Admin Chemical Standard Operating Procedures (SOPs)

Getting Started

1. Log in at https://app.riskandsafety.com
2. From the RSS home page, select **Apps** in the top menu, then select **Chemicals**
3. On the Chemicals home page, choose **Inventory SOPs**

Review, Approve, or Return SOP to Owner for Edits

Depending on your organization’s configuration, the review process may not be used. If this is the case, “Draft” SOPs go straight to “Ready for Use”.

1. Select the drop-down menu in the search field to open the filters
2. Deselect all boxes except “Review”, then select **Filter**
3. Select an SOP with “Review” status
4. Review the SOP, then select the round three-dot menu in the lower right corner
    a. If the SOP is complete, select **Ready for Use**
    b. If the SOP needs more work, select **Return to Draft** to allow the owner to continue editing.

Reviewing Inventories for Chemical Bands Missing SOPs

A separate SOP is required for each chemical band represented in a particular inventory. To review which bands do not have an SOP in a particular inventory, use the following steps:

1. Select an SOP
2. Select the round three-dot menu in the lower right
3. Select **SOP Requirements**
4. The name of the inventory in question will be in the top left. Bands without an SOP are indicated by a red “no” symbol to the right. This indicates that the owner of this inventory has not created an SOP for that particular band.

Transfer Ownership of an SOP

Ownership of an SOP can be transferred to other individuals within the same inventory.

1. Select an SOP you would like to transfer

2. Select the **Details** tab
3. Search for an inventory member under “Change Owner”
4. Select the person’s name and select **Transfer**

Creating an SOP

1. Select the round three-dot menu in the lower right corner
2. Choose **Create New Procedure**
3. Select the inventory and template you would like to use
4. Give the procedure a title and option description
5. Select **Create**

Filling Out the SOP & Acquiring Acknowledgements

After the SOP has been created, it will have a “Draft” status. It must be edited before it can be made ready for use.

1. Select the round three-dot menu in the lower right corner of an SOP
2. Choose **Edit**
3. Fill out all sections of the SOP (most are mandatory)
    a. Select **Save** for each completed section
4. Select **Acknowledged By** (the last section) to choose which groups or individuals must view and acknowledge the SOP once published

SOP Permissions and Sharing

Beyond assigning groups or individuals within the SOP who must acknowledge it, you can also share the SOP with others, as well as provide editing permissions. **Note**: Both owners and SOP admins have this ability.

1. While viewing the SOP, select the round three-dot menu in the lower right corner
2. Select **Share**
    a. You can generate a Read-Only Link
    b. Allow or deny full campus access by toggling the "Anyone on campus can view" toggle
    c. Individual Permissions: Search for an individual by name or email, then use the drop-down to edit permissions (view or edit)
    d. Group Permissions: Search by group name or owner, then use the drop-down to edit permissions (view or edit)
3. Select **Save**

SOP Template Menu Options

Note: Some of these options may be suppressed for a particular template depending on how it was configured. (See “Template Settings including Acknowledgements” in this document)

- SOP Requirements – Shows a list of chemical bands that are missing for an inventory
- Ready for Use – Mark the SOP as complete and ready to use
- Archive – Permanently archives a “Ready for Use” SOP (can still be cloned)
- Delete – Permanently deletes a “Draft” SOP
- Save PDF – Save a PDF version of the SOP
- Share – Share a read-only link or provide view & edit rights to others in your organization
- Edit – Make edits to an SOP with “Draft” status
- Clone – Make a clone of an SOP
- View Versions – View all previous versions of the SOP
- New Version – Create a new version of an SOP with “Ready for Use” status

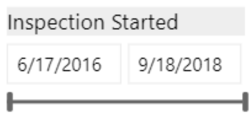
Acknowledging SOPs

1. Select an SOP that requires your signature
2. Read the SOP thoroughly, then scroll to the “Acknowledged Statement” section
3. Select **I Agree**
4. Review the confirmation message and select **Confirm**

Viewing and Using the SOP Analytics Dashboard

1. Select **Apps** in the top menu, then **Analytics**
2. Select **Chemical – SOP Compliance**
3. You can sort the data by:
    a. Inventory
    b. SOP Status
    c. SOP Required Band
    d. Department
    e. Building

Dashboard Controls

Dashboard Controls	Description
	Displayed on every dashboard tab, there are a variety of filters for dynamic reporting on various data points. Filters allow users to analyze statistics and quickly identify trends to improve program compliance.
	Drill down the data by clicking on any chart or using the buttons in the upper corners when hovering over a chart. • Single arrow – drill down or drill up one field at a time • Double arrow – drill down all fields at once • Split arrow – expands all data across all programs and includes hierarchy (e.g., year, FY quarter, month, and days)
	Select the Focus Mode button to expand a view.
	To export tables to Comma Separated Value (CSV) format, click the three-dot menu and select **Export data**.