Uploading an existing chemical inventory into RSS Chemical module:

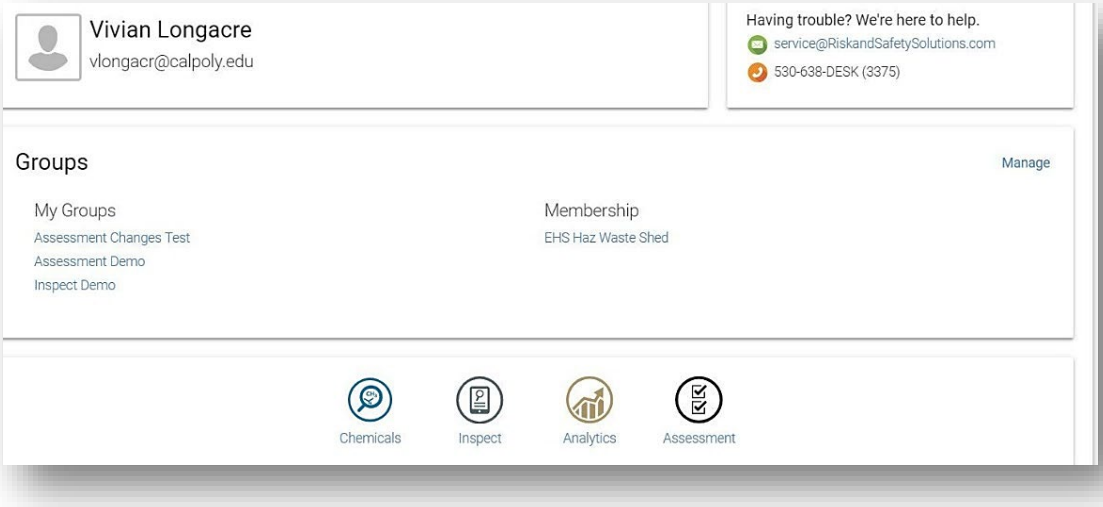
1. You must be an “Owner” or “Delegate” to enter chemicals into an inventory into RSS.

2. Transfer over your existing inventory to the RSS Inventory upload template. Make sure all columns in red are filled in.

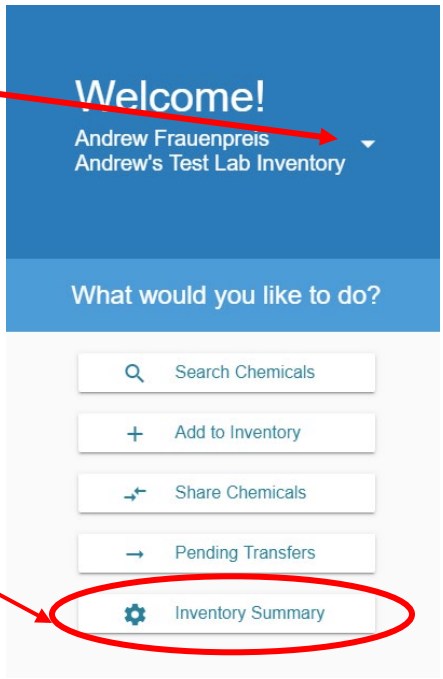
3. The building and room number in the spreadsheet must match exactly as it is listed in your RSS Profile for your group. Building 80, Room 102 is listed on my profile as:
80-ENVIRONMENTAL HEALTH & SAFETY 0102

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:



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)

