



RSS CHEMICALS User Guide – Lab Chemical Moves

Transferring chemical inventory after a move to a new location

Borrowed from UC with permission and edited for SFSU by jcayetano@sfsu.edu

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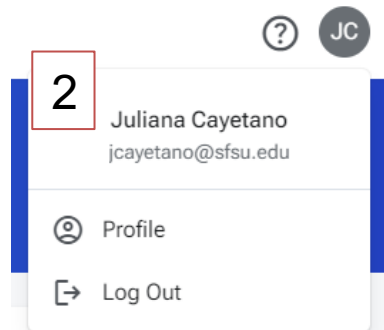
Introduction

- After a laboratory moves to a new location, it is critical to update your RSS-SFSU Chemicals inventory to reflect your chemicals' new locations
- This process has 4 main steps, detailed on the following slides
 1. Slide 3: Adding new rooms
 2. Slides 4-5: Adding new Sublocations to the new rooms, or moving existing Sublocations to the new rooms
 3. Slides 6-9: Moving chemicals to new Sublocations
 4. Slides 10-12: Removing old rooms & Sublocations from the inventory, and other final checks
- Note that many of these steps must be done in the web browser version of RSS Chemicals (not the app) and can only be performed either by the PI or by those with Inventory Manager privileges

Adding new rooms to your inventory

- Note: This must be done either by the PI or by someone with Delegate privileges

1. Log in to [Risk & Safety Solutions \(RSS\)](#)
2. On the upper right, click your name or Initial, and then click "Profile"
3. Select your "Main Group" by clicking on its name. i.e. "EHS Test Main Group."
4. On the "Main Group" page, click "Locations" on the right sidebar
5. On the "Locations" page, click the blue (+) and type in the Building, then the Room Number
6. Then, select both the desired Chemical Inventory and LHAT name and click "Save".
7. Repeat this for all rooms where you will store chemicals in your new location

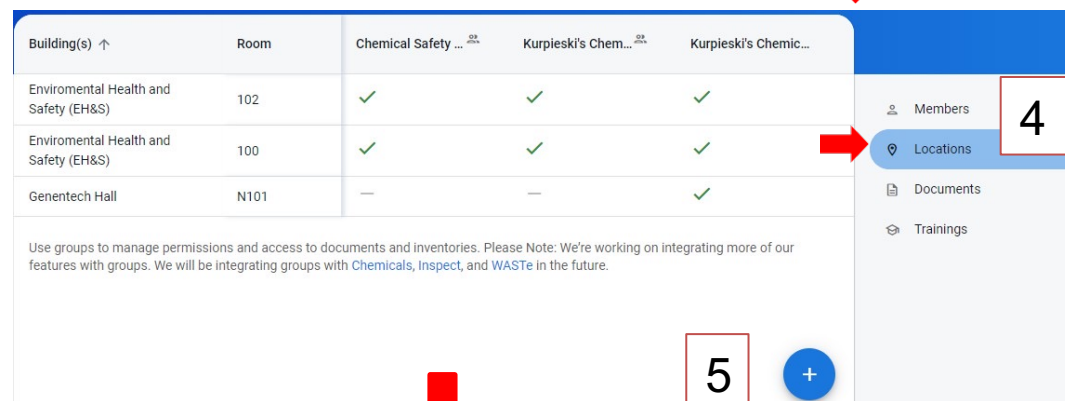


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Juliana Cayetano
jcayetano@sfsu.edu

Profile

Log Out



| Building(s) ↑ | Room | Chemical Safety ... | Kurpieski's Chem... | Kurpieski's Chemic... |
|---------------------------------------|------|---------------------|---------------------|-----------------------|
| Enviromental Health and Safety (EH&S) | 102 | ✓ | ✓ | ✓ |
| Enviromental Health and Safety (EH&S) | 100 | ✓ | ✓ | ✓ |
| Genentech Hall | N101 | — | — | ✓ |

