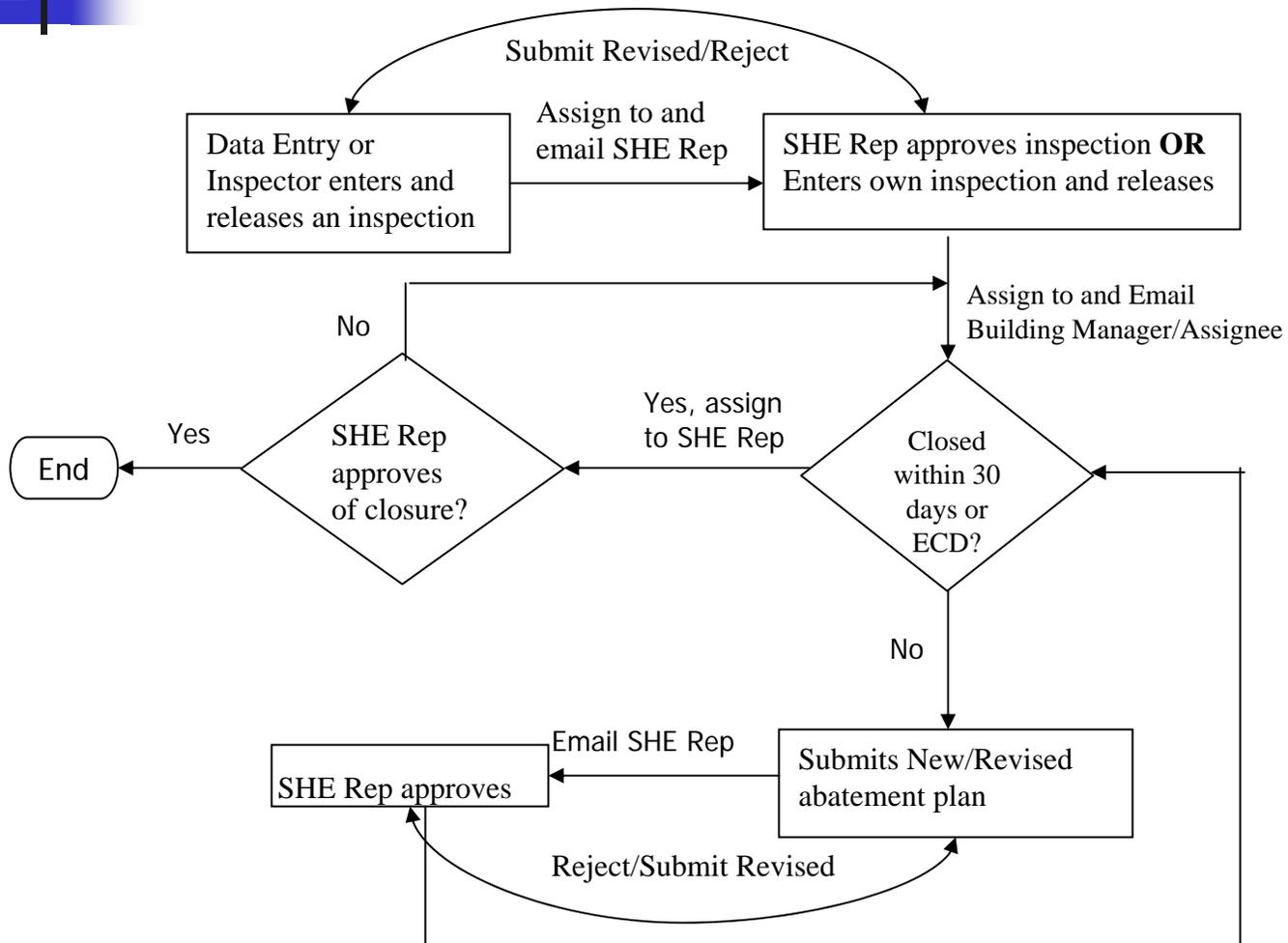


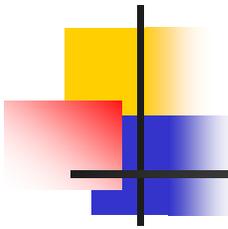
## What is SHEtrak?

