RSS Chemical Administrator

Inventories

Create a new inventory

1. From the Chemicals homepage, select the dropdown arrow beneath "Welcome"
2. Choose the "Create a new Inventory" button
3. Search for an owner of a group in Profile who will own the inventory
4. Check the box of a group to associate the people and locations of that group with the new inventory
5. Enter an inventory name
6. Choose **Save**

Switch to an existing inventory

1. From the Chemicals homepage, select the dropdown arrow beneath "Welcome"
2. Type in the inventory owner's name or the name of the chemical inventory
3. Select it from the dropdown
4. Choose **Select**

Remove an inventory

1. From the Chemicals homepage, select **Chemical Admin**
2. Select **Remove Inventory**
3. Type in the inventory owner's name or the name of the chemical inventory
4. Select the inventory from the dropdown
5. Select the **Remove** button

Note: Only empty inventories can be removed. Ensure all containers are transferred or removed. RSS Chemicals does not allow removing an inventory that has containers in it.

Transfer ownership of an inventory

1. Search for the inventory you'd like to transfer
2. Choose **Inventory Summary**
3. Choose **Inventory Access & Permissions**
4. Select the pencil icon in the upper right of the "Owner" section
5. Search for the person to transfer the inventory to

6. Select their name

7. Refresh the page to confirm

Transfer all containers in a Sublocation to another inventory

1. Search for the inventory with the sublocations you'd like to transfer

2. Choose **Inventory Summary**

3. Choose **Manage Sublocations**

4. Find the Sublocation and choose the three-dot menu on the far right

5. Select **Move Containers**

6. Search for the inventory owner's name or the name of the chemical inventory

7. Choose which existing building/room and sublocation to transfer into

8. When ready, choose **Move Containers**

Chemical Admin

Searching for Containers Throughout Your Organization

As a Chemical Admin, you can search across all inventories in your organization using the **Search Inventory** feature.

1. From the Chemicals homepage, select **Chemical Admin**

2. Choose **Search Inventory**

3. Use the dropdown menu to search by

   a. Keyword (barcode number, name, GHS code, product number)

   b. CAS number

   c. Inventory name or owner

   d. Location of container

   e. Classification (physical hazards, health hazards, regulatory bands)

   f. Chemical form (solid, liquid, gas)

4. Choose a chemical from the list based off your search terms. The individual containers are shown with the amount, barcode number (if entered), inventory owner name, inventory name, building, room, and sublocation

5. Choose a container by selecting the inventory name

Campus Export

To export your entire campus inventory into an Excel spreadsheet, choose the **Campus Export** button. Please note that due to limitations with Microsoft Excel, a spreadsheet cannot contain more than 1,048,576 entries.

Manage Custom Bands

A Chem Admin may identify and create custom bands at their organization for their chemicals. These bands may include specific chemicals or entire classes of chemicals and will appear below the Chemical Family name for the end user. After selecting **Manage Custom Bands**, a Chem Admin can create a custom band by selecting the "Custom Band" button in the lower right corner, then selecting the round + button to create a new band.

Search Master Library

Use the **Search Library** feature to explore the master chemical library. You can type in a CAS number or a chemical name and select it to view the entry.

The entry will display all the information related to that chemical family, including safety and hazard information, all associated substances from vendors, and a complete history of updates for that chemical family. This information is curated by the chemists on staff at RSS. If you have any questions regarding any of the information, please contact us by emailing service@RiskandSafety.com.

CFATS Report

The Chemical Facility Anti-Terrorism Standards (CFATS) report shows your campus percentages and thresholds of chemicals of interest from the Department of Homeland Security. Quantities are tracked by chemical facility. For the complete list of chemicals, visit https://www.cisa.gov/sites/default/files/publications/appendix-a-to-part-27-508.pdf.

The CFATS report requires each building that contains hazardous chemicals to be added as a chemical facility using **Manage Chemical Facilities** in the "Reports" section.

In the CFATS report, the data automatically populates from your chemical facilities and the containers within them. Any line items that need attention are noted in red in the table. To export the data, select the three dots in the upper right of the table and select **Export data**.

CERS Report

The California Environmental Reporting System (CERS) report is specific to organizations within California. The CERS report consumes data recorded in RSS Chemicals and places it in the template and format required for uploading to the state.

The exportable report shows current numbers of solids, liquids, and gases compared to their limits, which can be set using **Manage Chemical Facilities**. To export the CERS report, select

the three-dot menu in the upper right of the table and choose **Export data**. Please note: you may need to fill in data that RSS Chemicals does not have before submitting.

Control Areas

Control areas are used for the Maximum Allowable Quantity (MAQ) report for tracking compliance of chemical storage within a building. A separate Control Area Admin role is required to create control areas within a building and choose which rooms to include. The Control Areas homepage shows how many buildings have containers in them. For more detailed information on Control Areas and MAQ, please see the MAQ tutorial.

Chemical Facilities Management

This interface is where you select which buildings are designated as Chemical Facilities for the Analytics reports, including CERS and CFATS. Choose the facility and search for the buildings to include in that facility. Your organization may have one or many, depending on the building layout and local regulations. Customize each facility's CERS and EPA IDs, as well as chemical limits, by selecting a facility and inputting the information on the form. For more a step by step guide on creating Chemical Facilities, please see the Chemical Facilities Management tutorial.

Door Hazard Signs

When the optional Door Hazard Sign feature is turned on in Chemicals, Chem Admins can view all signs in the system. The interface allows navigation by building, room, and floor. Managing room suites is also available to designate separate rooms that are joined as a suite.

Stockrooms

Chemical Admins have the ability to identify an inventory as a stockroom. All inventories throughout the organization will be able to search these stockrooms and request chemicals.