Members

4

Locations

Documents

Trainings

5

+

Add Location

Search Building

Genentech Hall

Search Room

1M5

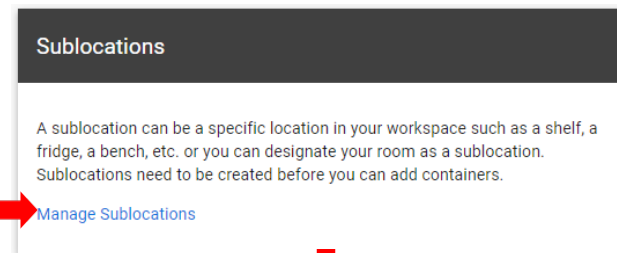
- Chemical Safety & Industrial Hygiene (Chemical Inventory)
- Kurpieski's Chemical Inventory Training Group (Chemical Inventory)
- Kurpieski's Chemical Inventory Team (Training Group) Assessment (Lab Hazard Assessment)

Adding or moving Sublocations

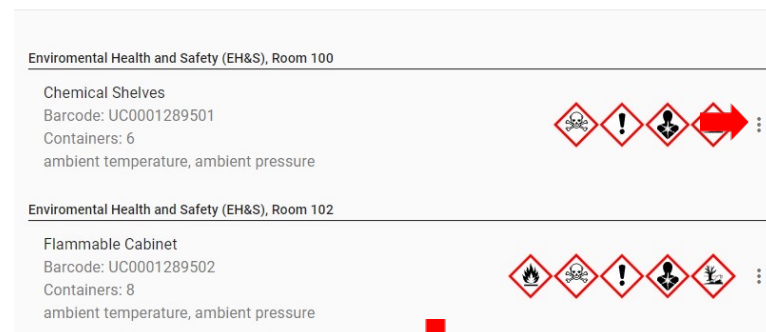
- Before chemicals can be moved to the newly added rooms, Sublocations need to be added to these rooms. **This must be done by either the PI or an Inventory Manager.**
- There are two options:
 1. Moving existing Sublocations from old rooms to new rooms (see next slide for instructions)
 - This will also move all chemicals within those Sublocations. Any chemicals that physically end up in a different Sublocation in the new lab will need to be manually moved later (see slides 7-8)
 - Note that this will retain the barcodes previously associated with those Sublocations – if the physical barcodes do not make the move, the Sublocation barcodes will need to be updated afterwards. This can be done either in the web browser version using the “Manage Sublocations” tool, or in the app version using the “Barcode your Sublocations” option in Settings.
 2. If your old Sublocations do not correspond nicely to Sublocations in the new space, creating new Sublocations may be more appropriate (Refer to [Chemical- Setting up your inventory >Create a sublocation](#))

Moving existing Sublocations to a new room

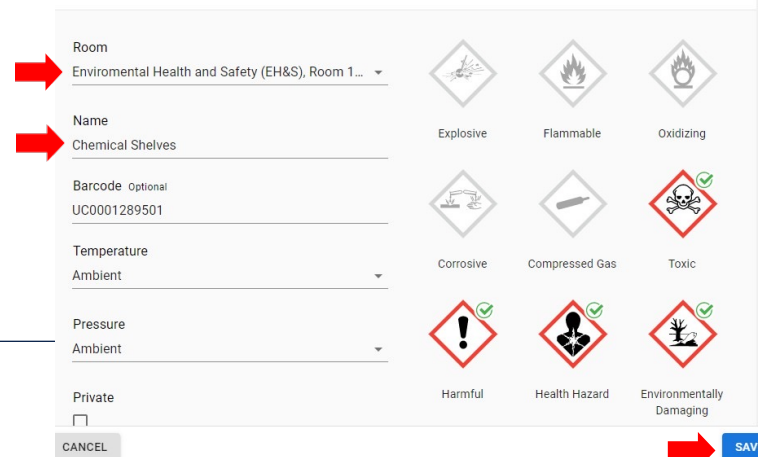
- Go to the "Inventory Summary" page from the RSS Chemicals home page
- In the "Sublocations" section, click "Manage Sublocations"
- Click on the 3-dots icon next to the desired Sublocation and click "Edit"
- Choose the new room, and edit the name if needed
- Click "Save" in the bottom right corner
- You will be taken back to the "Manage Sublocations" screen. It will take a few seconds for the page to update after making a change.
- Remember, moving a Sublocation in this way will also move all chemicals associated with that Sublocation to the new room!