---

SHEtrak is a web interface program to input and track Safety, Health, and Environmental findings in a closed loop system.

# Shetrak Flow Chart





# Accessing SHEtrak

---

## **Two steps to getting access.**

1. Must be listed as an building manager or an assistant in the Building database, (Building POC page). (More than one assistant can be added per building.)
2. Getting an account to SHEtrak

# SHE Marshall Space Flight Center Safety, Health, and Environmental



Who To Call	File a Report, Ask a Question, or Voice a Concern	Bulletins, Announcements, Newsletters, & Posters	Ergonomics, Personal Protective Equipment, & Available Services	Training, Mishaps, Close Calls, & Information
-------------	---	--	---	---

- Areas of Specialty
- Emergency & Other Important Numbers
- Building Manager Points of Contact

...ined 72 days without  
dent ... [MORE](#)

...cotom-10 Precision  
... [READ MORE](#)

- **Metal Plate Nearly Causes Mulch Truck Fire ... [READ MORE](#)**
- **May & June SHE Training ... [READ MORE](#)**
- **Improper Disposal of Lit Cigarette Causes Fire ... [READ MORE](#)**
- **Consumer Products Safety Commission (CPSC) Recalls ... [READ MORE](#)**
- **[SEARCH](#)**



**Hazardous Material (Poison) Shipped Without Labels ... [READ MORE](#)**

Policies, Documentation, & Procedures	MSFC Organizations, Initiatives, SSWP, & Programs	MSFC Committees	Other Related SHE Sites	Data Systems
---------------------------------------	---	-----------------	-------------------------	--------------

**REQUIRED SHE FOCUS TOPIC FOR MAY: MSFC Traffic Enforcement & Parking**

# BUILDING ASSIGNMENTS

Please use the Author Link below to submit changes.

To view building assignments, Enter ONE of the following:

Quick Select: 4300's

Building: 4306 – OFFICE BUILDING

Building Manager:

Area Manager:

Safety Rep.:

Alternate Safety Rep.:

Health Rep.:

Environmental Rep.:

Search

# BUILDING ASSIGNMENTS

There are **1** Buildings matching your **Search by Building**

[Search Again](#)

Building	Description/Status	Area Manager	Building Manager	Asst. Bldg. Manager	Safety Rep.	Alt Safety Rep.	Health Rep.	Environmental Rep.	Facilities Proj Manager
306	OFFICE BUILDING/OPEN	JOHN MCDUGLE 544-3000	RICK SERWECKI 544-3977	<a href="#">View Assistants</a>	LORRAINE RABY 544-0309	DAVID A GUY 544-8092	SCOTT PINKSTON 544-8370	SHARON SCROGGINS 544-7932	KEVIN L PRIMM 544-6827

[Search Again](#)

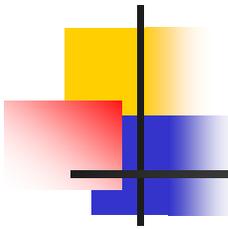
[Request Access](#) | [Support Request/Feedback](#) | [Author](#) | Curator - Dennis Davis | Owner - Dr. Jan Davis  
 | [Version](#)

# Assistant Building Managers for Bldg: 4306

Name	Phone
SETH FERRARA	256-961-9350

Close Window

[Request Access](#) | [Support Request/Feedback](#) |  
[Author](#) | Curator - Dennis Davis | Owner - Dr. Jan  
Davis | [Version](#)



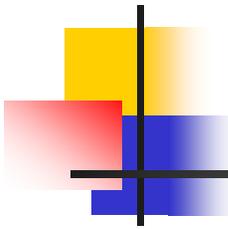
# To request changes to Buliding

---

Use Author link at footer of any Building POC page

-Or-

Email [Safety.IT.Admin@msfc.nasa.gov](mailto:Safety.IT.Admin@msfc.nasa.gov) with building number and changes



# Get an account for SHEtrak

---

If you don't already have access, Fill out a request form for SHEtrak. Once processed, you'll receive an email with the login link.

