

What is a non-test?

- Any deviation from the normal testing schedule of one test, per sterilizer, per week
- Loaned unit ≠ non-test

If using a loaned unit, DO NOT report a non-test; instead, write “loan” or “loaner” on envelope & submit as usual

Where do I report it?

- Report a non-test online at go.osu.edu/smsportal
- See next page for screenshot instructions

When do I report a non-test?

- A non-test should be reported online on the date of your normal testing (on the same day that the test would normally be run)

What do I need to report online?

- Non-functioning unit
 - add in comments area
 - “Not working” or “down” or “repair”
- Office closure
 - Adds in comments area
 - “Office closed”
- Date
 - add in comments area
 - “date” if date is different than the day you enter it

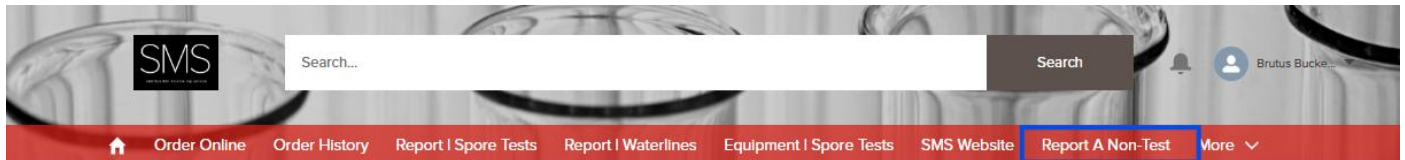
Why do I need to report this?

- Per the OSDB, any non-test week must be documented.
- Normally, you would record this “non-test” information on a paper or electronic log in your office.
- By entering this information, all your non-test dates along with the reason will now be visible in your monthly reports.
- Entering this in the SMS portal allows you to keep all your documentation in one place should your office ever be audited.

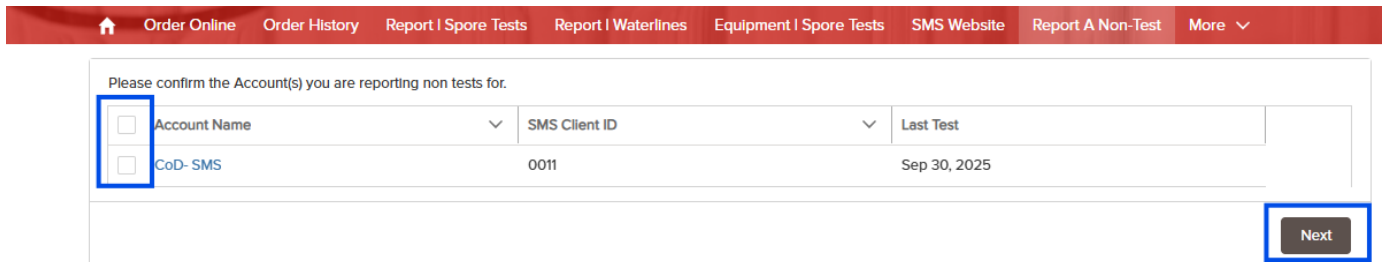
How do I enter this in the SMS portal?

- See the step-by-step instructions on the next p

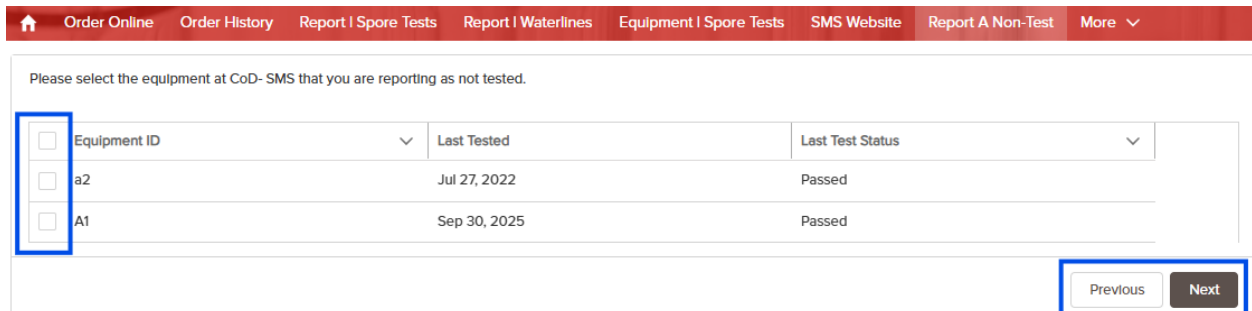
1. Log-in using your SMS portal log-in at go.osu.edu/smsportal if you do not have a portal, or need your password reset, contact us at smsosu@osu.edu
2. Click “Report Non-Test”



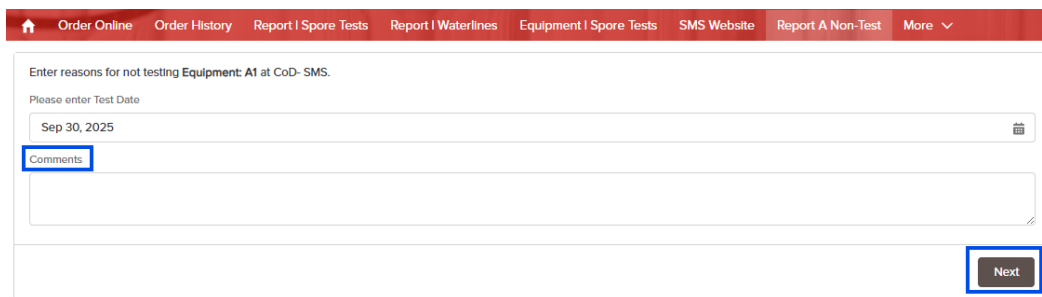
3. Click the check-box next to your department, and click next.



4. Click the check-box next to the equipment not being tested, and click next.



5. Type reason for not testing in the “Comments” and click next.



6. Once the “Account Self-Test” screen appears, close tab or log out — you are done