Manage Sublocations: Chemical Safety & Ind

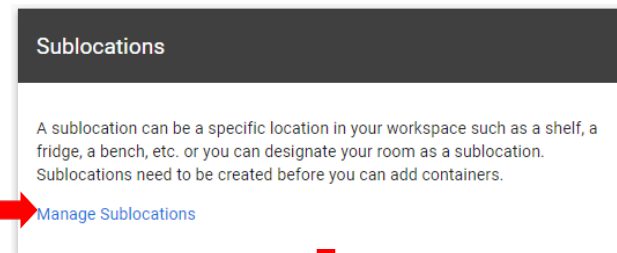


Manage Sublocations: Chemical Safety & Indust

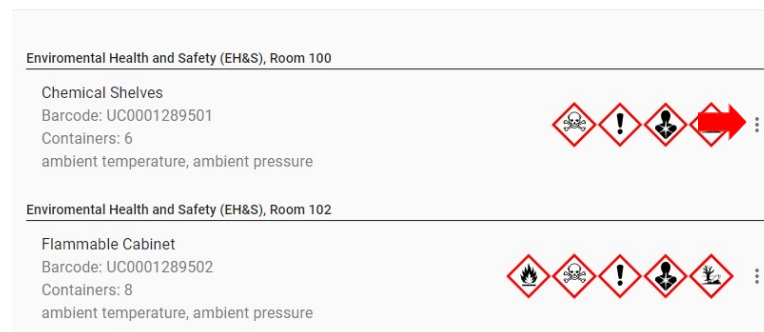


Moving chemicals to new Sublocations (1)

- If you opt to create new Sublocations, the "Manage Sublocations" tool also has the option to batch-move all chemicals within an existing Sublocation to a new Sublocation.
 - However, this option will delete the old Sublocation
- In the "Sublocations" section, click "Manage Sublocations"
- Click on the 3-dots icon next to the desired Sublocation and click "Remove"
- Enter the desired destination room & Sublocation for the chemicals
- Click "Remove and move containers" to delete the old Sublocation and move its containers to the new Sublocation
- The next three slides contain instructions on ways to move individual containers if these "whole Sublocation" methods of relocating chemicals DO NOT fit your needs.



Manage Sublocations: Chemical Safety & Ind



Moving chemicals to new Sublocations (2)

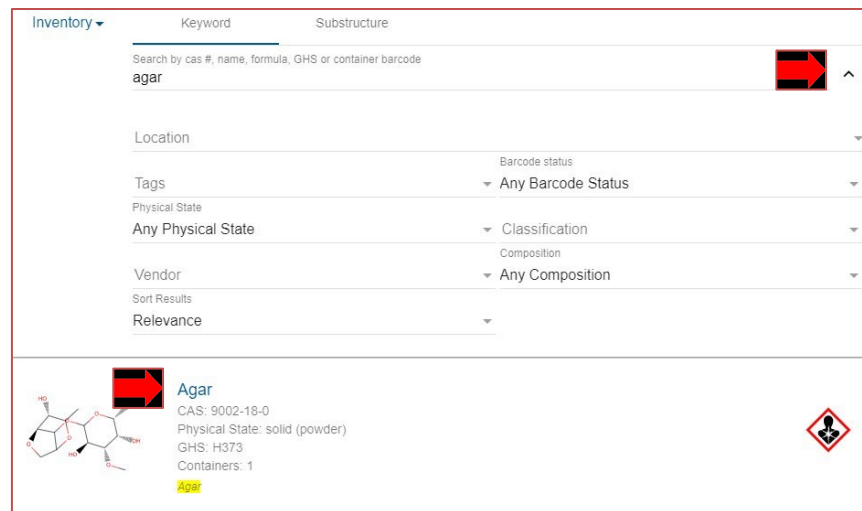
- If the laboratory move results in many of your chemicals being shuffled between various new Sublocations, the simplest way to accurately update your inventory will be to do a reconciliation of the inventory using a barcode scanner.
- EH&S has several hand-held barcode scanners that are being loaned. Please contact Juliana Cayetano, jcayetano@sfsu.edu.
- Please note that all of your new Sublocations will need to be barcoded to perform an inventory update using a barcode scanner.