[https://msfcsma3.msfc.nasa.gov/dbwebs/apps/TPS/Submit\\_Request\\_Form.asp](https://msfcsma3.msfc.nasa.gov/dbwebs/apps/TPS/Submit_Request_Form.asp)

If you are not sure if you have access, you can use a Access Checker tool to have a report emailed to you.

[https://msfcsma1.msfc.nasa.gov/dbwebs/apps/buildings/levelcheck/level\\_checker.asp](https://msfcsma1.msfc.nasa.gov/dbwebs/apps/buildings/levelcheck/level_checker.asp)

## ✉ Safety Annual Inspection - Building 4570 - Message (Plain Text)

 Reply  Reply to All  Forward        

File Edit View Insert Format Tools Actions Help

 You forwarded this message on 5/15/2004 12:43 PM. Click here to find all related messages.

From: Admin, Safety IT

To: Guy, Bruce; Huffman, Jerrilynne; Cobb, Jimmy; Wilson, Rex S; Walton, Bobby; Davis, John A; Collier, Beverly; Mason, Johnney; Peterson, Beverly

Cc:

Subject: Safety Annual Inspection - Building 4570

Attachments:  B4570I2908.pdf (53 KB)

A Safety Annual Inspection for building 4570 was performed on 5/5/2004 by LB&B/J. WEBSTER, EG&G/G. THORTON.

Per 29 CFR 1960.26(c)(4), OSHA requires the inspection results to be corrected, whichever is longer. If you are a building manager,

Please correct any violations assigned to you by the violation due abatement plans may be submitted via the SHEtrak application.

The violations were assigned as follows:

Facilities - 3 findings

Building Manager - 2 findings

TOTAL INSPECTION - 5 findings

Please logon to the SHEtrak application to view the inspection details

[https://msfcsma3.msfc.nasa.gov/dbwebs/apps/tps/TPS\\_main.asp](https://msfcsma3.msfc.nasa.gov/dbwebs/apps/tps/TPS_main.asp)

This inspection was released by: Johnney Mason at email address J

## SHE Inspection Report

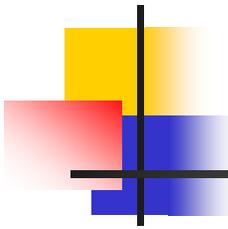
[Safety Annual Inspection of Building 4570](#)

was performed on 5/5/2004 thru 5/5/2004

by Inspectors: Johnney Mason, Beverly Peterson

Questions? Contact the inspectors listed above.

Location	Violation/Reference	Recommended Action / Interim Action	Status/Due Date	Assignee
Room 109 UNDER DESK EAST WALL	EXTENSION CORD/POWER STRIP USED IN SERIES / MWI 8715.1 Section 6.4	EXTENSION CORD/POWER STRIP USED IN SERIES - SEPARATE CORDS/STRIPS OR REPLACE WITH ONE CORD/STRIP (15 FT MAXIMUM)	Open 06/13/2004	Building Mana
Room 120 EAST WALL	EMERGENCY LIGHT(S) INOPERATIVE / NFPA 101 Chapter 7.9	Repair/Replace inoperative emergency lights	Open 06/13/2004	Facilities
Room B9 NORTH WALL	ELECTRICAL PANEL NOT PROPERLY LABELED TO INDICATE FUNCTION OR EQUIPMENT BEING POWERED Equip # 0020 / 29 CFR 1910.303(f)	Label Electrical Panel and Breakers to indicate the function or equipment being powered	Open 06/13/2004	Facilities
Room B60 NORTH WALL	ELECTRICAL PANEL BLOCKED / 29 CFR 1910.303(g)	Maintain a 3 ft clearance in front of electrical panel	Open 06/13/2004	Building Mana
Room B56 WEST WALL	ELECTRICAL PANEL NOT PROPERLY LABELED TO INDICATE FUNCTION OR EQUIPMENT BEING POWERED Equip # 0007 / 29 CFR 1910.303(f)	Label Electrical Panel and Breakers to indicate the function or equipment being powered	Open 06/13/2004	Facilities



