

# RSS Relaunch 2022-2023

PROFILES, GROUPS, LOCATIONS and NAMING

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# RSS Relaunch Schedule

- Phased roll-out. All meetings 8:30 – 9:30 AM on Zoom.
- Zoom URL will be posted on the main EHS webpage, RSS webpage and invites will be sent.

Date	Subject	Description
10/7/2022	Relaunch	RSS introduction, new modules, what to expect, resources.
11/4/2022	RSS Setup	Groups, new naming convention, profiles, etc. Even existing RSS users will need to rename their areas to comply with the new naming convention.
1/27/2023	Hazardous Waste	WASTE module. Users can create their own compliant labels, keep track of the waste in their area(s) & request a pickup in the system with a click.
3/3/2023	Chemical Inventory & SDS	RSS Chemical inventory module and RFID scanning & SDS Access. If you have hazardous chemicals in your area no matter the volume, you are required to keep an accurate chemical inventory. EHS will be purchasing tools to make this much easier for campus departments.
4/7/2023	Assess	Hazard assessment module.
5/5/2023	Inspect	Lab/workshop Inspection module. Every Lab or Workshop must complete an inspection by the end of the academic year.

# Tags & Templates

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- A “Tag” is a label for a specific container of waste in RSS. Each Tag has a unique identification number.
- Labels are called “Tags” in the RSS system and in the guidance documents.
- A “Template” is Group members can have different roles:
  - Owner – There can only be one group owner. Ownership can be changed by EHS. Owners have full capabilities to manage their groups.
  - Delegate – There can be multiple delegates. Delegates are able to add other group members/delegates, edit locations, and help manage tasks in other modules of RSS. Lab managers and other safety personnel should be added as delegates.
  - Member – There can be multiple members. Members do not have any capability to edit or manage groups or tasks in RSS but are able to view activities and other group members.

# Group Naming Schemes

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- **Research Groups:**
    - Research: PI Last Name – Department – Building Number – Room Number(s).
    - Optional suffix: short descriptor such as “cell biology” or “rad lab”
  - **Classroom Groups:**
    - Classroom: Learning Lab/Shop - Department – Building Number – Room Number(s).
    - Optional suffix: course numbers
  - **Clubs or other Groups:**
    - Name of Club - Department of Faculty Leader - Building Number - Room Number(s)

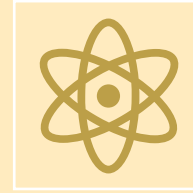
# Group Naming Rules

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- Once a group name is registered in the system, it cannot be reused. Even if the previous group is deleted.
- If there is a change in PI, please contact EHS for help renaming and reassigning the group.
- Deleting groups effects documents associated with the group (eg past inspections will be archived).



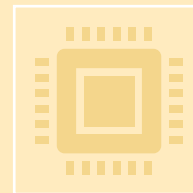
# Locations



One lab can have multiple locations.



One location can have multiple labs.



If you do not see your location in RSS, please contact EHS to have your location added.



# Collections

RSS has a feature called “Collections” that allows RSS Administrators to create groups of labs (“Collections”) that can be associated with safety coordinators.

Safety Coordinators are responsible for adding groups in their department.

Please contact Aubrey Arain in EHS if you would like to discuss Collections.