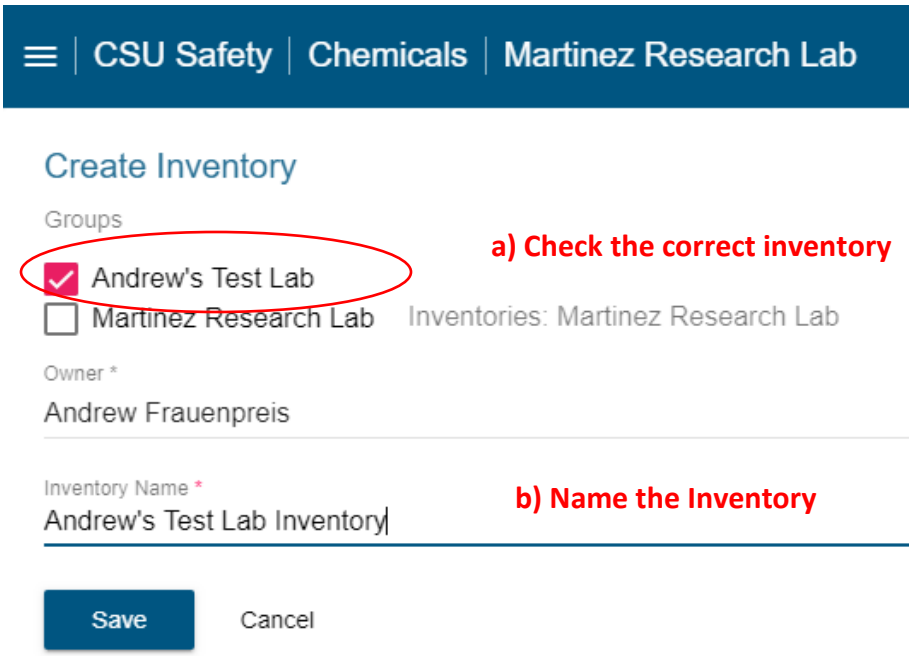
To do this click on Inventory Summary

6. Under Create Inventory:

a) check the box of the inventory you want to add to if you have more than one listed and

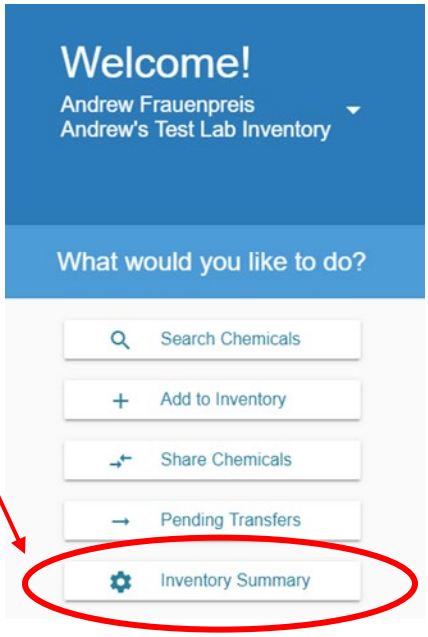
b) name the inventory associated with your lab

Click save

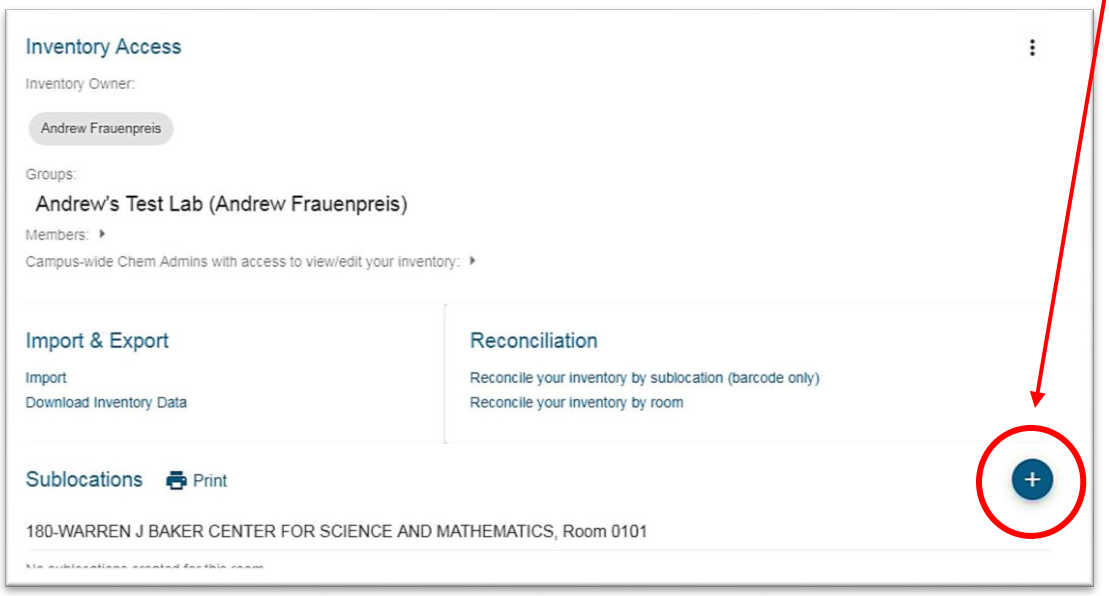


7. You must now create Sublocations in your inventory. This can be as simple as the room number or as detailed as Flammable Cabinet 1, Refrigerator 1, Shelf A, etc.