# How to Close

---

**WARNING: Successive failure to enter correct login information may require reset of your MSFC IDS PASSWORD.**

[Login Help](#)

**IDS Users: Enter your **IDS** User Name and Password and then click continue.**

User Name:

← 1. Type in Username

Password:

← 2. Type in password

3. Press continue button →

**To Request User ID/Password For Access To Protected Functions/Applications.**

**WARNING!**

This is a U.S. Government computer. This system is for the use of authorized users only. By accessing and using the computer system you are consenting to system monitoring, including the monitoring of keystrokes. Unauthorized use of, or access to, this computer system may subject you to disciplinary action and criminal prosecution.

**Note:** Some S&MA applications may gather identifying information such as IP address for security purposes.

# S&MA Integrated Access

Welcome Bruce Guy

[Navigation Instructions](#)

[Log Out](#)

Select the application you desire from the list below:

## [SSWP FAQ](#)

Press the SHEtrak button

<a href="#">Building</a>	<a href="#">Certrak</a>	<a href="#">Dr.Know</a>
<a href="#">SCRS</a>	<a href="#">Mascots</a>	<a href="#">S&amp;MA Tasking</a>
<a href="#">TPS Admin</a>	<a href="#">SHEtrak</a>	<a href="#">SSWP</a>
	<a href="#">Training</a>	

Main - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Go

Address <https://msfcsm2.msfc.nasa.gov/dbwebs/apps/safetrak/shetrak/main.aspx>

# SHetrak

Welcome Bruce Guy, Building Manager



SHetrak Home  
Enter Inspection  
Update Inspection  
Close a finding(28)

Search Findings  
Safety Search  
Building POC  
Training Modules  
LogOut

Notice the number in parenthesis, this tells you how many findings you have open.

## Welcome to the SHetrak Application

1. Press this link to view your open findings

508 Compliance Note

[Request Access](#) | [Support/Feedback](#) | [Author](#) | [Curator - Dennis Davis](#) | [Responsible Official - Dr. Jan Davis](#) | [LogOut](#) | [Login Menu](#) | [Version](#)

Internet

Close a finding - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address <https://msfcsma2.msfc.nasa.gov/dbwebs/apps/safetrak/shetrak/clsfind.aspx?so=>

# SHetrak

Welcome Bruce Guy, Building Manager

## Open Findings in your Area

Sorted by Finding ID -- Click column heading to change sort order

<a href="#">Finding ID</a>	<a href="#">Building</a>	<a href="#">Inspection Type</a>	<a href="#">Room/Location</a>	<a href="#">Violation</a>	<a href="#">Status Due Date</a>	<a href="#">Closure Action</a>	
<a href="#">132</a> Email	4201	Building Manager Inspection	/asdf	Some kind of violatoin	Open		Close
<a href="#">133</a> Email	4201	Building Manager Inspection	/a location	Another kind of violatoin	Open		Close
<a href="#">169</a> Email	4201	Safety Annual Inspection	/ssssI	This is it again	Abatement Plan Pending 06/19/2003	6/20/2003 ABATEMENT PLAN REJECTED some good reason	Close
<a href="#">170</a> Email	4201	Safety Annual Inspection	/Somewhere	This is it again	Abatement Plan Pending 08/23/2003	12/4/2003 update closure here.	Close
<a href="#">173</a> Email	4201	Safety Annual Inspection	/sadf sadf	Some kind of violatoin	Abatement Plan Pending	aa cc dd ee	Close

1. Click on the ID of the finding you want to close

SHetrak Home  
Enter Inspection  
Update Inspection  
Close a finding(26)

Search Findings  
Safety Search  
Building POC  
Training Modules  
Logout

Done Internet

# SHetrak

Welcome Bruce Guy, Building Manager

## Enter Abatement Plan/Close Finding

Building: 4202 Type: Safety Annual Inspection Inspection Dates: 09/21/2003-09/21/2003

Inspectors: Bruce Guy

Accompanied by:

Finding: 12225 Hazops Area? No  
Room: 103 Equip.#:

Location:

Classification: Egress Race

Violation: EMERGENCY LIGHT(

Chapter 7

Space Inop.

