Chemicals Desktop Version Glossary

Container Options

Available for every container in your inventory.

- **Checkout** – The checkout feature allows a container to be checked out to an individual within your group or anyone on campus. Checking out a container is temporary, with the intention of returning the container to its inventory group.

- **Transfer** – Allows for a permanent transfer of a container from one inventory group to another. Note: to complete the transfer process, the container will need to be accepted by the receiving inventory owner.

- **Dispense** – Intended for stockrooms, allows for "child" or secondary containers to be created from a larger "parent" container.

- **Clone** – Create a new container with all the same details as the original. Barcode information and comments will not be cloned.

- **Edit** – Allows container details to be updated or modified.

- **Remove** – Deletes the container from your inventory.

- **Move** – Allows the transfer of a container or multiple containers from one sublocation to another within your inventory.

- **Reassign** – A quick and easy way to assign a chemical that was initially entered into the inventory incorrectly. For instance, a container of acetone was added but should have been entered as nail polish remover. Reassigning the container will update only the chemical name and retain the container details such as barcode, chemical information (size, unit, type), sublocation, date received/open, and applicable comments associated with the container.

- **History** – This feature offers a comprehensive history of the container, detailing when modifications were made, what changes occurred, and who made them.

Pages

Homepage

- **Search Chemicals** – Search for chemicals within your inventory.

- **Add to Inventory** – Add a new chemical to your inventory.

- **Share Chemicals** – An optional feature that allows groups to share or borrow chemicals from one inventory to another. View requests, containers that are checked out, and track borrowed containers.

- **Pending Transfers** – View transfer requests to and from your inventory.

- **Inventory Summary** – The main administration page for maintaining and organizing your lab including tags, colleagues, sublocations, viewing door hazard signs, import/export, and reconciliation.

- **Inventory SOPs** – Allows users to create or select an existing standard operating procedure to associate with their chemical. ***Note***: *SOPs is a feature that may not enabled for your organization*

- **Chemical Admin** – Chemical Admin is an assigned role granted to select individuals (i.e., EH&S, Fire Marshal, Emergency Responders, etc.) which provides the ability to view, search, and generate reports for their entire campus and not just for an individual's inventory. Chemical Admins can also manage users for this role.

Inventory Summary:

The inventory summary page provides the administrative functionality for your chemical inventory. You can do the following actions on the Inventory Summary page.

- Certify your inventory (if your organization has enabled this feature)

- Manage Sublocations

- Manage Colleagues

- View who has access to your inventory as a member or inventory manager

- Import chemicals or export your current inventory information

- Reconcile your inventory

- View Door Hazard Signs (if your organization has enabled this feature)

- Manage Tags

Roles

Chemical Admin: A campus admin in RSS Chemicals has full access to anyone's inventory and can generate compliance reports for their campus.

Colleagues: Colleagues are other lab groups your group works closely with. Once a colleague request is accepted, colleagues have **read-only** access to chemicals, including locations, in your inventory and vice versa. A request will still need to be sent to borrow or share containers. Colleague requests are initiated from the Inventory Summary page under "Inventory Access & Permissions".

Delegate: Has the same administrative access as an inventory owner. Inventory owners can designate delegates for their group. **Note:** *– A delegate role is global and will have the same group administrative access as an inventory owner across RSS solutions (i.e., creating an assessment, adding/removing lab members, managing locations, etc).*

Inventory Manager: Assigned by the inventory owner or delegate, the inventory manager role has the same inventory access as inventory owners and delegates. Permission is restricted only to the chemical inventory management system.

Owner: Refers to the Responsible Person or Principal Investigator (PI) who is listed as the owner of a chemical inventory.

General

Chemical Container: Refers to one physical bottle, jug, or vial that holds a chemical. Each container should be added so that the number of physical containers you have matches the amount in your virtual inventory in RSS Chemicals.

Chemical Family: When searching for a chemical from our master library, the displayed result is the chemical family. This includes the chemical information, properties, safety information, and specific vendor products associated with that chemical family.

Reconciliation: An audit of your virtual inventory versus your physical inventory. (Only if containers have QR labels or RFID tags purchased through RSS).

Share Request: An optional feature that allows groups to share or borrow chemicals from one inventory to another to reduce the need for purchasing.

SOP: Allows users to create or select an existing standard operating procedure to associate with their chemical. **Note**: *SOPs is a feature that may not be enabled at your organization*

Stockroom: A centralized storeroom for chemicals on your campus.

Sublocation: Sublocations are required to create a chemical inventory and are helpful with organizing where chemicals are stored within your lab. Common examples of sublocations are a shelf, cupboard, or under a fume hood.

Substance: Our Master Library results provides the chemical family name. The substance provides a list of chemicals or reagents which can be associated with a specific manufacturer, ACS, or reagent grades.

Tag: An optional feature to group containers to a specific tag or label. Common examples of a tag are specific grants or experiments. This allows the group to view what chemicals are associated with a specific purpose quickly and easily when using the Tags filter. Managing tags can be accessed through the Inventory Summary page.