Moving chemicals to new Sublocations (3)

- If your old and new Sublocations do not quite match up in terms of which chemicals go in which Sublocation in your **new** space, and you opt against using a barcode scanner to reconcile your inventory, you will need to manually move chemical containers to the correct Sublocations using the "Search function".
- Search for the chemical in question. The advanced search tools (click the arrow on the right side of the search bar) can be used to narrow things down using a variety of criteria
- Click on the appropriate chemical in the search results list.
- Then, click the 3-dots icon next to the container to be moved and click "Move"

(continued on next slide)



Inventory

Keyword Substructure

Search by cas #, name, formula, GHS or container barcode

agar

Location

Barcode status

Tags

Any Barcode Status

Physical State

Any Physical State

Classification

Composition

Vendor

Any Composition

Sort Results

Relevance

Agar

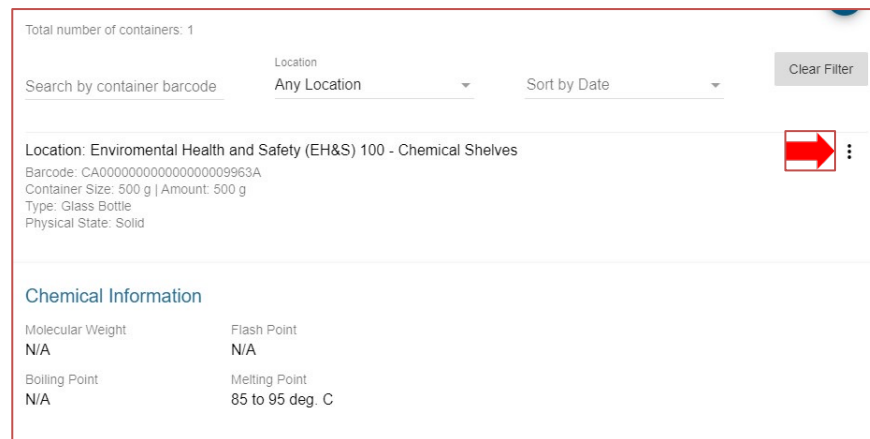
CAS: 9002-18-0

Physical State: solid (powder)

GHS: H373

Containers: 1

Agar



Total number of containers: 1

Location

Any Location

Sort by Date

Clear Filter

Location: Enviromental Health and Safety (EH&S) 100 - Chemical Shelves

Barcode: CA00000000000000000000009963A

Container Size: 500 g | Amount: 500 g

Type: Glass Bottle

Physical State: Solid

Chemical Information

| | |
|------------------|-----------------|
| Molecular Weight | Flash Point |
| N/A | N/A |
| Boiling Point | Melting Point |
| N/A | 85 to 95 deg. C |

Moving chemicals to new Sublocations (4)

- If that is the only container that needs to be moved to a new Sublocation, you can click “Move” and choose the new Sublocation from the dropdown list.
- Otherwise, you can return to the search screen and search for more containers to move to the same new Sublocation.
 - RSS Chemicals will display the list of chemicals you select to move in a queue on the right side of the screen. Continue to search for more containers, and click the arrow icon to add them to the move queue.
 - Once you are done adding items to the queue, click “Move” and choose the new Sublocation from the dropdown list