Due

Cor

City:

Closure Rationale:

1. Type in your closure info here.

2. Press the close finding button to close, OR press 'Update Cls. Rationale to save closure info but not close.



SHetrak Home  
Enter Inspection  
Create Inspection  
View a finding(26)

Search Findings  
Safety Search  
Building POC  
Training Modules  
Logout

## Open Findings in your Area

After closing the finding, it doesn't show up in the list.

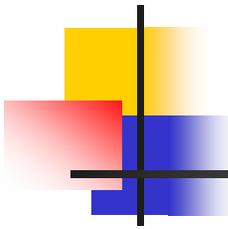
<a href="#">132</a> Email	4201	Building Manager Inspection	/asdf	Some kind of violatoin	Open		Close
<a href="#">133</a> Email	4201	Building Manager Inspection	/a location	Another kind of violatoin	Open		Close
<a href="#">169</a> Email	4201	Safety Annual	/ssssI	This is it again	Abatement Plan	6/20/2003 ABATEMENT PI AN	Close
<a href="#">170</a> Email	4201	Safety Annual Inspection	/Somewhere	This is it again	Abatement Plan Pending 08/23/2003	12/4/2003 update closure here.	Close
<a href="#">173</a> Email	4201	Safety Annual Inspection	/sadf sadf	Some kind of violatoin	Abatement Plan Pending 06/19/2003	aa cc dd ee	Close
<a href="#">177</a> Email	4201	Safety Annual Inspection	/Another location	Some other violation for class 200ee	Abatement Plan Rejected 06/02/2003	4/29/2003 ABATEMENT PLAN REJECTED sadf asdf	Close
<a href="#">178</a>	4201	Safety	/sdaf	Another kind of violatoin	Abatement	5/5/2003-	Close

Notice the number is less as you close each one.



SHetrak Home  
New Inspection  
Create Inspection  
Close a finding(25)

Search Findings  
Safety Search  
Finding POC  
Training Modules  
Logout



# Submit an Abatement Plan

---

**WARNING: Successive failure to enter correct login information may require reset of your MSFC IDS PASSWORD.**

[Login Help](#)

**IDS Users: Enter your **IDS** User Name and Password and then click continue.**

User Name:

← 1. Type in Username

Password:

← 2. Type in password

3. Press continue button →

**To Request User ID/Password For Access To Protected Functions/Applications.**

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[Navigation Instructions](#)

[Log Out](#)

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## [SSWP FAQ](#)

<a href="#">Building</a>	<a href="#">Certrak</a>	<a href="#">Dr.Know</a>
<a href="#">SCRS</a>	<a href="#">Mascots</a>	<a href="#">S&amp;MA Tasking</a>
<a href="#">TPS Admin</a>	<a href="#">SHetrak</a>	<a href="#">SSWP</a>
	<a href="#">Training</a>	

Press the SHetrak button



Main - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS Go

Address <https://msfcsm2.msfc.nasa.gov/dbwebs/apps/safetrak/shetrak/main.aspx>

# SHetrak

Welcome Bruce Guy, Building Manager



SHetrak Home  
Enter Inspection  
Update Inspection  
Close a finding(28)

Search Findings  
Safety Search  
Building POC  
Training Modules  
LogOut

Notice the number in parenthesis, this tells you how many findings you have open.

