

August 24, 2023

## CampusOptics Guidance Document – Hazardous Material Inventory

1. Access the system at [www.odu.campusoptics.com](http://www.odu.campusoptics.com)
  - a. Use the email / password created from the Invitation email (from CampusOptics).
  - b. If you did not receive the invitation email, and/or are unable to login, submit the following to [ehsdept@odu.edu](mailto:ehsdept@odu.edu):
    - i. Name
    - ii. Email
    - iii. Location (Bldg & Rm number)
2. Click “Campus” on the left-hand side menu.
  - a. Under “Buildings”, 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 “All Spaces”, you will see the laboratories (or rooms within laboratories) 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.

*The “Create a door sign” option is not currently in use. Please continue to use the [Laboratory Door Sign Request](#) form on the EHS website.*

### 3. Maintain Chemical Inventory

- a. Click “HazMat” on the left-hand side menu.
- b. 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.
  - 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 [ehsdept@odu.edu](mailto:ehsdept@odu.edu) with the following information: Chemical Name, CAS Number, chemical phase (Liquid/Solid), manufacturer.
- c. 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”.
- d. **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)”
- e. **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, refer to Step 3.b.ii to have a new type added.*)
  - v. Complete the Basic Information, Location, and Custom Fields (as applicable).
  - vi. Click “Create Container”.
- f. **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”.*

#### 4. Transfer / Request Chemicals

The “Transfer” option allows users to move or request chemical containers to other labs. This option allows the department to better utilize resources and reduce unnecessary hazardous waste.

- a. Click “HazMat” on the left-hand side menu, then click “Types”.
- b. Type the name or CAS number to search for the chemical you are requesting.
- c. Locate and click on blue link for Chemical name.
- d. Click the “Actions” drop down menu and select “Request Transfer”.
- e. Fill out form for Desired amount and Unit.
- f. Click “Search Containers”

- g. If item is found, it will display a Contact. Select the Contact of your choice.
- h. Click “Finalize Request” to send the transfer request.

**For Questions or Assistance, contact the Environmental Health & Safety Office at (757) 683-4495 or [EHSdept@odu.edu](mailto:EHSdept@odu.edu).**