RIT | Rochester Institute of Technology

Environmental Health and Safety
GUIDANCE DOCUMENT

Topic:	Date of Issue:	4/5/2024
Maintaining CampusOptics Chemical Inventory	Issued By:	Environmental Health &Safety
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Getting into CampusOptics

1. Access the system at https://rit.campusoptics.com/

   a. Sign in using the RIT SSO Login procedures

   b. If you need to request access to CampusOptics, and/or are unable to login, submit the following to ehs@rit.edu:

      i. Name
      ii. Email
      iii. Location (Bldg & Rm number)

View Building and Space Information

1. Click "Campus" on the left-hand side menu.

   a. Under the "Buildings" header, you will see all buildings that house spaces you have been assigned to.

      i. Clicking on a building will display its location on a campus map and additional building information.

   b. Under the "All Spaces" header, you will see the rooms that you have been assigned to.

      i. Clicking on a space will display an overview of the location and safety information, as well as the current inventory amount and assets. You may also view the members assigned to this space.

Maintaining your Chemical Inventory

1. Click "HazMat" on the left-hand side menu.

   a. Under "Types", you will see ALL chemical types at the university listed. To search for a particular chemical, type the name or CAS number into the search bar.

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  i. Clicking on a chemical type will display basic information and safety data, as well as links to associated safety data sheets.

  ii. If the chemical type is not listed, please send an email to ehs@rit.edu with the following information:
- Chemical Name
- CAS Number
- Chemical Phase (Liquid/Solid/Gas)
- Manufacturer Name

b. Under "Containers", you will see the chemicals in your assigned inventory.

  i. Clicking on a container will display the item location, amount, manufacturer, classification, and safety data sheet.

  ii. To edit container information, click the "Actions" drop down menu and select "Edit Details".

c. **To Add a New Container:**

  i. Click "HazMat" on the left-hand side menu, then click "Containers" to view your assigned inventory.

  ii. On the top right-hand corner, click "New Container".

  iii. Search for chemical type using the CAS number or chemical name.

  iv. Scroll down to find the correct chemical type *(if the chemical type needed is not listed, please email ehs@rit.edu to have a new type added.)*

  v. Complete the Basic Information, Location, and Custom Fields (as applicable).

  vi. Click "Create Container".

d. **To Remove a Container:**

  i. Click "HazMat" on the left-hand side menu, then click "Containers" to view your assigned inventory.

  ii. Click on the container you would like to remove from your inventory.

  iii. Click the "Actions" drop down menu and select "Remove Container".

  iv. *Note: This container will be removed from your assigned inventory under "Containers". Removed containers can be viewed by applying filters to "Include Removed Containers".*

<u>Verifying your Chemical Inventory</u>

To maintain the accuracy of RIT's Chemical Inventory reporting, verification of all containers will be required at least annually.

e. To Verify Inventory:

     i. Click "HazMat" on the left-hand side menu, then click "Containers" to view your assigned inventory.

     ii. Click on the container (or select multiple containers) that you would like to verify.

     iii. Click the "Actions" drop down menu and select "Verify Container(s)".

     iv. Type in your name as the "Contact".

     v. Click "Update Container(s)"

For Questions or Assistance, contact the Environmental Health & Safety Office at (585) 475-4230 or ehs@rit.edu.