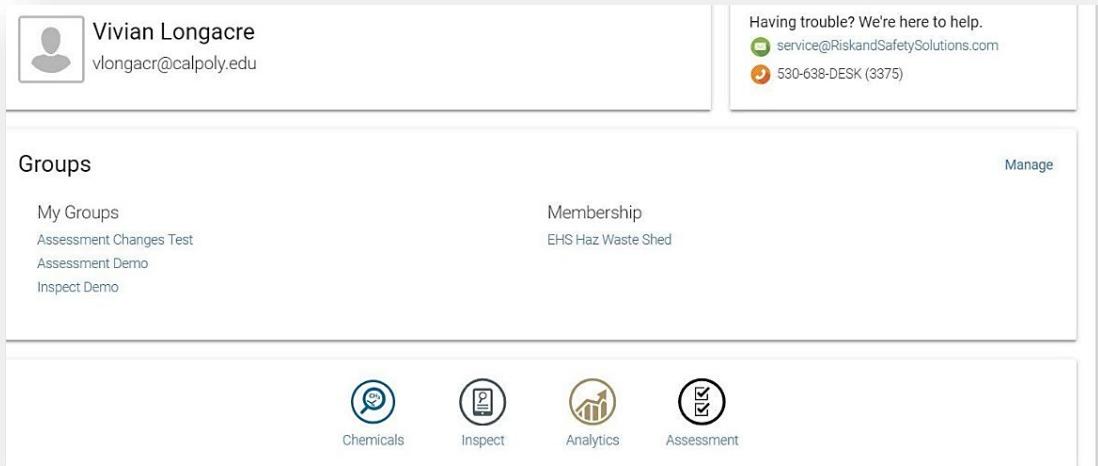


Uploading an existing chemical inventory into RSS Chemical module:

1. You must be an “Owner” or “Delegate” to enter chemicals into an inventory into RSS.
2. Transfer over your existing inventory to the RSS [Inventory upload template](#). Make sure all columns in red are filled in.
3. The building and room number in the spreadsheet must match exactly as it is listed in your RSS Profile for your group. Building 80, Room 102 is listed on my profile as:
80-ENVIRONMENTAL HEALTH & SAFETY 0102

This is the Building and Room number for columns C and D of the template.

4. Once the upload template is complete, log into RSS and click on the Chemicals module:



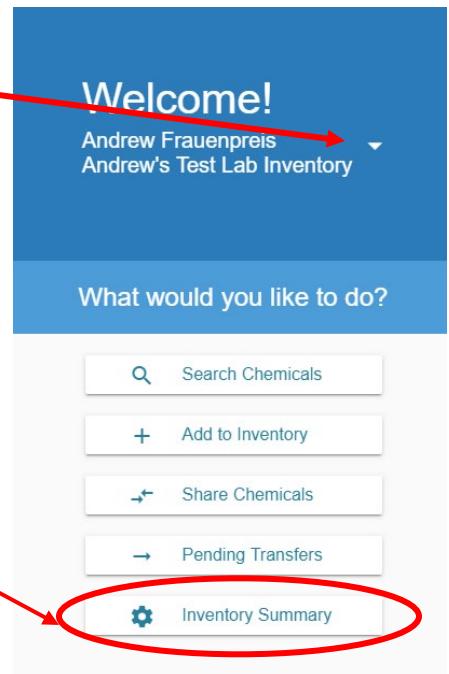
The screenshot shows the RSS application's Groups page. At the top left is a user profile icon and the text "Vivian Longacre" and "vlongacr@calpoly.edu". To the right is a help section with the text "Having trouble? We're here to help." and contact information: "service@RiskandSafetySolutions.com" and "530-638-DESK (3375)". Below this is a "Groups" section with "My Groups" containing "Assessment Changes Test", "Assessment Demo", and "Inspect Demo". To the right is a "Membership" section with "EHS Haz Waste Shed". At the bottom are four navigation icons: "Chemicals" (person icon), "Inspect" (document icon), "Analytics" (bar chart icon), and "Assessment" (checkmark icon).

5. Choose the lab area you want to add/upload chemicals to an Inventory on the pull down menu under "Welcome".
All the labs you are an owner or delegate should be available to you:

6. To add any chemicals to an Inventory, you must do two things:

- Name the Inventory
- Add the Sublocations to your inventory (column E)

To do this click on Inventory Summary



6. Under Create Inventory:

- a) check the box of the inventory you want to add to if you have more than one listed and
- b) name the inventory associated with your lab

Click save

The screenshot shows the 'Create Inventory' form. It has a header bar with the CSU Safety logo and 'Chemicals | Martinez Research Lab'. The main form fields include:

- Groups:** A checkbox for 'Andrew's Test Lab' is checked and highlighted with a red oval. A checkbox for 'Martinez Research Lab' is unchecked.
- Owner ***: Andrew Frauenpreis
- Inventory Name ***: Andrew's Test Lab Inventory

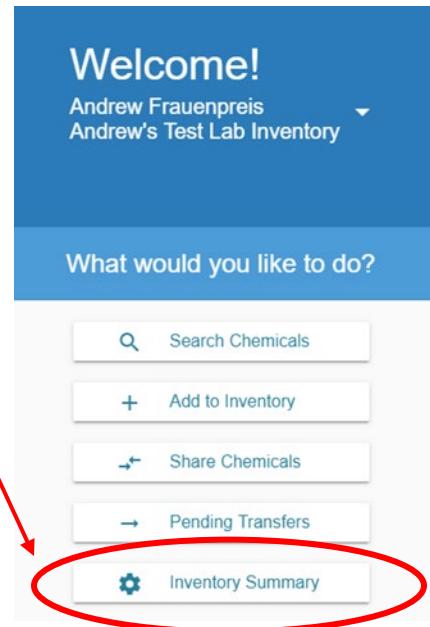
At the bottom are 'Save' and 'Cancel' buttons.

a) Check the correct inventory

b) Name the Inventory

7. You must now create Sublocations in your inventory. This can be as simple as the room number or as detailed as Flammable Cabinet 1, Refrigerator 1, Shelf A, etc.