The screenshot illustrates the workflow for moving chemicals. It shows a search results page for 'Agar' (500 g) with details such as location (Environmental Health and Safety (EH&S) 100 - Chemical Shelves), barcode (CA000000000000009963A), and chemical information (Molecular Weight: N/A, Flash Point: N/A, Boiling Point: N/A, Melting Point: 85 to 95 deg. C). A 'Move' button is highlighted with a red arrow. Below, a queue of containers is shown, with a red arrow pointing to an arrow icon to add items to the queue. At the bottom, a dialog box prompts the user to 'Select location to move 2 queued containers.' with a 'Confirm' button highlighted by a red arrow.

Removing empty/unneeded Sublocations

- Once all chemicals have been removed from any Sublocations remaining in your **old** space, these old Sublocations need to be deleted from your inventory.
- Go to the "Inventory Summary" page from the RSS Chemicals home page
- In the "Sublocations" section, click "Manage Sublocations"
- Click the 3-dots on the right and select "Remove"
- If any chemicals are remaining in that Sublocation, you will be prompted to move those chemicals to a new room/Sublocation before deletion.

Sublocations

A sublocation can be a specific location in your workspace such as a shelf, a fridge, a bench, etc. or you can designate your room as a sublocation. Sublocations need to be created before you can add containers.

[Manage Sublocations](#)

Manage Sublocations: Chemical Safety & Ind

Enviromental Health and Safety (EH&S), Room 100

Chemical Shelves
Barcode: UC0001289501
Containers: 6
ambient temperature, ambient pressure

Enviromental Health and Safety (EH&S), Room 102

Flammable Cabinet
Barcode: UC0001289502
Containers: 8
ambient temperature, ambient pressure

Removing old rooms from the inventory

- Once all Sublocations have been removed from a room, it can be removed from your Group to stop it from appearing in your inventory's list of rooms.
- Navigate to your Group's Locations page (refer to instructions on slide 3)
- Select the room you would like to delete by clicking anywhere on its row
- Click the trash can icon in the upper right corner and click "Remove"

The screenshots illustrate the process of removing a room from the inventory. The first screenshot shows the user profile menu with 'Profile' and 'Logout' options. The second screenshot shows the 'Group Memberships' table with a red arrow pointing to the 'Chemical Inventory test 1' row. The third screenshot shows a table of rooms with a red arrow pointing to the first row (Environmental Health and Safety (EH&S) - 102). The fourth screenshot shows the 'Manage Environmental Health and Safety (EH&S) - 102' page with a red arrow pointing to the trash can icon in the top right corner.

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| Genentech Hall | N101 | — | — | ✓ |

| Name | Owner | Role | Created ↓ |
|---------------------------|---------------|-------|------------|
| Chemical Inventory test 1 | Chung, Andrew | Owner | 07/09/2021 |

Manage Enviromental Health and Safety (EH&S) - 102

- Chemical Safety & Industrial Hygiene (Chemical Inventory)
- Kurpieski's Chemical Inventory Training Group (Chemical Inventory)
- Chemical Safety & Industrial Hygiene Assessment (Lab Hazard Assessment)

Final checks

- Check that all necessary Sublocations have been created in your new space
- Check that all chemicals have been moved to the correct Sublocations within the inventory. Move any chemicals located in the wrong room or wrong Sublocation (see slides 8-9)
- Check that no chemicals remain in your old Sublocations/rooms within the inventory
- Check that all unneeded Sublocations have been deleted from your inventory (slide 10) and all unneeded rooms have been deleted from your Group (Slide 11)

Questions?

- If you still have any questions related to RSS Chemicals, FAQs, and tutorials, please go to
- [EHS webpage > Risk and Safety Solutions Software](#)
- If you have a specific question, you can send an email to icayetano@sfsu.edu
- If you have any suggestions for the developers or believe the app is not functioning properly, please contact the RSS Chemicals service desk by filing a help ticket. The “Submit a ticket” link can be found at the bottom of the page at <https://csu.risksafety.solutions/help>