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
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!
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.
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)
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.

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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.
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”
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 jcayetano@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