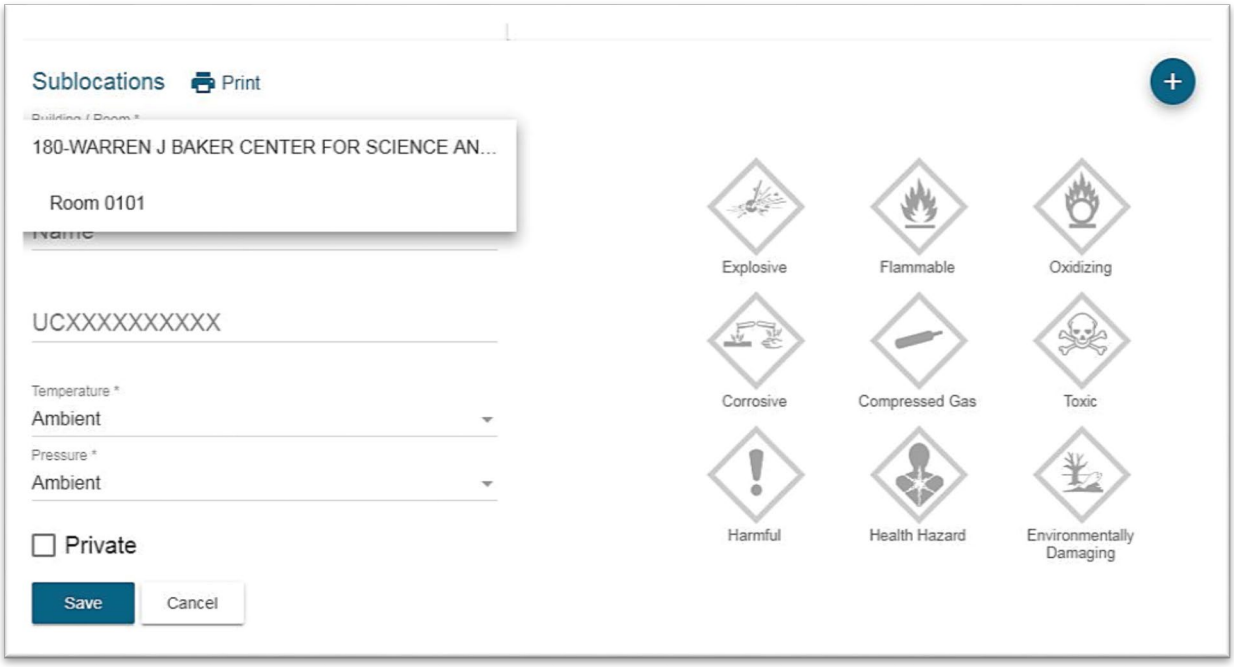
Click on Inventory Summary on the Home Chemical page



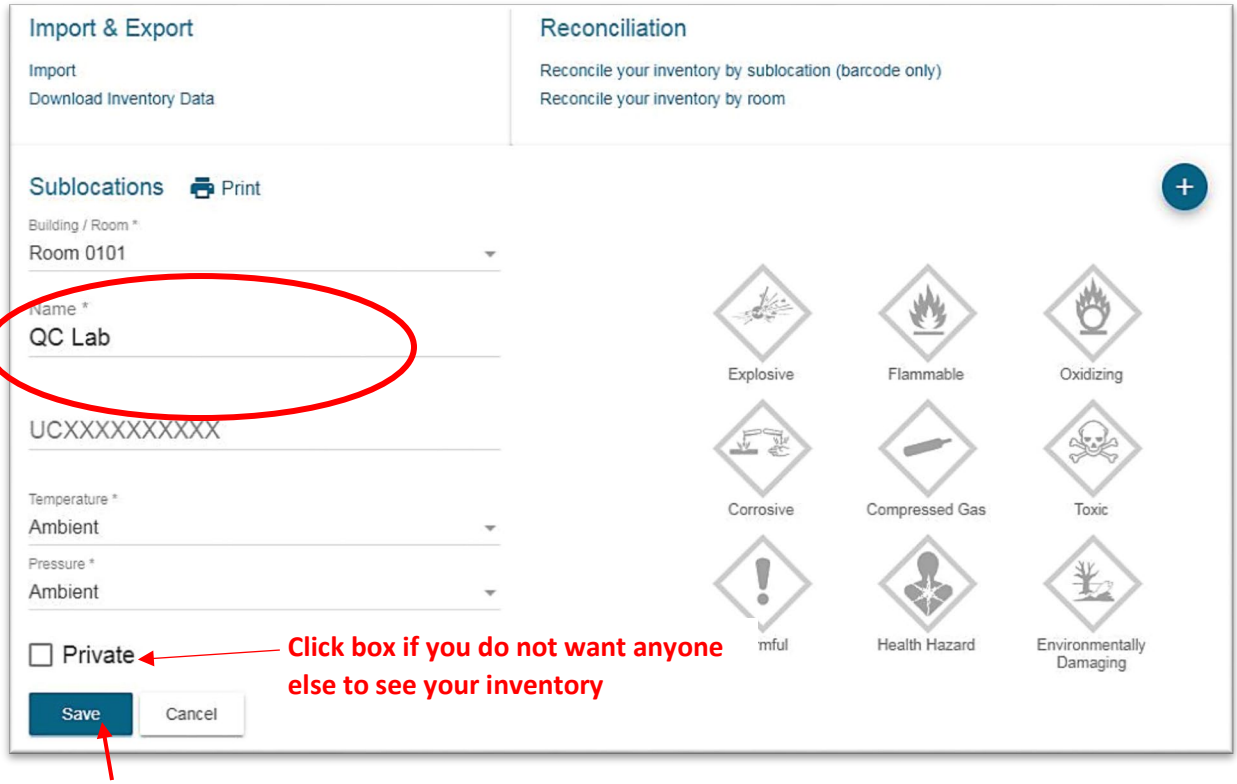
8. Scroll down to the bottom of the page to where you see the Sublocations and click on the "+"