## Welcome to the SHetrak Application

1. Press this link to view your open findings

508 Compliance Note

[Request Access](#) | [Support/Feedback](#) | [Author](#) | [Curator - Dennis Davis](#) | [Responsible Official - Dr. Jan Davis](#) | [LogOut](#) | [Login Menu](#) | [Version](#)

Internet

Close a finding - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News RSS

Address <https://msfcsma2.msfc.nasa.gov/dbwebs/apps/safetrak/shetrak/clsfind.aspx?so=>

# SHetrak

Welcome Bruce Guy, Building Manager

## Open Findings in your Area

Sorted by Finding ID -- Click column heading to change sort order

<a href="#">Finding ID</a>	<a href="#">Building</a>	<a href="#">Inspection Type</a>	<a href="#">Room/Location</a>	<a href="#">Violation</a>	<a href="#">Status Due Date</a>	<a href="#">Closure Action</a>	
<a href="#">132</a> Email	4201	Building Manager Inspection	/asdf	Some kind of violatoin	Open		Close
<a href="#">133</a> Email	4201	Building Manager Inspection					
<a href="#">169</a> Email	4201	Safety Annual Inspection	/ssssI	This is it again	Abatement Plan Pending 06/19/2003	6/20/2003 ABATEMENT PLAN REJECTED some good reason	Close
<a href="#">170</a> Email	4201	Safety Annual Inspection	/Somewhere	This is it again	Abatement Plan Pending 08/23/2003	12/4/2003 update closure here.	Close
<a href="#">173</a> Email	4201	Safety Annual Inspection	/sadf sadf	Some kind of violatoin	Abatement Plan Pending	aa cc dd ee	Close

1. Click on the ID of the finding you submit an abatement Plan for.

SHetrack Home  
Enter Inspection  
Update Inspection  
Close a finding(26)

Search Findings  
Safety Search  
Building POC  
Training Modules  
Logout

Done Internet

# SHETrak

Welcome Bruce Guy, Building Manager

## Enter Abatement Plan/Close Finding

Building: 4202 Type: Safety Annual Inspection Inspection Dates: 09/21/2003-09/21/2003

Inspectors: Bruce Guy

Accompanied by:

Finding: 12225 Hazops Area? No  
Room: 103 Equip.#:

Location:  
Classification: Egress Rac: Less than Serious

Violation: EMERGENCY LIGHT(S) INOPERATIVE  
Chapter 7.9  
Replace inoperative emergency lights

Due Date: 10/21/2003  
Contractor:

1. Press the 'Submit Abatement Plan' button.

Closure Rationale:

- Submit Abatement Plan
- Close Finding
- Update Cls. Rationale
- Return



[SHETrak Home](#)  
[New Inspection](#)  
[Create Inspection](#)  
[View a finding\(26\)](#)

[Search Findings](#)  
[Safety Search](#)  
[Finding POC](#)  
[Training Modules](#)  
[Logout](#)

# SHetrak

Welcome Bruce Guy, Building Manager

## Enter Abatement Plan/Close Finding

Building: 4241 Type: Safety Annual Inspection Inspection Dates: 09/23/2003-09/23/2003

Inspectors: Norma Horton, Bruce Guy, Joe Drawdy

Finding: 12238 Hazops Area? No

Room: 110 Equip.#:

Location:

Classification: Personal Protection Rac: Less than Serious

Violation: EMERGENCY EYEWASH IS NOT BEING INSPECTED/TESTED MONTHLY

Reference: ANSI Z358.1 Section 5.5

Recommended Action: INSPECT/TEST EYEWASH ON A MONTHLY BASIS

Interim Action: test

Status: 2003  
Or 1. Fill in these three boxes with the appropriate info.

Reason Finding Can Not be Closed:

Interim Action to be Taken: 2. Enter in Estimated Completion Date

Proposed Action to Close Finding:

Date: 12/10/2005

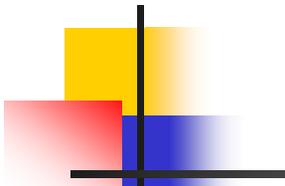
Submit Abatement Plan Cancel

3.. Press 'Submit Abatement Plan' to complete process.



