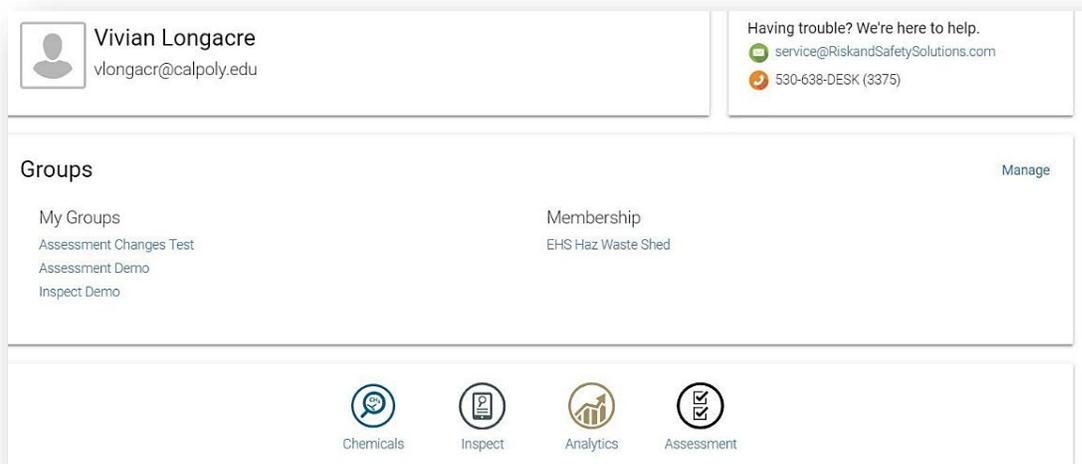


Uploading an existing chemical inventory into RSS Chemical module:

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

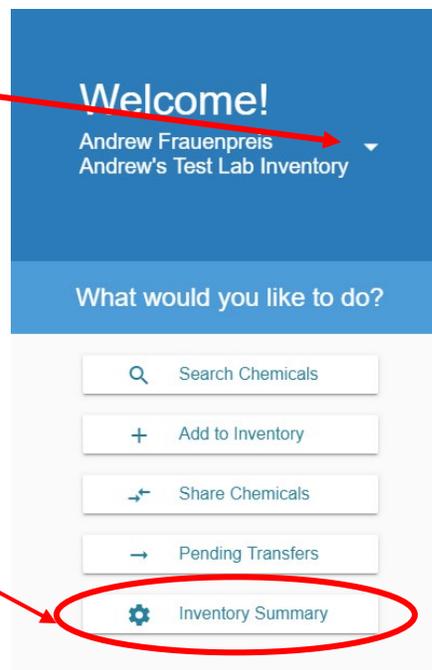
This is the Building and Room number for columns C and D of the template.

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



The screenshot displays the RSS user interface. At the top left, the user profile for Vivian Longacre is shown with the email address vlongacr@calpoly.edu. To the right, there 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 the profile is a "Groups" section with a "Manage" link. Under "My Groups", there are three items: "Assessment Changes Test", "Assessment Demo", and "Inspect Demo". Under "Membership", there is one item: "EHS Haz Waste Shed". At the bottom, there is a navigation bar with four icons: "Chemicals", "Inspect", "Analytics", and "Assessment".

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:

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

Click save

CSU Safety | Chemicals | Martinez Research Lab

Create Inventory

Groups

Andrew's Test Lab **a) Check the correct inventory**

Martinez Research Lab Inventories: Martinez Research Lab

Owner *

Andrew Frauenpreis

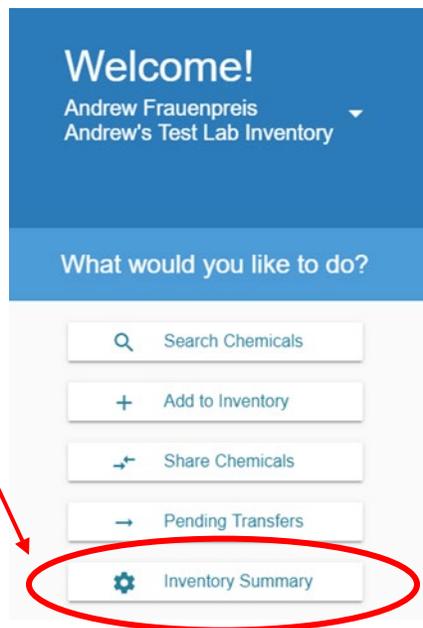
Inventory Name *

Andrew's Test Lab Inventory **b) Name the Inventory**

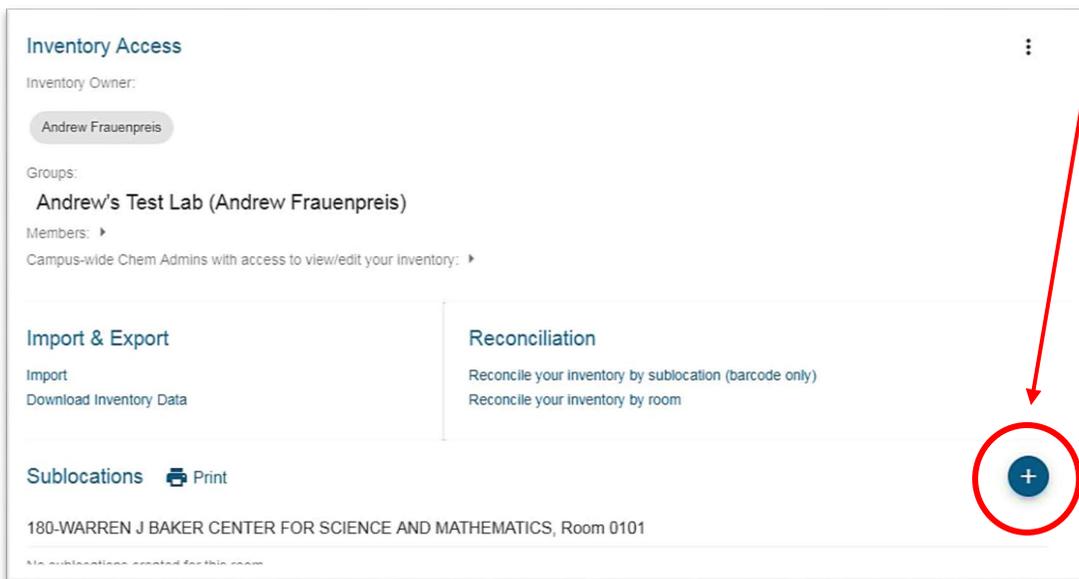
Save Cancel

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.

The screenshot shows a web form titled "Sublocations" with a "Print" icon. The "Building / Room" dropdown is set to "180-WARREN J BAKER CENTER FOR SCIENCE AN...". Below it, "Room 0101" is selected. The "Name" field contains "UCXXXXXXXXXX". There are dropdown menus for "Temperature" (set to "Ambient") and "Pressure" (set to "Ambient"). A "Private" checkbox is unchecked. At the bottom are "Save" and "Cancel" buttons. To the right, there is a grid of nine hazard icons: Explosive, Flammable, Oxidizing, Corrosive, Compressed Gas, Toxic, Harmful, Health Hazard, and Environmentally Damaging.

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

This screenshot is similar to the previous one but highlights the "Name" field, which now contains "QC Lab" and is circled in red. A red arrow points from the text "Click box if you do not want anyone else to see your inventory" to the "Private" checkbox, which is currently unchecked. The "Save" button is also highlighted with a red arrow. The rest of the form, including the location dropdown and hazard icons, remains the same.

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”:

Import & Export
Import
Download Inventory Data

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

CSU Safety | Chemicals | Andrew's Test Lab Inventory

Exact Matches | Multi Matches | Issues

Next

Exact Chemical Matches

Save the chemicals you want to import

Save selected inventory

<input checked="" type="checkbox"/> 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

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

Exact Matches | **Multi Matches** | Issues

Previous Next

Multiple 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

CAS	Physical State	Name	Suggested match	Location
67-64-1	liquid	Acetone	Acetone	180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab
77-92-1	liquid	Citric acid (4%)	Cupri-Citric Solution R, Ricca Cherr	180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab
77-92-9	solid	Citric Acid Anhydrous	Cupri-Citric Solution R, Ricca Cherr	180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab
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
877-24-7	liquid	Electrode storage solution	Potassium hydrogen phthalate	180-WARREN J BAKER CENTER FOR SCIENCE AND MATHEMATICS 0101, QC lab
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

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.

Exact Matches | Multi Matches | **Issues**

Previous 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 down load the import template to see where the issues were.**

Upload File

File uploaded must be XLS or XLSX