CSU **The California State University**
OFFICE OF THE CHANCELLOR

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ACTION REQUIRED:
Implementation of Risk and
Safety Solutions (RSS) software.
Due: 10/1/18

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Memorandum

July 13, 2018

TO: EH&S Directors
           Chief Information Officers
           Vice Presidents of Business & Finance (CABO)
           Presidents
           Provosts

FROM: Zachary Gifford, Director, Systemwide Risk Management

RE: Laboratory Safety – Risk and Safety Solutions (RSS) Software

SUMMARY: In order to address components of the CSA Audit findings, a decision was made to contract with RSS for their software solution related to lab and chemical safety.

ACTION ITEM(S): Collaboration between campus IT professionals and RSS is required for successful implementation. Experience thus far reflects that implementation takes no more than a day to a day and a half. Target date for completion is 10/1/18 and no later than 12/31/18.

AFFECTED GROUPS: Campus Information Technology, Campus Environmental Health and Safety.

As you know, there was a recent audit report released by the California State Auditor on laboratory safety. The findings highlighted several areas for improvement including training, inspections, documentation, and ongoing environmental health and safety program review.

Recognizing the complexity of managing a comprehensive environmental health and safety program across 23 CSU campuses with differing levels of academic activity, staffing, experience

CSU Campuses	Fresno	Monterey Bay	San Francisco
Bakersfield	Fullerton	Northridge	San José
Channel Islands	Humboldt	Pomona	San Luis Obispo
Chico	Long Beach	Sacramento	San Marcos
Dominguez Hills	Los Angeles	San Bernardino	Sonoma
East Bay	Maritime Academy	San Diego	Stanislaus

and program maturity, the Chancellor's Office is establishing a standardized process that each campus is asked to have in place for the upcoming academic year.

This process has been developed in consultation with the Lab Safety working group and EH&S task force. The process involves the use of a software suite from Risk and Safety Solutions (RSS) for conducting and documenting hazard assessments (ASSESSMENT), inspections (INSPECT), and chemical inventories (CHEMICALS). The CSU Chief Information Security Officer has provided a systemwide approval for security for the software.

As many of you likely are aware via communications and meetings of the systemwide Lab Safety working group and the systemwide EH&S taskforce, the RSS tool is a web-based software-as-a-service package, and RSS manages the data and maintenance. There is a modest campus-specific effort to provide authentication for campus users and campus CIOs are asked to prioritize the local effort necessary to facilitate this software deployment.

Because of the need to move expeditiously to implement this software for the upcoming academic year, I wanted to advise you of these efforts and our systemwide direction even while all the details are being finalized. The Chancellor's Office is committed to enhancing the CSU lab safety initiative and is providing ongoing annual funding for this software. This should enable all campuses to participate fully in the software deployment without substantive funding limitations.

I appreciate the engagement and enthusiasm of those involved to date to bring about positive and sustained change to this important and vital element of our academic mission.

cc: Dawn Theodora, Asst. Vice Chancellor and Chief Counsel – Business & Finance
        Cindy Sanford, Director of Investigations and Intergovernmental Audits
        Jody Van Leuven, Asst. Director of Systemwide Risk Management
        Ed Hudson, Chief Information Security Officer