SHetrak Home  
Enter Inspection  
Create Inspection  
Close a finding(25)

Search Findings  
Safety Search  
Finding POC  
Training Modules  
Out

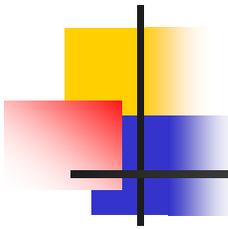


		Inspection			06/19/2003	REJECTED some good reason		
<a href="#">170</a> Email	4201	Safety Annual Inspection	/Somewhere	This is it again	Abatement Plan Pending 08/23/2003	12/4/2003 update closure here.		Close
<a href="#">173</a>	4201	Safety	/sadf sadf	Some kind of violatoin	Abatement	aa cc dd ee		Close

Notice the status change after.  
The finding is not late while in pending status.

If rejected by the rep, you will receive an email. You should then update the abatement plan.

If approved, the status will change to 'Abatement plan approved'.



# SCRS

---

SCRS is the Safety Concerns Reporting System, also a web-based application, used by MSFC employees to enter any safety concerns.

If a building manager action is required, your account will be automatically be setup and an email will be sent to you with the SCRS details and login link.

## S&MA Integrated Access

Welcome Bruce Guy

[Navigation Instructions](#)

[Log Out](#)

Select the application you desire from the list below:

### [SSWP FAQ](#)

<a href="#">Building</a>	<a href="#">Certrak</a>	<a href="#">Dr.Know</a>
<a href="#">IMSR</a>	<a href="#">Mascots</a>	<a href="#">S&amp;MA Tasking</a>
<a href="#">SCRS</a>	<a href="#">SHEtrak</a>	<a href="#">SSWP</a>
<a href="#">TPS Admin</a>	<a href="#">Training</a>	<a href="#">VS&amp;MA Admin</a>



# SCRS Safety Concerns Reporting System

Welcome Bruce Guy

- [Update/Close Concerns](#)
- [View/Update Building Managers](#)
- [SCRS open/late by Assignee Org](#)

[Request Access](#) | [Support Request/Feedback](#) | [Author](#) | [Curator - Dennis Davis](#) | [Owner - Dr. Jan Davis](#) | [Version](#)

[Log Out](#) | [Login Menu](#)



# SCRS Safety Concerns Reporting System

There are 1 matching records.

[Return to Menu](#)

File Number	Date Entered	Building	Location	Topic	Status
<a href="#">3327</a>	05/05/2004	4487	West end A-wing water cooler	Drinking Water chlorine levels below ADEM standard	Open

[Return to Menu](#)

[Request Access](#) | [Support Request/Feedback](#) | [Author](#) | Curator - Dennis Davis | Owner - Dr. Jan Davis | [Version](#)

[Log Out](#) | [Login Menu](#)

Description: Drinking water sample 40922 taken on 04/29/2004 measured chlorine level was reported as being 0. ADEM standards are >0.2 ppm.  
Suggested action: Check calibration of test equipment and retest water. If water still tests below 0.2 ppm initiate corrective actions.

Organization Involved:

Contractor Involved:

Status Date: 05/06/2004

Status:  OPEN  CLOSED

Status/Closing Action: Forward to Environmental Health Services for evaluation (j1h 5-6-04) .  
The reason for the absence of chlorine of the initial sample is due to lack of turnover. When water is allowed to sit over a certain period the chlorine will leach out. The Army chemistry lab samples/analyzes the water for the center. When the

CD Fields only necessary if unable to close by 06/05/2004

CD:  Example: "3/21/02"

CD Reason:

Keywords:

\*Please separate keywords or phrases with a comma.

Priority: Routine

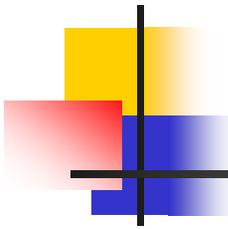
Effects: Environmental Health

Signee: Bruce Guy

Safety Reps: JIMMY HILL/Annette Loveday

Area Manager: Bill Kilpatrick

[Search Again](#)



# Questions or Comments

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Email [Safety.IT.Admin@msfc.nasa.gov](mailto:Safety.IT.Admin@msfc.nasa.gov)

Or Contact Bruce Guy 4-5676