

Adding a Chemical

Before Adding Containers to Your Inventory

1. Create an Inventory in Chemicals
2. Create a sublocation in **Inventory Summary** on Chemicals Desktop before adding containers
3. Before affixing a barcode to a container, make sure the surface is smooth and clean. Do not cover original label with a barcode

Adding a Chemical (Mobile)

1. Log into the RSS Chemicals app on your Apple or Android mobile device
2. Choose the **Inventory** tab on the bottom
3. Select the **Chemical Database** tab on the top left
4. Search for the chemical to add by Name, CAS Number, or Product number and select it
5. Select **Add Container**
 - a. When using barcodes, attach the barcode onto the container securely. Choose the **barcode** icon and line the square QR code onto the camera's red line
 - b. Choose a **Location** where this container will be stored
 - c. Enter the additional required fields: Container Size, Units, and Container Type. You can also enter in the Substance and choose a product from a specific vendor, if applicable
 - d. All other fields are optional
6. When complete, select **Add to Inventory**
7. You can add another container of the same chemical by selecting the **Add Container** button at the bottom of the page, or by selecting the back icon in the upper left and searching for a new chemical

Adding a Chemical (Desktop)

1. Log in to <https://app.riskandsafety.com>.
2. Select "Apps" in the top navigation bar and choose **Chemicals**
3. To add a chemical, select **Add to Inventory**
4. Search by chemical name, CAS number, or product ID, then select a chemical from the results

- a. If you are unable to find the chemical you are searching for, select the three-dot menu in the upper right corner, and select **Add Commercial Substance**. This will allow you to add a chemical family not found in our system.
 - b. If the chemical you are looking for is synthesized or no longer commercially available, please use the **Add Novel Compound** to enter it in. This does not add the chemical to the Chemical Library.
5. To the right of containers, select the round **+** button
 6. Confirm the number of containers and enter: Container Size, Units, Physical State, Container Type, and Location
 7. You can type the barcode label manually or go back to the mobile version to scan
 8. Once all required fields have been entered, select **Save**