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



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

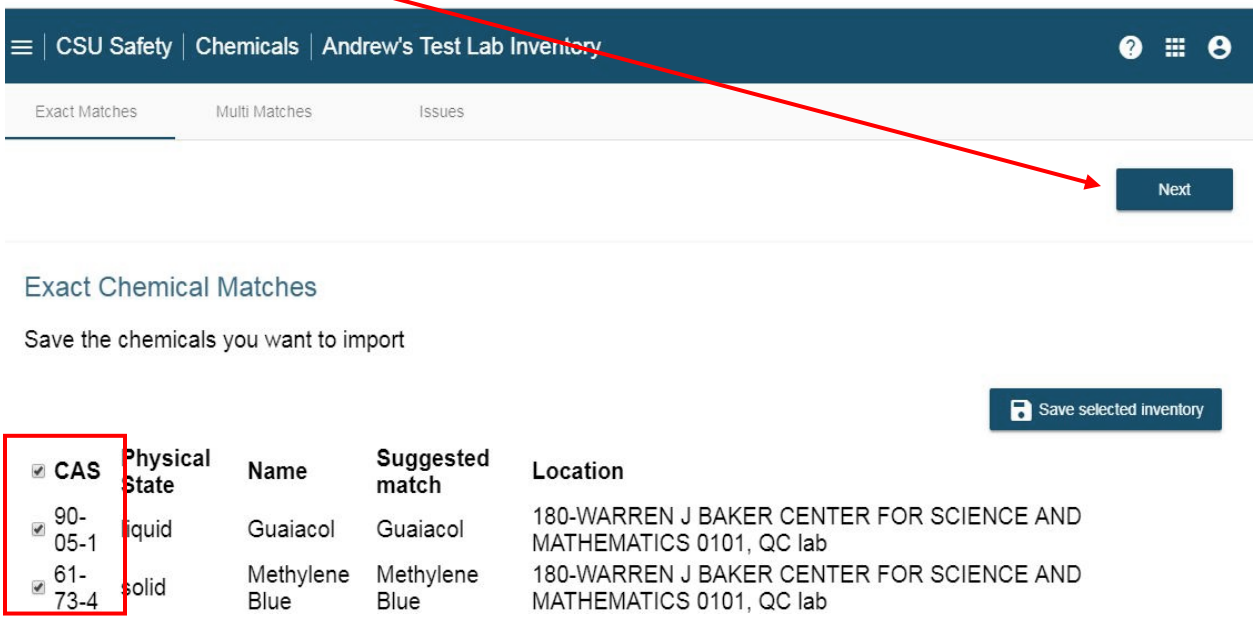


11. Hit save when done.

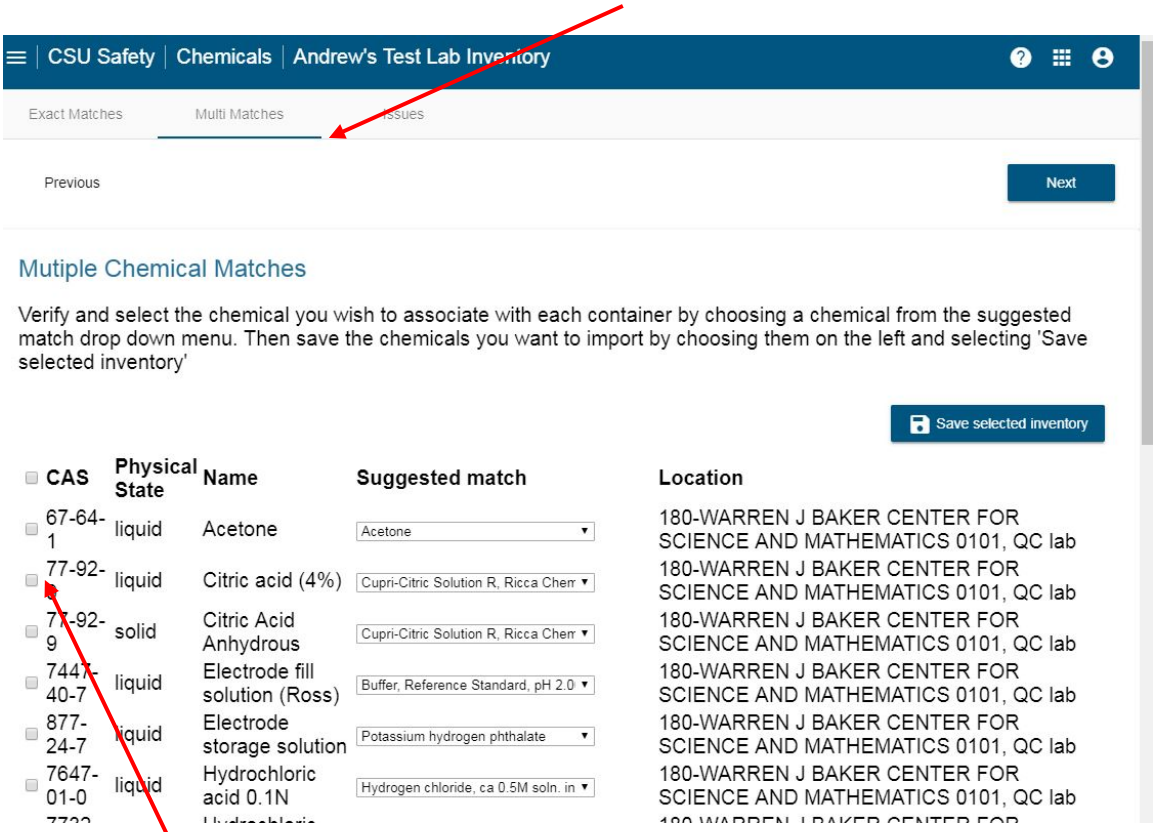
12. Once you have **ALL** sublocations listed on the inventory, you are ready to upload your inventory. Scroll up to “Import & Export” and click on “Import”:

