



RSS FAQ

How do I log into RSS?

- RSS can be accessed from the Cal Poly EHS website, or at Risk & Safety Solutions (riskandsafety.com). Log in using your Cal Poly ID and password. If you are new to RSS, you will need to arrange for your PI to add you to the system as a member of their group (see “Roles” document on EHS RSS website to decide which role you need to be assigned). If you are working in an area not previously using RSS, or if there is a change in PI, please contact Erin Winett in EHS at egwinett@calpoly.edu. Watch this quick video on how to log in [HERE](#).

How do I make a group in RSS?

- Watch this quick video on how to make a group in RSS [HERE](#).

How do I add people to my group in RSS?

- Watch this quick video on how to add people to RSS [HERE](#).

How do I remove people from my group in RSS?

- Watch this quick video on how to remove people from RSS [HERE](#).

How do I change the name of my group?

- Watch this quick video on how to change the name of your group [HERE](#).

How do I add or change the location(s) of my group?

- Watch this quick video on how to add or change the location of your group [HERE](#).

How do I make a chemical inventory?

- Watch this video on how to make a chemical inventory [HERE](#). Please note that sublocations must be made before you can enter in chemicals.

How do I make sublocations?

- Watch this video on how to make sublocations [HERE](#).

What should my sublocation be for my inventory?

- Sublocations should reflect physical storage for easy finding and compliance. Examples include flammable cabinets, corrosive cabinets, shelves, cabinets, refrigerators, etc.

Why can't I make a sublocation?

- A common mistake people run into is that they do not go back into groups to add their location to their chemical inventory. The following video shows how to fix this. [WATCH HERE](#).

How do I add items to my chemical inventory?

- Watch this video on how to add items to your chemical inventory [HERE](#).

How do I remove items from my chemical inventory?

- Watch this video on how to remove items from your chemical inventory [HERE](#).

How do I add a chemical that is not in RSS?

- Watch this quick video on how to add a chemical that is not already in RSS [HERE](#).

How do I certify my chemical inventory?

- Watch this quick video on how to certify your chemical inventory [HERE](#).

How do I get a hazardous door sign?

- Watch this video on how to make a hazardous door sign [HERE](#).

How do I share or transfer chemicals between labs?

- Watch this video from RSS on how to transfer, share, and do more with your chemicals [HERE](#).

How do I import my chemical inventory into RSS?

- Importing your chemical inventory is a great way to quickly fill out and update your inventory if you already have a running spreadsheet. Watch this video on how the process works [HERE](#).

How do I add a novel compound to my chemical inventory?

- Adding a novel compound is quick and easy. Watch this video on how the process works [HERE](#).

How do I add a custom chemical name to my chemical inventory?

- Adding a custom chemical name is great to do if your lab refers to chemicals by different names than what they are normally known as. Watch the video on how to do that [HERE](#).

What is RSS?

- Risk and Safety Solutions, RSS, is the CSU safety management system used by California Polytechnic State University, San Luis Obispo. We use the software in spaces with laboratories and workshops to conduct hazard assessments, annual inspections, chemical inventory management, Safety Data Sheet management, and hazardous waste management. RSS allows laboratory personnel, including Principal Investigators, Instruction Support Technicians, Lab Managers, Delegates, and/or other responsible person(s) to easily find and manage hazards and risks on campus while meeting safety compliance.

What chemicals or chemically based products qualify me to need a chemical inventory?

- Any hazardous chemical used, handled, or stored in quantities equal to or greater than the following must be accurately recorded in RSS Chemicals:

- Any amount of a chemical/compound/agent with a hazard characteristic of pyrophoric, water-reactive, potentially explosive, acutely toxic, peroxide forming, strong corrosive, strong oxidizing, or strong reducing
- Any amount of a chemical/compound/agent listed as a regulated carcinogen or reproductive hazard
- Any amount of compressed gas
- 250 grams of solid substance
- 100 milliliters of liquid substance

What can delegates do in a group?

- Add, edit and remove members. Add, edit and remove locations. Grant Delegate access to others. The Delegate role also grants administrative roles into documents like Hazard Assessment, Chemical inventory, or Biological Use Authorizations

Can I have someone else set up my chemical inventory?

- Yes. Anyone who is listed as a delegate in your group has the same access as the owner and can set it up.

Do I have to complete a chemical inventory using a desktop?

- No. RSS is available in the app store for both iOS and Android. You can complete the inventory via the app 'RSS Chemicals'.

What do I name my group?

- Depending on what your space is, there are different ways you can name it. You can also add a brief description at the end of the name like “- Plastics Lab”
 - Research Group: Research Lab – Department – Last Name – Building # - Room #
 - Classroom Group: Learning/Teaching Lab – Department – Last Name – Building # - Room #
 - Clubs/Other Groups: Name of Club – Department – Department Faculty Leader – Building # - Room #
- If you have more than one building associated with your group, do not add the building or room. If you have over three rooms associated with your group, only add the building.

What do I name my inventory?

- Inventories are similar to groups.
 - Research Group: Research Lab – Department – Last Name – Building # - Room # - Inventory
 - Classroom Group: Learning/Teaching Lab – Department – Last Name – Building # - Room # - Inventory

- Clubs/Other Groups: Name of Club – Department – Department Faculty Leader – Building # - Room # - Inventory
- If you have more than one building associated with your inventory, do not add the building or room. If you have over three rooms associated with your inventory, only add the building.

Why won't my barcodes scan on the RSS app?

- Make sure camera permissions are enabled. Use the latest version of the app. Check that the barcode is not damaged. The scanner will only work with the RFID barcodes provided by RSS. Barcodes or QR codes from chemical manufactures are not compatible, it must be an RSS provided RFID barcode.

What is an RFID tag and how do I use it?

