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**

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. **Note**: This section may not be present depending on how the template was created.

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.

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 Menu Options

Some of these options may be suppressed for a particular template depending on how it was configured.

- 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**

Reviewing Inventories for Chemical Bands Missing SOPs

A separate SOP is typically required for each chemical band represented in your inventory. To review which bands do not have an SOP in your 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 will be in the top left. Bands without an SOP are indicated by a red “no” symbol to the right. This indicates that no SOP has been created for that particular band.

Transfer Ownership of an SOP

Ownership of an SOP can be transferred to other individuals. You must be the owner of the SOP.

1. Select an SOP you would like to transfer
2. Select the **Details** tab
3. Search for a person under “Change Owner”
4. Select the person’s name and select **Transfer**