Click on Inventory Summary on the Home Chemical page



8. Scroll down to the bottom of the page to where you see the Sublocations and click on the “+”

A screenshot of the "Inventory Access" page. It shows basic information about the inventory owner (Andrew Frauenpreis) and groups (Andrew's Test Lab). It includes sections for "Import & Export" (with links for Import and Download Inventory Data), "Reconciliation" (with links for Reconcile by Sublocation and Reconcile by Room), and "Sublocations" (with Print and Add buttons). A red arrow points from the previous step's instruction to the "Add" button (a blue circle with a white plus sign) at the bottom right of the sublocations section, which is also circled with a red marker.

9. Enter the Bldg and Room number by clicking through each one under location.

Sublocations Print

Building / Room *
180-WARREN J BAKER CENTER FOR SCIENCE AN...

Room 0101

Name

UCXXXXXXXXXX

Temperature *
Ambient

Pressure *
Ambient

Private

Save Cancel

10. Enter the sublocation name- this must match your template sublocation EXACTLY:

Import & Export

Import
Download Inventory Data

Reconciliation

Reconcile your inventory by sublocation (barcode only)
Reconcile your inventory by room

Sublocations Print

Building / Room *
Room 0101

Name *
QC Lab

UCXXXXXXXXXX

Temperature *
Ambient

Pressure *
Ambient

Private

Save Cancel

11. Hit save when done.

12. Once you have **ALL** sublocations listed on the inventory, you are ready to upload your inventory. Scroll up to “Import & Export” and click on “Import”:

The screenshot shows a section titled "Import & Export". Below it is a button labeled "Import" which is circled in red. Underneath the "Import" button is the text "Download Inventory Data".

Sublocations Print

13. Click on “Upload File” button, select your upload excel sheet you completed in Step2.

14. The first page you will see if the upload was successful is “Exact Matches”. If these are correct, check the box next to the CAS number. Checking the upper CAS number box defaults all to check. Then hit Next button

The screenshot shows a header bar with the text "≡ | CSU Safety | Chemicals | Andrew's Test Lab Inventory" and three icons. Below the header are three tabs: "Exact Matches" (underlined), "Multi Matches", and "Issues". At the bottom right is a "Next" button. A red arrow points from the "Next" button down to a "Save selected inventory" button at the bottom of the page.

Exact Chemical Matches

Save the chemicals you want to import

The screenshot shows a table with columns: "CAS", "Physical State", "Name", "Suggested match", and "Location". The "CAS" column is highlighted with a red box. The data rows are:

CAS	Physical State	Name	Suggested match	Location
<input checked="" type="checkbox"/> 90-05-1	liquid	Guaiacol	Guaiacol	180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab
<input checked="" type="checkbox"/> 61-73-4	solid	Methylene Blue	Methylene Blue	180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab

At the top right of the table area is a "Save selected inventory" button.

15. The next page is Multi Matches (you are moving across the top panel)

CSU Safety | Chemicals | Andrew's Test Lab Inventory

Exact Matches Multi Matches Issues

Previous Next

Mutiple Chemical Matches

Verify and select the chemical you wish to associate with each container by choosing a chemical from the suggested match drop down menu. Then save the chemicals you want to import by choosing them on the left and selecting 'Save selected inventory'

Save selected inventory

<input type="checkbox"/> CAS	Physical State	Name	Suggested match	Location
<input type="checkbox"/> 67-64-1	liquid	Acetone	Acetone	180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab
<input checked="" type="checkbox"/> 77-92-9	liquid	Citric acid (4%)	Cupri-Citric Solution R, Ricca Chem	180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab
<input type="checkbox"/> 77-92-9	solid	Citric Acid Anhydrous	Cupri-Citric Solution R, Ricca Chem	180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab
<input type="checkbox"/> 7447-40-7	liquid	Electrode fill solution (Ross)	Buffer, Reference Standard, pH 2.0	180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab
<input type="checkbox"/> 877-24-7	liquid	Electrode storage solution	Potassium hydrogen phthalate	180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab
<input type="checkbox"/> 7647-01-0	liquid	Hydrochloric acid 0.1N	Hydrogen chloride, ca 0.5M soln. in	180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab
				180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab

These are the chemicals in your inventory that you may have to verify through the pull down menu next to each. Choose the correct chemical for your inventory and then click on each one you want to upload by checking The CAS number. If the choices given do not match your chemical, then do NOT check.

16. When this is complete, hit the NEXT button to move to the “Issues” page. Any chemicals they could not match or there were problems with, will be shown on this page. You can Download the spreadsheet to see what the problems were. It is VERY IMPORTANT that you hit the “Complete Inventory” button to finish uploading your inventory.

CSU Safety | Chemicals | Andrew's Test Lab Inventory

Exact Matches Multi Matches Issues

Previous Next

Complete Import

2 invalid items

Please verify and correct any errors in your inventory by selecting the "Download" button to the right.

Note: Some items may have multiple errors

No chemical matches: 1 (Based on CAS and Physical State)
• Size and size unit errors: 1

Download issues

You may either download the issues spreadsheet, fix the errors and re-upload it or you can fix your errors in the original and re-upload.

Download **You may download the import template to see where the issues were.**

Upload File

File uploaded must be XLS or XLSX