- RFID tags offer the ability to easily scan your inventory using the RSS mobile app: RSS Chemicals. Using the app, you can use the barcode choice to scan the RFID tags into your inventory. Make sure the bottles you are putting these tags on are clean and dry.
- Watch this quick video that shows the process [HERE](#).
- To request RFID tags, fill out this form. <https://forms.office.com/r/scugW3bc3p>

Why can't I change the date I received my chemicals?

- RSS auto-locks dates after entry. Contact service@RiskandSafetySolutions.com if changes are necessary.

What volume of flammable liquids are needed to be in a flammable cabinet?

- The campus Chemical Hygiene Plan notes that all flammable material storage needs to be in flammable storage cabinets without reference to specific volume thresholds. You can have the flammable materials in your area for the day (for use) but then move them to a centralized storage location at the end of the day – if sharing an existing cabinet is an option for you to obtain one specific to your location. Alternatively, you can buy FM approved containers to transfer the material to which acts as a “cabinet” (see examples below). If your department wants to go this route, be sure that the safety information on the manufacturers’ label(s) is transferred to the safety container too. Something like [THIS](#) can be bought and the data transferred. Or you can get preprinted ones that are chemical specific, like [THESE](#).

What chemicals are considered fire hazards?



2. Criteria for FIRE HAZARDS <u>Definition:</u> For the purposes of this CHP, Fire Hazards are those materials which have a flashpoint below 200 deg. F (93.3 deg. C.) <u>Definition:</u> For the purposes of this CHP, A well ventilated area is an area where the ambient conditions of use include sufficient ventilation to prevent a flammable or combustible vapor/air mixture reaching the lower flammable limit (LFL). The interior of a correctly operating fume hood is included in this definition. <u>Definition:</u> For the purposes of this CHP, Lower flammable limit, LFL (same as lower explosive limit, LEL) means the minimum concentration (percent by volume) of vapor in air below which the mixture cannot be ignited (viz. fuel/air mixture is too lean.).	Controls for FIRE HAZARDS: • Materials which are fire hazards shall be stored in flammable storage areas or flammable storage cabinets which meet standards contained in NFPA (National Fire Prevention Association) Code 30 and UFC 79 (Uniform Fire Code) . • Materials which are fire hazards shall be used away from ignition sources and in a well ventilated area. • OSHA and NFPA guidelines for the storage and use of flammable and combustible materials shall be followed in university laboratories. • Limiting the amount of material to be used and/or present in the laboratory (viz. scale-down of the procedure) shall be considered as a Control strategy whenever experiments are being planned or performed. • Disposal of waste material which is a Fire Hazard shall be managed in accordance with section 3.5 and 3.6 of this CHP. A summary of applicable NFPA, UFC, and Cal-OSHA specifications for the storage (container types, storage options, and amounts) and use of flammable materials can be found in Appendix of this CHP.
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Examples of materials which are FIRE HAZARDS are (but are not limited to): Acetaldehyde, Acetone, Acetylene, Alcohol (Ethyl Alcohol or Isopropyl Alcohol) Carbon disulfide, Diethyl Ether ("ether"), Gasoline, Hexane, Lignoine, Methanol ("methyl alcohol"), Petroleum Ether, explosive dusts (cellulose dust, lycopodium powder, any finely divided and dispersed powder of combustible material), many more ...

What information do I need to add to my chemical inventory?

- All the information not needed will have 'optional' next to it. Cal Poly EHS does not require that you add anything that is not optional to your inventory. Name of chemicals, number of containers, container size, units, physical state, container type, substance, and location are needed. The other items are optional and up to the inventory owner to decide if they would like to include them or not.

Who should be using RSS?

- Unless you are an office workspace with no hazardous materials, machinery, or processes, your area will need to be included in RSS. Some regulated spaces (labs and Shops) may be new to using RSS. If your work area has not yet been created in RSS, please contact the EHS Department for guidance. It is the PI's, Laboratory Manager or shop area owner's duty to ensure the areas they handle are accounted for in RSS. EHS can aid new users. Information, guidance and resources regarding RSS and be found on Cal Poly's EHS website. Please contact EHS to add your area to RSS if you are a new user or have a space that needs to be added to RSS.

How do I transfer a group to a new owner?

- Only Administrators (currently EHS) can transfer *ownership* of a space. Owners and Delegates can add and remove members and change Members to Delegates, or vice versa. But the group ownership modification requires higher level access. Please fill out this form to transfer ownership <https://forms.office.com/r/a74n8dXQrS>

How often should I update my chemical inventory?

- Cal Poly EHS requires that chemical inventories be updated once a year. However, EHS recommends that the inventory gets updated when there is a large influx of adding or removing chemicals to your area.

What does a private container mean?

- A private container is a container that cannot be shared between colleagues or other labs. RSS can be asked for chemicals from another lab based on their chemical inventory. If you do not want people to be able to do that for your lab, set the chemicals to private.

How are spaces assigned?

- Spaces/Groups are put together based on activity in the area. Initially the chancellor's office launched the RSS program as the platform in 2019. Then COVID came. From fall 2022 through spring of 2023, EHS initiated a "relaunch" to get things back on track. There is a page on the EHS website dedicated to RSS (<https://afd.calpoly.edu/ehs/rss/>).

I have a space that needs to be reassigned. What do I do?

- Please fill out this form <https://forms.office.com/r/a74n8dXQrS>

Where else can I go if my question is not answered here?

- Contact EHS via email: ehs-rss@calpoly.edu
- Utilize the EHS page dedicated to RSS: <https://afd.calpoly.edu/ehs/rss/>
- Contact RSS support: service@RiskandSafetySolutions.com
- Utilize the RSS YouTube channel: www.youtube.com/@UCRiskandSafetySolutions