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

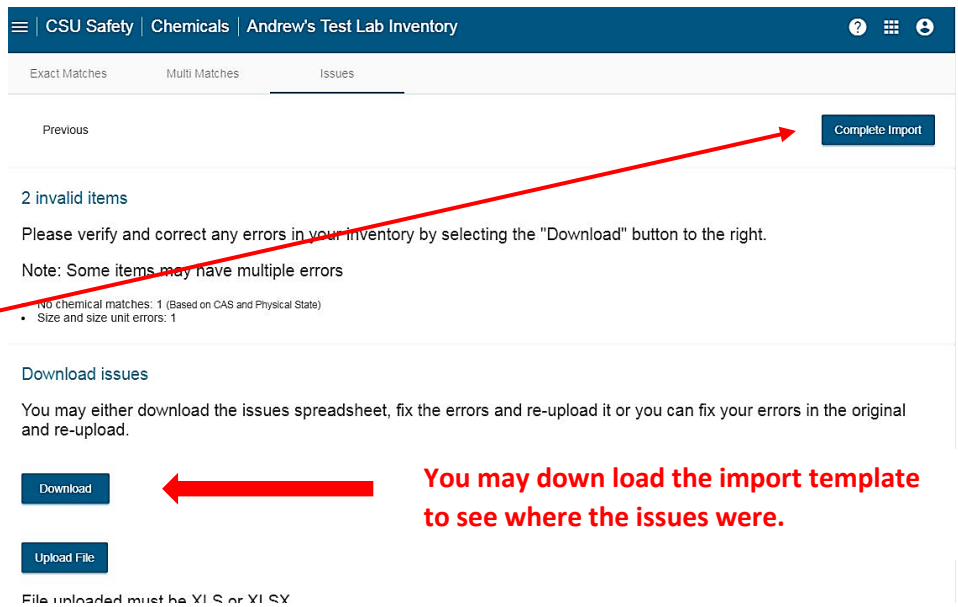


15. The next page is Multi Matches (you are moving across the top panel)



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.



Questions? Contact Vivian Longacre at 6-6628 or vlongacr@calpoly.edu